

Parcel Map User Guide



FIRST Edition
2010

IMPORTANT COUNTY CONTACT INFORMATION

Accounting/Planning (951) 955-3250

Archaeologist: (760) 393-3411

Assessor Phone: (951) 955-6200

Building & Safety: (951) 955-1800

Economic Development: (951) 955-8916

Environmental Health: (951) 955-8980

Environmental Programs: (951) 955-6892

Executive Office: (951) 955-1100

Fire: (951) 955-2823

Flood Control: (951) 955-2987

Geologist: (951) 955-6863

Ombudsman: (951) 955-3629

Planning: (951) 955-3200

TLMA: (951) 955-1800

Transportation: (951) 955-6790

Transportation and Land Management Agency

4080 Lemon Street
Riverside CA 92502

Phone: 951-955-3200
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PREFACE

Developing property can be a long, complicated and expensive process. It is suggested that prior to purchasing land or starting the development of land you already own, you approach that investment with caution by undertaking due diligence (seeking information) on the parcel.

It is recommended that you use Riverside County's website at:

www.rctlma.org/gis/contentapps_reports.aspx

to examine the information provided in the Riverside County Land Information System (RCLIS) report and observe items of potential concern such as:

- Flood zones, Liquefaction Potential, subsidence, and Fault zones
- Steep Slopes (display the contours layer)
- Blue Line Streams
- Multi Species Habitat Conservation Cell Criteria area (endangered species)
- High Fire (for fuel modification measures through California Department of Forestry)
- Zone and General Plan density (minimum acreage)
- Paleontological or Archaeological sensitivity

THINGS TO LOOK FOR

Note the legal description and purchase a copy of the recorded map, if available, from the Riverside County Transportation Department / Survey Division Public Information Counter (2nd floor County Administrative Center) to see if any existing constraints or easements are already in place. Check with the Planning Department if mitigation fees have been conditioned prior to building permit issuance. If no record maps or other documents are available, a preliminary title report from a title company will show the easements of record affecting the property.

Should you decide to move forward, other issues that could arise and should be examined before investing a lot of time and money include:

Sewer Availability will need to be determined. If sewer service is not available, will the parcel percolate for a Subsurface Sewage Disposal System? The Department of Environmental Health can assist you in this area.

Water Availability will need to be determined. Contact the Water District indicated on the RCLIS report and ask if they service the proposed location. If they do not service that area, a water well may be the alternative and you would need be responsible for acquiring a contractor to drill for water, and, if found, have it tested to see if it is potable (drinkable) prior to map submittal.

Water availability for fire suppression will have to be determined. If no fire hydrant is available, then a water well and tank will need to produce a required amount of gallons per minute (GPM) for the Fire Department to utilize should a fire break out.

WHAT IS A PARCEL MAP?

A “Parcel Map” is the legal mechanism to subdivide real property into smaller, separate units. Typically, a Parcel Map consists of two (2) to of four (4) residential parcels.

This is also sometimes referred to as a “lot split.” This process is governed by both State Law (the Subdivision Map Act-SMA) and County Ordinances (Ordinance No. 460 Regulating the Division of Land and Ordinance No. 671: consolidated fees for Land Use and related Functions, Ordinance No. 348 Providing for Land Use Planning and Zoning Regulations; and the General Plan).

FIRST STEPS

The process you can expect from the time you make the decision to subdivide your property until the time of construction on, or sale of, the new lots can be broken into 5 discrete steps:

1) Secure a Map Number:

The map number is a unique identifier for the Parcel Map that you are proposing and will be referenced throughout the future development of the property. The number is issued by the County Surveyor at 4080 Lemon Street, 8th Floor, Riverside, CA. This map number, once issued, is valid for two years.

2) Processing a Tentative Parcel Map:

The tentative map will normally be the most expensive part of the process for you. For this process you will provide a variety of plans and reports for the County Planning Department to review. The plans will be required to show that all the requirements of law will be met as part of the sub-division of your property. The Planning Department will distribute these plans and reports to other county departments for their evaluation and comment.

If some of the information is on the plans is incorrect, incomplete or indicates something contrary to the laws, you will be required to revise them and resubmit for review. You may be required to secure and provide additional professional studies for the review process, which may include Geology, Biology, and Cultural Resources reports. Once all of the reviewing departments are satisfied that the requirements have been met, the Planning Director will hold a Public Hearing to allow for testimony both for and against your subdivision and will make a final decision on your map. The Planning Director's decision will then forwarded to the Board of Supervisors.

This process can take 6 months to two years, and the cost may vary \$10,000 to \$30,000 depending on the complexity of the case. This is a cost approximation for the tentative map only and does not include engineering costs, additional applications or reports that could be required thru the proc-

After the tentative map is approved, you have a number of years in which to process and file (record) a Final Parcel Map, but please remember — you cannot sell any of the new parcels or construct on them until the final parcel map is filed (recorded) with the County Recorder. If you need to construct a home on the parcel before the map is filed, it must be constructed and finalized and delineated on the tentative parcel map as an existing structure that is to remain. The approved tentative map is valid for three years with the possibility of up to five 1 year extensions, pending approval, for a total of eight years. Extensions of Time are required to be applied for and approved 30 days prior to the expiration of the tentative map.

3) Processing a Final Parcel Map:

The new parcels are legally created by the filing (recording) of a final Parcel Map. A final Parcel Map must be prepared by a licensed land surveyor or qualified registered civil engineer and submitted to the Riverside County Surveyor's office for review, approval, and filing with the County Recorder. If there are any constraints that will not allow grading or construction in specific areas, an Environmental Constraint Sheet will be filed in conjunction with the Final Parcel Map.

Once the map is filed with the County Recorder, the newly created parcels are now legal. You can expect the final Parcel Map process to take approximately 12-18 months and have a cost of approximately \$7,000 to

\$10,000 depending on the complexity of the survey, conditions of approval, and location of the property.

Congratulations! You are now able to sell some or all of the new parcels or apply for building permits.

4) Obtaining Grading Permits:

If you will be grading over 50 cubic yards of dirt, you will be required to obtain a grading permit from the Department of Building and Safety. If you fall within an environmentally sensitive area, disturbing the ground could be a Federal offense. The cost of grading permit submittal and review ranges from \$4,500 to \$5,000. This is a cost approximation to review the grading plans only, and does not include engineering costs, additional applications or reports that could be required thru the process.

5) Obtaining Building Permits:

You will be required to submit detailed construction plans for all structures to the Department of Building and Safety for Plan Check review and building permit issuance. In addition, a variety of mitigation fees to offset impacts to public services and the environment are due during various stages of the permit process. Check with the respective departments for additional fees.

Please contact the Planning Department at (951) 955-3200 and we will be happy to answer your questions!