

## **Parcel Maps**

When an application is received in Planning, it is date-stamped and receipted. Parcel Maps are listed in the Project Clearance Committee (a.k.a.: Subdivision Committee) log.

The file number is noted on the correct parcel in the assessor's book. Related case file numbers are read from the assessor's book (and VISO strips) and noted on the bottom of the back side of the application form and inside the front cover of the file folder.

Information about the application is entered into the Records Management System residing on the Data General computer.

Coordination reports are prepared and a copy of the plot plan is forwarded to the appropriate City departments and non-City agencies for review and comment. A planner prepares a marked copy of the map.

Approximately ten days after transmittal, the application is considered by the Subdivision Committee. All agency concerns and any environmental issues regarding the application are discussed. The Committee must determine if the application contains all necessary information in order to be deemed complete. Parcel Map applications, once cleared by Subdivision Committee, proceed directly to a City Council meeting approximately three weeks later.

Notification of the Council hearing is placed in the local newspaper and sent to property owners within 300 feet.

The Council, after hearing the applicant's presentation and taking public testimony, acts to either affirm or reverse staff's recommendation. Approvals are accompanied by conditions of approval.

A final Parcel Map may be submitted and approved by Engineering within two years of the approval of a tentative map or else a request for extension may be submitted to Planning.

The approval may be extended for a total of three additional years, at the applicant's request.