



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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MAJOR SUBDIVISION

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electrically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Major Subdivision application online or at the CDRA front counter.

- Completed Universal Application: Select the [Major Subdivision](#) plus other entitlement requests such as a Use Permit or Variance under section 1 of the application form. For Major Subdivision applications that include companion entitlement requests, please review the filing instructions for each companion entitlement.
- Completed [Environmental Questionnaire Form](#): (Most Major Subdivision projects are subject to CEQA review. For further information see instructions for [Projects Subject to CEQA](#)).
- Project description: (see [Project Description Requirements](#))
- Project tentative map: (see [Tentative Map Requirements below](#))
- At-Cost Disclosure: Placer County land development entitlements determined to be "major projects", as defined in the most current Planning Services Division Fee Schedule, are processed "at-cost". The fee paid at the time of filing a major project application is a deposit. Staff time and other direct expenses, such as public noticing, will be charged against the deposit (see [At-Cost Entitlement Processing of Major Entitlements](#) for more detailed information). The most current version of the Planning Services Division Fee Schedule is available [here](#). Consent to At-Cost billing will be required prior to acceptance of the application for processing.
- Pre-Development Meeting Application Number: Major Projects require submittal of a Pre-Development Meeting application prior to County acceptance of a Major Project entitlement application. Please review the most current version of the Planning Division Fee Schedule to determine if your entitlement is classified as a Major Project.

FORM AND CONTENT OF TENTATIVE MAP

The tentative map shall be clearly and legibly drawn on one sheet whenever possible, and shall contain the following information (See also, County Code Section [16.12.040](#)):

- A. Name. The title may contain such name as may be selected by the subdivider.
- B. Parties. Names and address for the legal owner of the property, subdivider, and civil engineer or licensed land surveyor or person who prepared the map.
- C. Topo-Contour Map Requirements.
 - 1. A topographic contour map showing accurately the existing terrain within the subdivision and a minimum of five hundred (500) feet on all sides, approximately finished grade contours of all proposed roads, existing drainage channels, roads, culverts, overhead and underground utility lines, wells and springs, major structures, irrigation ditches, utility poles and other improvements in their correct location which may affect the design of the subdivision.
 - 2. For subdivisions of average lot size of less than one acre, the map shall be drawn to an engineer's scale of one inch equals fifty (50) feet.
 - 3. For subdivisions of average lot size of one acre or more, the map shall be drawn to an engineer's scale of one inch equals one hundred (100) feet.
 - 4. The contour interval within the subdivision boundaries shall not be greater than two feet; the contour interval outside the subdivision boundaries shall not exceed five feet.
 - 5. Every fifth contour shall be a heavier weight and labeled. Care shall be exercised in labeling contours to the end that the elevation of any contour is readily discernable.
 - 6. Contours may be omitted when the lines fall closer than ten (10) contours per inch; provided, that all
 - 7. contours at the bottom and top of slope changes are shown. In no event shall the heavy contours be omitted.
 - 8. Spot elevations shall be expressed to the nearest 0.1 foot. On comparatively level terrain where contours are more than one hundred (100) feet apart, the contours may be omitted and spot elevations shall be shown at intervals along the center of dikes, roads, and ditches at summits, depressions, saddles or at other existing permanent installations.
 - 9. At least ninety (90) percent of all contours shall be within one-half contour of true elevation, except that in areas where the ground is completely obscured by dense brush or timber, ninety (90) percent of all contours shall be within one contour interval. Contours in obscured areas shall be indicated by dashed lines. Mapping not having this accuracy shall be rejected.
- D. Other Requirements. The maps shall show:
 - 1. Slide Areas. The outline of existing slides, slips, sump areas, and areas subject to inundation or avalanche.
 - 2. Paved Edges. The approximate edges of pavements of existing paved roads, driveways and the edges of existing traveled ways, within or adjacent to public rights-of-way and easements or within private common right-of-way.
 - 3. Property and Easement Lines. Approximate existing property lines and approximate boundaries of existing easements within the subdivision, with the names of owners of record of easements, exclusions, and the properties abutting the subdivision.
 - 4. Lot and Street Layout. The proposed lot and street layout with a scaled dimension of lots and the minimum, maximum, and average lot area. The corner of a lot adjacent to a street intersection shall be designed with a twenty-five (25) foot minimum (property line) radius. Where a part of a parcel is used for a driveway, that portion may not be less than twenty (20) feet in width.
 - 5. Easements. The approximate width, location and purpose of all existing and proposed easements. Easements shall be shown for electric, telephone, cable television, sewer and water lines, and for drainage and access when applicable.
 - 6. Streets. Street names, widths of streets and easements approximate grade, approximate point of grade change, and radius of curves along property line or center line of each street.

7. Road Sections. Typical road sections shall be referred to as shown in the land development manual.
8. Public and Common Areas. Areas designated for public and/or common purpose.
9. Drainage. Location, approximate grade, direction of flow, and type of facility of existing drainage channels and storm drains.
10. Vicinity Map. A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads and other data sufficient to locate the proposed subdivision and show its relation to community development.
11. Water. The line of high and low water and flood plain on all lots abutting any lake, river, stream, reservoir, or other body of water.
12. Scales. North arrow and scales for maps, contour interval, and a statement by the engineer as to the map accurately conforming to Section 16.12.040 of the land development manual.
13. Uses. Existing and proposed use of all existing structures.
14. Adjacent Owners. Names of adjacent property owners or subdivision.
15. Cuts and Fills. Approximate toe of fills and top of cuts.
16. Finish Contour Lines. Approximate finish contour lines along roadways.
17. Parking and Access. Parking areas and access solutions for individual lots.
18. LID Features. The low-impact development features to be installed. (Ord. 5824-B § 8, 2016; prior code § 19.125)