



**COMMUNITY DEVELOPMENT RESOURCE AGENCY**  
**Planning Services Division**

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## MINOR LAND DIVISION

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 Minor Land Division application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the Minor Land [Division](#) entitlement authorization under section 1 of the application form.
- Completed [Minor Environmental Questionnaire Form](#): (Most Minor Land Division 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 Parcel Map Requirements below](#))
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).

### FORM AND CONTENT OF TENTATIVE PARCEL 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 [16.20 et. Seq.](#)):

The map may be prepared by the land owner or his agent using taped or record measurements and shall be clearly and legibly drawn. The tentative map shall show the following information:

- A. Boundary lines and dimensions of parcels being divided;
- B. Proposed division lines with dimensions of each lot being created using dashed lines. The corner of a lot adjacent to a street intersection shall be designated with a twenty-five (25) foot minimum radius;
- C. All existing structures, approximate distance between structures, and approximate distance from boundary lines;

- D. The approximate area of the original parcel and the area of each proposed new parcel;
- E. Names, locations and widths of all existing traveled ways, including driveways, streets, and rights-of-way on or adjacent to the property being divided;
- F. Approximate locations and widths of all proposed streets and rights-of-way;
- G. Approximate location and dimensions of all existing easements, wells, leach lines, seepage pits, or other underground structures;
- H. Approximate location and dimensions of all proposed easements for utilities and drainage;
- I. Approximate location of all creeks and drainage channels and a general indication of slope of the land;
- J. North point and approximate scale of drawing;
- K. The location of the posters described in Section 16.20.250 shown with the distance to the nearest signed intersections to the nearest one-tenth mile. (Prior code § 19.350)