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HOW TO SUBMIT A TENTATIVE PARCEL MAP APPLICATION **(Four or Less Parcels)**

1. PREFACE: A Tentative Parcel Map (four parcels or less) is for the division of any unit or units of improved or unimproved land, or any portion thereof, shown on the latest equalized county assessment roll as a unit or as contiguous units, for the purpose of sale, lease or financing, whether immediate or future except for leases of agricultural land for agricultural purposes.

2. CONSULTATION: To avoid unnecessary expense and delay consult with the Inyo County Planning Department for a preliminary review and discussion of your proposal in order to answer any questions regarding the application and processing procedures, there is no fee for this meeting. You may also request a formal pre-application meeting for which there is a fee.

3. PLANNING DEPARTMENT MAIN APPLICATION: The Main Application Form must be completed in its entirety with the Tentative Parcel Map box checked and must be signed by the authorized property owner of the property for which the Tentative Parcel Map is being sought. The Processing Fee Agreement Form must also be filled out in its entirety and accompany the Main Application Form.

4. ENVIRONMENTAL INFORMATION FORM: This form is included in the Main Application Package. The information requested by this form assists the County in preparing the appropriate environmental documentation as required by the California Environmental Quality Act (CEQA).

5. PREPARATION OF THE TENTATIVE PARCEL MAP: The tentative parcel map must be prepared by a California licensed surveyor or California registered civil engineer. The surveyor/engineer shall obtain a Tentative Parcel Map number from the Inyo County Planning Department before submission of the tentative parcel map for processing.

6. TENTATIVE PARCEL MAP APPLICATION PACKAGE: Submission of the following normally constitutes a complete application:

1. One original Main Application Form with the Tentative Parcel Map box checked and the Environmental Information Form filled out.
2. One original Processing Fee Agreement Form.
3. At a minimum, one 18"x26" print and one 18"x26" Black or blue line print of the tentative parcel map, or any approved multiple thereof and shall be drawn to such scale as to clearly show the details of the plan, but in no case shall the scale be less than one inch equals one hundred feet, unless previously approved by the planning department. One 11"x17" or 8.5"x11 print, depending on scale and legibility.

4. Preliminary Title Report. For each property, obtain a copy of a preliminary title report prepared by a title company within 30-days of submission of the application.
5. The Tentative Parcel Map must be depicted as set forth in the Inyo County Subdivision Ordinance 16.20.080, as follows:

16.20.080 Matters required.

The tentative map shall show and contain the following matters as an aid to the advisory agency in its consideration of the design of the division of land:

1. The map number as secured from the county planning department;
2. Sufficient legal description of the land as to define the boundaries of the proposed division of land;
3. Name and address of subdivider;
4. Name, business address and registered engineer's number, or licensed surveyor's number of the registered civil engineer or licensed surveyor who prepared the tentative map;
5. Name and address of record owner or owners;
6. A vicinity map;
7. The locations, names and existing widths of all adjoining highways, streets or ways;
8. The location, name, width and approximate grades of all highways, streets and ways within the proposed division of land;
9. The widths and approximate locations of all existing or proposed easements, whether public or private, for roads, drainage, sewage and public utility purposes;
10. Approximate radius of all curves;
11. The approximate lot layout and the approximate dimensions of each lot;
12. Size of the smallest lot in the subdivision;
13. Approximate boundaries of all areas subject to inundation or stormwater overflow and the locations, widths and directions of flow of all watercourses;
14. Source of water supply;
15. Proposed method of sewage disposal;
16. Statement of present zoning and proposed use or uses of the property;
17. Proposed public areas, if any;
18. Contours (two feet minimum unless previously approved by the planning department);
19. Date, north point and scale;
20. Number for each lot;
21. Approximate location of each area covered by trees with a statement of the nature of the cover, and the kind and approximate location of all trees standing within the boundaries of proposed public rights-of-way;
22. Existing use or uses of the property and the approximate outline, to scale, or any existing buildings or structures including wells, septic systems, sewer laterals, etc. and their locations in relation to existing or proposed street and lot lines; provided, however, that if it is impossible or impracticable to place upon the tentative map any matter hereinabove in this section required, such matter or information shall be submitted with such map;
23. Each existing street shown by its actual street name or by a temporary name or letter for purpose of identification until the proper name of such street is determined;

24. If the subdivision committee finds that a geological report is necessary to determine whether the property to be divided is subject to an existing or potential geological hazard, a written report stating how the geological conditions will affect the proposed development may be required. The report shall be prepared by geologist experienced in engineering matters;
25. In a division of land consisting of a condominium project as defined in Section 1350 of the Civil Code or a community apartment project as defined in Section 11004 of the Business and Professions Code, the tentative map shall show the general location of all buildings and other structures to be erected, including means of access thereto (see Chapter 16.24);
26. Plan and easements for drainage and for handling stormwater;
27. Statement of the improvements and public utilities proposed to be made or installed;
28. In a subdivision which may reasonably be expected to be resubdivided in whole or in part at some future time, there shall be shown in dotted lines on the tentative map a plan of future street extensions with special consideration given to drainage.

7. FILING FEES: Fees are required to initiate the processing of the Tentative Parcel Map. County fees for the Tentative Parcel Map application and environmental review are indicated on the Planning Department's fee schedule. In addition, the Inyo County Surveyor will review the final surveyed map. A map checking fee is required and there will be a fee from the Inyo County Clerk at the time of recording the Final Map.

NOTE: THIS APPLICATION REQUIRES A PUBLIC HEARING BEFORE THE INYO COUNTY PLANNING COMMISSION. YOU OR A REPRESENTATIVE MUST BE PRESENT TO ANSWER ANY QUESTIONS. FAILURE TO APPEAR MAY RESULT IN THE PUBLIC HEARING BEING CONTINUED OR THE APPLICATION DENIED.