

EL DORADO COUNTY PLANNING DEPARTMENT

2850 Fairlane Court, Placerville CA 95667

<http://www.co.el-dorado.ca.us/planning>

phone: (530) 621-5355 | fax: (530) 642-0508

MAP AMENDMENT FOR PARCEL & SUBDIVISION MAPS

(Revised 02/04)

PURPOSE

Chapter 16.72 of the County Code, "Amending of Final Maps", and §66472.1 of the Subdivision Map Act, provides for the modification of recorded final and parcel maps.

REQUIRED FINDINGS

16.72.040 Findings Required

In addition to those amendments authorized by section 66469 of the Government Code, a final map or a parcel map which has been recorded in the office of the county recorder, may be modified by a certificate of correction or amending map upon the approving authority's (of the original tentative map) determination that the following findings can be made concerning the modification:

- A. That there are changes in circumstances which make any or all of the conditions of such a map no longer appropriate or necessary.
- B. That the modifications proposed did not impose any additional burden on the present fee owner of the property.
- C. That the modifications proposed do not alter any right, title or interest in the real property reflected in the recorded map.
- D. That the map as modified conforms to the provisions of section 66474 of the Government Code. (Ord. 4151 §2(part), 1991)

PROCESS

1. Applicant/agent prepares all required submittal information, makes an appointment, and submits the application to the Planning Department.
2. Planner is assigned and the application is distributed to affected agencies for comment and recommendation.
3. Staff report is prepared and hearing is scheduled with the Zoning Administrator, Planning Commission or Board of Supervisors, as applicable.
4. Project and public hearing is noticed in the local newspaper.
5. Applicant receives the staff report prior to the public hearing which includes staff recommendation.
6. Public hearing is conducted where a decision is made.
7. Decision made by the Zoning Administrator or Planning Commission may be appealed by either the applicant or affected party within ten (10) working days after decision. Decision made by the Board of Supervisors is final.
8. After approval and after the ten-day appeal period, the applicant will be required to file an amended map or "certificate of correction" with the County Surveyor's Office.

TIMING

Steps 1 through 3 are typically completed within 60 days. Most applications will reach the public hearing (Step 6) within three months. Step 8, recordation of amended map or certificate of correction is dependent on the applicant filing the necessary documents with the County Surveyor's Office.

HEARING

The map amendment application is heard by the approving authority of the original tentative map. The hearing is given public notice in a local newspaper and also by mailing notice to all owners within 500 feet of the applicant's property.

APPEALS

The decision of the Zoning Administrator or Planning Commission may be appealed to the Board of Supervisors by either the applicant or the affected neighbors. Said appeal must be made within ten (10) working days from date of decision and filed with the Planning Department and appeal fee paid. If an appeal is made, the matter is heard at a public hearing of the Board of Supervisors with notice given as described above.

FEES

Current application and revision fees may be obtained by contacting the Planning Department at (530) 621-5355 or by accessing the Planning Department's online fee schedule at <http://www.co.el-dorado.ca.us/planning>.

NOTE: Should your application be denied, application fees are nonrefundable. Should you request withdrawal of the application, you may receive only that portion of the fee which has not yet been expended. If the public hearing notice has been advertised, fees are nonrefundable.

DEED RESTRICTIONS

Please review and understand any private deed restrictions recorded against your property to insure your proposed application does not violate such deed restrictions. If a conflict exists between the deed restrictions and your application, the County can still approve your application and issue necessary permits. However, County approval does not absolve your obligation to comply with deed restrictions.

APPLICATION

If the application and submittal requirements are not attached to this information packet, please contact the Planning Department. You may also call the Planning Department at (530) 621-5355 for general assistance.

APPOINTMENT

Applications are accepted by appointment only. Please call ahead for an appointment with a planner when you are ready to submit your application. Please have all required submittal information and documentation completed before your appointment. Appointments are generally made within 48 hours of your call to the Planning Department at (530) 621-5355.

EL DORADO COUNTY PLANNING DEPARTMENT

REQUIRED SUBMITTAL INFORMATION for Map Amendment for Parcel & Subdivision Maps

The following information must be provided with all applications. **If all the information is not provided, the application will be deemed incomplete and will not be accepted.** For your convenience, please use the check (✓) column on the left to be sure you have all the required information. **All plans and maps MUST be folded to 8½" x 11"**.

FORMS AND MAPS REQUIRED

Check (✓)

Applicant County

- | | | | |
|-------|-------|----|--|
| _____ | _____ | 1) | Application Form and Agreement for Payment of Processing Fees, completed and signed. |
| _____ | _____ | 2) | Letter of authorization from <u>all</u> property owners authorizing agent to act as applicant, when applicable. |
| _____ | _____ | 3) | Proof of ownership (Grant Deed), if the property has changed title since the last tax roll. |
| _____ | _____ | 4) | A copy of official Assessor's map, showing the property outlined in red. |
| _____ | _____ | 5) | An 8 ½ x 11" vicinity map showing the location of the project in relation to the distance to major roads, intersections, and town sites. |
| _____ | _____ | 6) | Provide name, mailing address and phone number of all property owners and their agents. |
| _____ | _____ | 7) | Ten (10) copies of the proposed map amendment, folded to 8½" x 11". |
| _____ | _____ | 8) | Narrative of requested amendment, including supporting documentation, if applicable. |
| _____ | _____ | 9) | Name and address of Homeowners' Association, CSA 9 Zone of Benefit, or other road maintenance entity if it exists in the project area. |

EL DORADO COUNTY PLANNING DEPARTMENT

APPLICATION FOR Map Amendment for Parcel & Subdivision Maps

ASSESSOR'S PARCEL NO.(s) _____

PROJECT NAME/REQUEST: (Describe proposed use) _____

IF SUBDIVISION/PARCEL MAP: Create _____ lots, ranging in size from _____ to _____ acre(s) / SF

IF ZONE CHANGE: From _____ to _____ IF GENERAL PLAN AMENDMENT: From _____ to _____

IF TIME EXTENSION, REVISION, CORRECTION: Original approval date _____ Expiration date _____

APPLICANT/AGENT _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

PROPERTY OWNER _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET IF APPLICABLE

ENGINEER/ARCHITECT _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

LOCATION: The property is located on the _____ side of _____ street or road
N/E/W/S

_____ feet/miles _____ of the intersection with _____ major street or road
N/E/W/S

in the _____ <or pick from list> area. **PROPERTY SIZE** _____
acres / square footage

X _____ Date _____
signature of property owner or authorized agent

FOR OFFICE USE ONLY

Date _____ Fee \$ _____ Receipt # _____ Rec'd by _____ Census _____

Zoning _____ GPD _____ Supervisor Dist _____ Sec/Twn/Rng _____

ACTION BY: **PLANNING COMMISSION**
 ZONING ADMINISTRATOR
 PLANNING DIRECTOR

ACTION BY BOARD OF SUPERVISORS

Hearing Date _____

Hearing Date _____

Approved Denied (findings and/or conditions attached)

Approved Denied (findings and/or conditions attached)

APPEAL: Approved Denied

Executive Secretary

Executive Secretary



**EL DORADO COUNTY
COMMUNITY DEVELOPMENT AGENCY**

AGREEMENT FOR PAYMENT OF PROCESSING FEES

Business or Name of Financially Responsible Party

Project/Facility Number

the FINANCIALLY RESPONSIBLE PARTY (hereinafter FRP), agrees as follows:

1. This project/facility is subject to time and materials method of billing or raises issues that may require significant staff and/or consultant time which might not be covered by the initial processing deposit/fee detailed in the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and other County department fee schedules as applicable, as amended from time to time. Therefore, the FRP for this project will be billed at the approved rate for time and materials for the processing of this project. The fee initially collected will be a deposit toward subsequent billings.
2. Accounting of time spent on the project and/or applicable fees will be detailed in a statement/invoice sent to the FRP.
3. The FRP is responsible for payment of all permit processing costs and/or applicable fees associated with this project/facility. If payment is not received within 90 days of the date of an invoice, the County may elect to stop work and close the file. The County may require a new application and/or new deposit before resuming processing of the project. Projects with an outstanding balance due on their account that are not paid in full by the scheduled appearance on the Planning Commission, Zoning Administrator, or Board of Supervisors agenda will not proceed until after any balance due is paid.
4. If during the course of processing, the FRP changes, the new FRP must complete an Agreement for Payment, which will release the previous FRP from further financial obligations and designate the new FRP.
5. The FRP understands and agrees that if the FRP owes any overdue balance for processing a project/permit of more than 90 days, Community Development Agency will not accept any subsequent applications from the FRP until the outstanding balance due is paid.
6. FRP agrees to pay any and all remaining fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and any other fees associated with the processing of the project that may be charged by County Departments outside of the Community Development Agency, prior to map clearance for recordation or clearance for record of survey or issuance of any building or grading permits or any other permits under authority of the Community Development Agency. No clearances or permits will be issued without receipt of full payment of fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, or any other fees associated with the processing of the project that may be charged by County Departments outside of the Community Development Agency, unless waived or adjusted in accordance with County Board of Supervisors Policy B-2.

Project/Facility No. _____

7. If the FRP appeals a decision on this project/facility, the costs of processing the appeal will be charged to the FRP pursuant to the fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and other County department fee schedules as applicable, at the time of Appeal.
8. If payment is not received within 90 days of said statement/invoice, collection will be initiated. Unpaid balances turned over to County Revenue Recovery will be assessed an additional fourteen percent (14%).
9. A processing fee will be charged for any check returned for insufficient funds, up to the maximum allowed by the State of California.

Executed this _____ day of _____ 20 _____

FINANCIALLY RESPONSIBLE PARTY

Business/ Representative
Name _____ Name _____

Street Address

City State Zip

**FINANCIALLY RESPONSIBLE
PARTY/Representative:** _____

Signature

Reviewed by: _____
CDA Representative

CHANGE OF FINANCIALLY RESPONSIBLE PARTY (FRP)

If this document supersedes a previous Agreement for Payment, due to change in financial responsibility, the previous FRP must also sign to acknowledge release of responsibilities. Upon project completion, any remaining deposit will be refunded to the FRP currently on record.

PREVIOUS FINANCIALLY RESPONSIBLE PARTY:

Print Name Signature

Street City State Zip

Date of release of financial responsibility: _____

**COUNTY OF EL DORADO
CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Application or Solicitation Number: _____

Application or Solicitation Title: _____

Was a campaign contribution, regardless of the dollar amount, made to any member of the El Dorado County Board of Supervisors or to any County Agency Officer on or after January 1, 2023, by the applicant, or, if applicable, any of the applicant's proposed subcontractors or the applicant's agent or lobbyist?

Yes _____ No _____

If no, please sign and date below.

If yes, please provide the following information:

Applicant's Name: _____

Contributor or Contributor Firm's Name: _____

Contributor or Contributor Firm's Address: _____

Is the Contributor:

- The Applicant Yes _____ No _____
- Subcontractor Yes _____ No _____
- The Applicant's agent/ or lobbyist Yes _____ No _____

Note: Under California law as implemented by the Fair Political Practices Commission, campaign contributions made by the Applicant and the Applicant's agent/lobbyist who is representing the Applicant in this application or solicitation must be aggregated together to determine the total campaign contribution made by the Applicant.

Identify the Board of Supervisors Member(s) and County Agency Officer(s) to whom you, your subcontractors, and/or agent/lobbyist made campaign contributions on or after January 1, 2023, the name of the contributor, the dates of contribution(s) and dollar amount of the contribution. Each date must include the exact month, day, and year of the contribution.

Name of Board of Supervisors Member or County Agency Officer: _____

Name of Contributor: _____

Date(s) of Contribution(s): _____

Amount(s): _____

(Please add an additional sheet(s) to identify additional Board Members or County Agency Officer to whom you, your subconsultants, and/or agent/lobbyist made campaign contributions)

By signing below, I certify that the statements made herein are true and correct. I also agree to disclose to the County any future contributions made to Board Members or County Agency Officers by the applicant, or, if applicable, any of the applicant's proposed subcontractors or the applicant's agent or lobbyist after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested license, permit, or entitlement to use.

Date

Signature of Applicant

Print Firm Name if applicable

Print Name of Applicant

**EL DORADO COUNTY BOARD OF
SUPERVISORS AND COUNTY AGENCY
OFFICERS**

Board of Supervisors

John Hidahl, District One

George Turnboo, District Two

Wendy Thomas, District Three

Lori Parlin, District Four

Brook Laine, District Five

County Agency Officers

Jon DeVille, Assessor

Joe Harn, Auditor-Controller

Vern Pierson, District Attorney

Janelle K. Horne, Recorder-Clerk

Jeff Leikauf, Sheriff-Coroner-Public Administrator

K.E. Coleman, Treasurer-Tax Collector

Attachment A

GOVERNMENT CODE SECTION 84308

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit, or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution

in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

(d)(1) If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.

(2)(A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than two hundred fifty dollars (\$250) during the 12 months after the date a final decision is rendered in the proceeding in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of two hundred fifty dollars (\$250), within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest.

(B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.

(C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.

(e)(1) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.

(2) A party, or agent to a party, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding shall not make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.

(3) When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.

(f) This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

Attachment B

**COUNTY OF EL DORADO
CAMPAIGN CONTRIBUTION DISCLOSURE INFORMATION**

The attached Campaign Contribution Disclosure Form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use, including most contracts and franchises, pending before the Board of Supervisors (“Board”) of the County of El Dorado or any of its affiliated agencies.

IMPORTANT NOTICE

Government Code section 84308 (also known as the “Levine Act”) contains requirements that are summarized generally as follows:

- A. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of more than \$250 to any member of the Board of Supervisors or other County official who may participate in your proceeding. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends 12 months after a final decision is rendered by the Board of Supervisors or other County officer. In addition, no Board member or other County official who may participate in your proceeding alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any Board member or other County officer who may participate in your proceeding during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual Board member or other County officer who may participate in your proceeding during the 12 months preceding the decision on the application or proceeding, that Board member or other County officer must disqualify himself or herself from the decision. However, disqualification is not required if the Board member or other County official returns the campaign contribution within 30 days from the time the member or official knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Campaign Contribution Disclosure Form should be completed and filed with your application or proposal, or with the first written document you file or submit after the proceeding commences.

1. A proceeding involving “a license, permit, or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment contracts), and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency relationship, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding must also be included as part of the aggregation. Campaign contributions made to different Board of Supervisors members or other County officer who may participate in your proceeding are not aggregated.
4. A list of the Board of Supervisors members and other County officials is attached.

This notice summarizes the major requirements of Government Code section 84308 of the Political Reform Act and California Code of Regulations, Title 2 sections 18438.1-18438.8.