

Parcel Map Requirements

Application Procedures

*Failure to comply with the following procedures will result in an **incomplete application** and may result in delays. In addition to the City's requirements listed, all Parcel Maps shall adhere to the "The Subdivision Map Act"*

1. The applicant shall completely fill out a **Planning Department Application** requesting a *Minor Subdivision* and any applicable CEQA (California Environmental Quality Act) requirements.
2. The applicant shall completely fill out an **Environmental Information Form**.
3. The applicant shall pay the required fee(s).
4. The applicant shall provide proof of ownership for the parcel(s) in being subdivided.
5. The applicant shall submit a tentative parcel map (20 copies) with requirements in the paragraph below.

Tentative Parcel Map Requirements

1. The parcel map shall be prepared by, or under the direction of, a registered civil engineer or licensed land surveyor.
2. The map shall show the location of streets and property lines bounding the property.
3. The size of each sheet shall be 18 by 26 inches or 460 by 660 millimeters. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch or 025 millimeters.
4. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.
5. Each parcel shall be numbered or lettered and each block may be numbered or lettered. Each street shall be named or otherwise designated. The subdivision number shall be shown together with the description of the real property being subdivided.
6. The exterior boundary of the land included within the subdivision shall be indicated by distinctive symbols and clearly so designated.
7. The map shall show the location of each parcel and its relation to surrounding surveys. If the map includes a "designated remainder" parcel or similar parcel, and the gross area of the "designated remainder" parcel or similar parcel is five acres or more, that remainder parcel need not be shown on the map and its location need not be indicated as a matter of survey, but only by deed reference to the existing boundaries of the remainder parcel.
8. A parcel designated as "not a part" shall be deemed to be a "designated remainder".
9. A statement, signed and acknowledged by all parties having any record title interest in the real property subdivided, consenting to the preparation and recordation of the parcel map is required.

10. With respect to a division of land into four or fewer parcels, where dedications or offers of dedications are not required, the statement shall be signed and acknowledged by the subdivider only. However, satisfactory evidence that the persons with record title ownership have consented to the proposed division is required. Those statements and acknowledgments shall be recorded concurrently with the parcel map being filed for record.
11. On and after January 1, 1987, no additional survey and map requirements shall be included on a parcel map that do not affect record title interests. However, the map shall contain a notation of reference to survey and map information.
12. Whenever a certificate or acknowledgment is made by separate instrument, there shall appear on the parcel map a reference to the separately recorded document. This reference shall be completed by the county recorder.
13. If a field survey was performed, the parcel map shall contain a statement by the engineer or surveyor responsible for the preparation of the map that states that all monuments are of the character and occupy the positions indicated, or that they will be set in those positions on or before a specified date, and that the monuments are, or will be, sufficient to enable the survey to be retraced.
14. Any public streets or public easements to be left in effect after the subdivision shall be adequately delineated on the map. The filing of the parcel map shall constitute abandonment of all public streets and public easements not shown on the map, provided that a written notation of each abandonment is listed by reference to the recording data or other official record creating these public streets or public easements and certified to on the map by City Engineer. Before a public easement vested in another public entity may be abandoned, that public entity shall receive notice of the proposed abandonment. No public easement vested in another public entity shall be abandoned if that public entity objects to the proposed abandonment.
15. If dedications or offers of dedication are required, they may be made either by a statement on the parcel map or by separate instrument. If dedications or offers of dedication are made by separate instrument, the dedications or offers of dedication shall be recorded concurrently with, or prior to, the parcel map being filed for record. The dedication or offers of dedication, whether by statement or separate instrument, shall be signed by those parties having any record title interest in the real property being subdivided.
16. In all cases where a parcel map is required, such map shall be based upon a field survey made in conformity with the Land Surveyors Act when required by local ordinance, or, in absence of such requirement, shall be based either upon a field survey made in conformity with the Land Surveyors Act or be compiled from recorded or filed data when sufficient survey information exists on filed maps to locate and retrace the exterior boundary lines of the parcel map if the location of at least one of these boundary lines can be established from an existing monumented line.

Review Process

1. The Planning Director and City Engineer will review the application materials and tentative parcel map for completeness.
2. If the application and map are complete, the Development Review Committee (DRC) members will review the map. Depending on the complexity of the project, this may require a meeting. The applicant or legal representative must attend this meeting or delays in processing may result. The DRC will either recommend approval or disapproval of the project and refer it to the Planning Commission (PC).
3. The Planning Commission, at a public hearing, will review the project and recommend approval or disapproval. The PC shall disapprove any parcel map that is not consistent with the Brawley General Plan or any specific plan.
4. The applicant may appeal the Planning Commission's decision to the City Council.

Final Parcel Map Requirements

1. Final Parcel Maps shall be submitted within 24 months of tentative parcel map approval.
2. The Planning Commission may grant an extension of the tentative parcel map not to exceed an additional 12 months.
3. Final Parcel Maps shall contain the following statements:
 - (a) Engineer's (surveyor's) statement
 - (b) A certificate or statement by the city engineer
 - (c) If required by the Planning Commission
 - (1) Street Plans
 - (2) Drainage Plans
 - (3) Water Plans
 - (4) Sewer Plans
4. The final parcel map shall be legibly drawn, printed, or reproduced by a process guaranteeing a permanent record in black on tracing cloth or polyester base film. Certificates or statements, affidavits, and acknowledgments may be legibly stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.
5. If off-site improvements are required, an improvement agreement between the subdivider and the city shall be entered into unless all required off-site improvements are completed prior to filing a final map. The subdivider shall provide an instrument of credit from one or more financial institutions pledging that the funds necessary to carry out the improvement agreement are on deposit and guaranteed for payment, or a letter of credit issued by such financial institution shall be provided.