



Parcel Map Waiver Application Form

Planning Division • Resource Management Agency • County of Ventura
800 S. Victoria Ave. Ventura, CA. 93009 • 805 654-2488 • <http://www.countyofventura.org/RMA/planning>

PROCEDURES FOR PARCEL MAP WAIVERS

TYPES OF PARCEL MAP WAIVERS:

Lot Line Adjustment (LLA) - A boundary line adjustment between two or more adjacent legal lots under the same or different ownership, wherein land taken from one lot is added to an adjacent lot, and neither a greater nor lesser number of lots than originally existed is created, not to exceed 4 lots.

Ministerial – When all resulting lots meet zoning (conforming where all resulting lots meet the minimum zoning size for the zone)

Discretionary – When 1 or more lots do not meet zoning (non-conforming with zoning) (parcel map standards may apply for review)

Voluntary Merger (VM) - A subdivision that creates one new lot out of two or more previously existing lots by eliminating the lot lines that separate such lots from each other.

Ministerial – Where all existing lots are “Legal Lots”, if unsure contact Lori Windt for a Legal Lot Determination.

Discretionary – Where one or more existing lots are illegal lots = (parcel map standards may apply for review)

Large Lot Subdivision (LLS) - A subdivision that creates four or fewer lots, including any remainder parcel, of at least 40 acres each (parcel map standards apply for review)

Lot Elimination Subdivision (LES) - A subdivision that merges existing legal lots and then resubdivides the property so as to eliminate one or more of the previously existing lots by adding their territory to one or more of the other previously existing lots, without otherwise altering the boundaries of the latter group of lots.

Conservation Subdivision (CS) – a Parcel Map Waiver/Conservation Subdivision occurs when an existing legal lot is divided into two new legal lots or when a Lot Line Adjustment between two legal lots creates two new lots and the two new lots qualify as a Conservation Parcel and a Non-Conservation Parcel as defined in 8202-3(f).

STEPS IN PROCESSING A PARCEL MAP WAIVER

A. PRESUBMITTAL MEETING with Debbie Morrisset:

**Debbie is usually available for presubmittal and application submittals
Monday – Thursday from 3-4pm or by email Debbie.Morrisset@ventura.org.**

A presubmittal meeting is the first step before filing an application. This is a meeting with Debbie Morrisset and yourself to familiarize you with the County process for reviewing and approving Parcel Map Waivers, identify information required for filing for Parcel Map Waivers, identify County agencies which will review your application and may have special submittal requirements in order to process your application, and discuss applicable County policies and ordinances relative to your request for a Parcel Map Waiver. **Please have your assessor's parcel number (apn) with you when you come in or in all your correspondence.**

B. BASIC FILING REQUIREMENTS FOR A PMW APPLICATION:

- 1) One completed application form (attached) requesting the Parcel Map Waiver.
- 2) Five to eighteen copies of a scaled sketch map acceptable for recordation for a LLA, LES, or VM (eighteen copies for a LLS), prepared by a person licensed to practice land surveying; see "Sketch Map Requirements for Parcel Map Waivers," attached.
- 3) Five to eighteen copies of new legal descriptions acceptable for recordation for a LLA, LES, or VM (eighteen copies for a LLS), prepared by a person licensed to practice land surveying, for each parcel affected by the Parcel Map Waiver.
- 4) Two copies of draft to documents to modify the deeds of trust between all financial institutions having interest in the properties and the property owners.
- 5) For lot line adjustments, two copies of draft grant deeds proposed to effectuate the title transfer between the property owners (not required if single owner) with a legal description for the portion being transferred.
- 6) One original and two copies of an owner's certificate signed (as shown in the title report vesting) and notarized. Each property owner must sign and have their signature notarized for this certificate. The appropriate form of acknowledgement must be used for each owner: (exactly as shown in the vesting in the title report)
 - Individual - for use by individual property owners (up to four property owners may be listed on this form);
 - Partnership - for persons signing on behalf of a partnership that owns the property; verify partnership signatures with copy of agreement
 - Corporate - for persons signing on behalf of a corporation that owns the property; and copy of articles of incorporation to verify signature

- Attorney in Fact - if someone is signing as attorney in fact for the owner verifying documents.
 - Trustee- If property is held in trust, all trustees are required to sign as trustees of that trust.
- 7) One original of the Lender's Acknowledgment form (attached), signed and notarized by all lenders wherein the subject parcels are used as collateral for a loan, if financed.
 - 8) Two copies of a recent (no more than one year old) preliminary title report and title policy showing evidence of insurability for all parcels involved in your project. Note: Do not change ownership or lenders during the processing of this application, it may void processing and delay your project.
 - 9) For discretionary Waivers, the required fee for surrounding property owner's list.
 - 10) A Fee Reimbursement Agreement signed by the property owner (original plus one copy).
 - 11) Eight to eighteen copies of the assessor's parcel map with current zoning and with the subject property outlined in red on each copy. This map is available at the Planning Counter.
 - 12) For large lot subdivisions:
 - a) One U.S. Geological Survey location map (8½" x 11" photocopy with site outlined in red).
 - b) A signed Public Easement Certification form (attached).
 - c) Eighteen copies of the completed and signed Project Description Questionnaire.
 - d) Show locations of all proposed building sites and access for all proposed vacant parcels.
 - 13) Additional Fees and application materials may be required from the Environmental Health Division and the Public Works Agency.
 - 14) Any other information required by the Planning Division and any of the reviewing agencies.

C. **APPLICATION SUBMITTAL with Debbie Morrisset :**

Once you have completed all application forms, and you have compiled all of the materials identified during the presubmittal meeting and on the application form, you

may formally submit your project application and pay the required fee. **Debbie is usually available for presubmittal and application submittals Monday – Thursday from 3-4pm.**

The appropriate filing fee established by the Board of Supervisors must be submitted with all PMW applications. The fee is intended to cover the average cost of processing a Parcel Map Waiver. Also, the applicant will have to pay to record the necessary documents once the Parcel Map Waiver is approved. The recording fees will be paid to the Ventura County Recorder.

D. **APPLICATION REVIEW AND ENVIRONMENTAL DOCUMENT DETERMINATION:**

Once your application has been submitted, various County agencies will review it to determine whether or not it is complete. State law provides a maximum of thirty (30) days for the local agency to make this determination. If additional material is needed, or submitted information is inadequate, you will be advised in writing that your application has been deemed to be incomplete and will remain so until the required material is submitted.

Parcel Map Waivers are usually found to have no significant impacts, and determined to be categorically exempt according to Section 15305 of the California Environmental Quality Act Guidelines (Class 5: Minor Alterations in Land Use Limitations). **However, in some cases, a more extensive review and preparation of an environmental document may be necessary.**

E. **PLANNING DIRECTOR ADMINISTRATIVE HEARING:**

Once the environmental document has been completed, County staff will set the hearing date to discuss staff recommendations concerning your Parcel Map Waiver. The hearing may involve representatives from the various County Departments as well as interested parties such as city, special districts, and the general public. This is a legal hearing and the public is notified and invited to attend.

F. **FINAL DETERMINATION ON THE PARCEL MAP WAIVER:**

After the hearing, the planner assigned to your project will prepare a letter for the Planning Director's signature explaining the final action (approval or denial) of your request.

You will only have one year (five years for a large lot subdivision) from the date of approval to record the Parcel Map Waiver documents and deeds (if required) with the Office of the Ventura County Recorder. There are no provisions in the ordinance to grant time extensions.

G. **RIGHT TO APPEAL:**

Pursuant to Section 8209-6.1 of the Ventura County Subdivision Ordinance, any aggrieved party may appeal a Parcel Map Waiver decision within 10 calendar days after such decision is rendered. Such an appeal must be made by filing an appeal application form, and submitting the required fee with the Planning Division of the Resource Management Agency.

H. **TITLE TRANSFER “MOST IMPORTANT”:**

Recordation of only the waiver documents (approval document, new legal descriptions, sketch map and owner's certificate) DOES NOT TRANSFER TITLE; it only grants County approval for a Parcel Map Waiver.

In the case of lot line adjustments involving different property owners, such transfers (recordation of grant deeds) shall take place at the same time the waiver documents are recorded by recording the new deeds. In the case of lot line adjustments involving only one property owner, and all other types of waivers, the recorded waiver legal descriptions must be used when title is transferred. It is the property owner's responsibility to record the appropriate documents to transfer title of properties. Transfer of title in the old, pre-map waiver lot configurations will constitute an illegal land division.

I. **TAX CONSEQUENCES:**

Please be advised that the Assessor's Office may reassess either a portion or all of the property approved for a map waiver. Additionally, all current taxes must be paid on the property prior to recordation of the waiver documents, and proof of payment must be provided in the form of a signed certificate of tax status available from your case planner and completed by the Tax Collector's Office. The completed form should be given to the case planner at the time of recordation, and cannot be more than ten (10) days old.

J. **RECORDING COSTS:**

This fee is the responsibility of the property owner/applicant. The County Recorder's Office establishes the costs to record documents. If possible, all PMW documents to be recorded should be no larger than 8½” x 11”. The Recorder will charge an additional per page fee if any one page exceeds 8½” x 11”. Please make an appointment with your case planner to record all the applicable documents.

Remember record the PMW-LLA or PMW-Merger before any grant or trust deeds.

SKETCH MAP REQUIREMENTS FOR PARCEL MAP WAIVERS

Maps should be submitted on letter (8½ x 11) size paper. Minimum size of lettering: .08" (use open style). (see attached sample sketch map)

ITEMS TO BE SHOWN ON MAP:

For existing lot lines proposed to be either moved or eliminated, show dashed, and label appropriately ("existing lot line," "lot line to be deleted", " Merger", "moved - LLA"" etc.)

For all other lot lines, show solid, and label appropriately (e.g., "proposed lot line")

Existing and proposed easements (labeled as either "existing" – show deed reference) or "proposed") Note: Recording a "proposed" easement on a PMW-LLA, LES, VM does not create that easement. An easement deed must be recorded separately.

Bearings and distances for all lot lines

Adjacent street widths and names

Net acreage of proposed lot(s) & Net and Gross acreage for lots 10 acres or less

North Arrow

Bar scale (engineer's)

½-inch border line

Signature, seal and license expiration date of Land Surveyor or Registered Civil Engineer authorized to practice land surveying.

TITLE BLOCK:

Proposed project, e.g., "Parcel Map Waiver No. SDxx-xxxx "

Type of action (e.g., Lot Line Adjustment, Merger, Large Lot Subdivision) in parentheses

Name, address and telephone number of engineer or surveyor

Project address (if applicable)

SKETCH MAP OVERLAY:

In addition to the sketch map, please submit a transparent or semitransparent sheet the same size as the sketch map, showing the outer boundary of the entire subject property (omitting interior lines that are to be changed), as well as all existing structures and on-site sewage disposal facilities, accurately scaled as to size and location. The scale shall be the same as that of the sketch map. If the proposed parcel or parcels are vacant, indicate the location of an access road and building site for each vacant parcel.

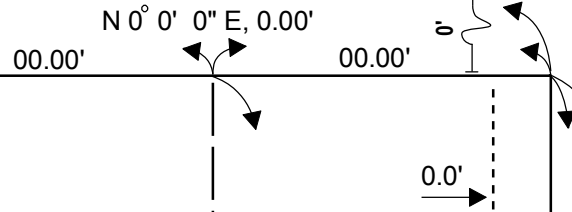
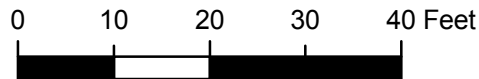
SAMPLE

EXHIBIT "B"

SAMPLE STREET



SCALE: 1" = 20'



PARCEL A

(GROSS AREA = 0,000.00 SF)
(NET ACREAGE = 0.0 AC.)

EXIST.
LOT LINE

LOT #
#MR#

LOT #
#MR#

LOTS LESS THAN 10 AC.
ARE REQUIRED TO
SHOW THE NET & GROSS
LOT AREAS OF THE
PROPOSED PARCELS

SAMPLE AVE

00.00'

00.00'

00.00'

00.00'

N 0° 0' 0" E, 0.00'

PROPOSED NEW LINE

N 0° 0' 0" W, 0'

LOT #
BLOCK #



PARCEL B

(GROSS AREA = 0,000.00 SF)
(NET ACREAGE = 0.0 AC.)

PROPOSED EASEMENT
FOR THE BENEFIT
OF PARCEL A
OR DOCUMENT #
& REFERENCE TO
EASEMENT

00.00'

N 0° 0' 0" W

00.00'

00.00'

00.00'

N 0° 0' 0" E, 0.00'

SAMPLE LANE (ALLEY)

PARCEL MAP WAIVER No. SD0__ - ____
(LOT LINE ADJUSTMENT)

PREPARED BY:



Public Information

County of Ventura • Resource Management Agency • Planning Division

REIMBURSEMENT AGREEMENT

- | | |
|---|---|
| <input type="checkbox"/> Development Permit/Entitlement | <input type="checkbox"/> Enforcement/Compliance Actions |
| <input type="checkbox"/> Pre-Submittal Review | <input type="checkbox"/> Preliminary LLD/Lot Status Request |
| <input type="checkbox"/> Discretionary Tree Permit | <input type="checkbox"/> Zoning Clearance |
| <input type="checkbox"/> Subdivision Application | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Condition Compliance | <input type="checkbox"/> General Plan Amendment/Zone Change |
| <input type="checkbox"/> Land Conservation Act (LCA) Contract | <input type="checkbox"/> Other: _____ |

PROJECT NO. _____

I, _____, the undersigned, hereby authorize the County of Ventura to process the above referenced permit request in accordance with the Ventura County Ordinance Code. I am depositing \$_____ to cover staff review, coordination and processing costs based on real time expended. **This deposit typically covers only a portion of the total processing costs. Actual costs for staff time are based on the Planning Division's hourly rate, which can be found in the most current Planning Division Fee Schedule. These costs apply even if the application is withdrawn or not approved.**

I understand and agree to the following conditions of this agreement:

1. Staff time from all County of Ventura departments and agencies spent processing my request will be billed against the deposit fee. ***“Staff time” includes, but is not limited to, time spent reviewing application materials; responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors, interested parties; attendance and participation at meetings and public hearings; preparation of staff reports and other correspondence.***
2. **In the likely event that costs exceed the deposit, I will receive periodic invoices payable upon receipt.**
3. If the final cost is less than the deposit fee, the unused portion of the deposit will be refunded to me.
4. If the final cost is more than the deposit fee, **I will pay the difference.**
5. Nonpayment of billed charges may result in temporary or permanent cessation of processing my application, or inspection of the work, until the charges are paid in full, and may result in denial of my application. Any work on subsequent or concurrent applications will cease until all outstanding fees are paid in full.
6. Charges are due and payable within 30 days of billing. Invoices unpaid after thirty (30) days will incur a 2% interest charge, compounded monthly.
7. The County of Ventura may refer my application to a biological consultant to conduct an Initial Study (Environmental Analysis) addressing biological resources. Should this review occur, I will pay a separate flat fee cost as listed in the current consultant contract with the County of Ventura. Said fee is not related to the above deposit fee and shall be paid within 10 days of written notice that the County has been billed by the biological consultant.
8. The County of Ventura may refer my application to the South Central Coastal Information Center (SCIC), CSU Fullerton, to determine whether an Initial Study (Environmental Analysis) addressing cultural resources will need to be conducted by a cultural resources consultant. Should this referral occur, I will pay a separate flat fee at the currently

established rate (not to exceed \$100.00). If further study by a cultural resources consultant is required, I will be responsible for any additional costs above the established fee, and I must select the consultant from among those approved by the County of Ventura. All fees shall be paid within 10 days of written notice that the County has been billed by the SCIC or by the cultural resources consultant.

9. If I fail to pay any billed charges within 30 days of the billing, the County may either stop processing my application, or after conducting a hearing, deny my request. If my failure to pay occurs after my application is granted, my permit is subject to revocation.
10. I agree to pay the County of Ventura the cost of placing a legal advertisement (if one is required) in a newspaper of general circulation as required by state law and local ordinance.
11. Upon project approval, I agree to pay the established County Clerk Recorder Environmental Document filing fees.
12. I may in writing request a further breakdown of billed charges, but such a request is independent of the payment time frames.
13. I agree to pay all costs related to condition compliance as specified in any conditions of approval for my permit/entitlement.
14. FISH AND GAME REVIEW FEES for discretionary permits and legislative amendments: I further understand that the County, or the State Office of Planning and Research, may refer my application and/or any applicable environmental document for my project to the California Department of Fish and Game for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this referral occur, I understand that I must pay all fees as required by Section 711.4 of the Fish and Game Code (\$1,800.00 for Negative Declarations or \$2,500.00 for Environmental Impact Reports, plus any County Clerk fees). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Ventura County Clerk, to the Planning Division prior to any legal notifications regarding public hearings before the decision-making body on my application.

Name of Property Owner or Corporation Principal: _____
(please print)

Driver's License Number: _____ Phone Number: _____

Name of Company or Corporation (if applicable): _____

If a Corporation, please attach a list of the names and titles of Corporate officers authorized to act on behalf of the Corporation

Mailing Address of the Property Owner or Corporation/Company:

Signature:* _____ Date: _____

***ATTENTION — The property owner (or Corporation principal) will be held responsible for all charges.**

OWNER'S CERTIFICATE
PARCEL MAP WAIVER NO. PMW NO. _____

The undersigned hereby certifies to be the owner(s) of the real property included within the boundaries of the parcel map waiver, the only person(s) whose consent is necessary to pass title to said real property, and that I/we consent to the making and recordation of this parcel map waiver.

(Signature) _____

(Typed or Printed Name) _____

(Signature) _____

(Typed or Printed Name) _____

(Signature) _____

(Typed or Printed Name) _____

(Signature) _____

(Typed or Printed Name) _____

ACKNOWLEDGEMENT

State of California
County of Ventura

On _____, before me _____,
Date (insert Name and Title of the Officer)

personally appeared _____

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(seal)



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Case File Number SD -

Type of Waiver: **DISCRETIONARY LOT LINE ADJUSTMENT**

Entitlement Request

Pursuant to the Ventura County Ordinance Code and/or the California Government Code, application is made to the Ventura County Planning Division for the following entitlement(s):

Description of Request: (Submit additional pages if necessary) **Required Fields ***

Project Address:*

Community:*

Assessor Parcel Number(s):*

Authorization

Applicant is (check one):

Owner

Lessee

Has power of attorney

Authorized by owner

Name:*

Street Address, City, State & Zip:*

Telephone number:*

Fax number:

Email:

I hereby make application for the above-referenced land use entitlement and certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge. I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.

Signature of Applicant*

Date* mm/dd/yyyy

Property Owner:

(If same as applicant, write "Same." If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation.)

Name:*

Street Address, City, State & Zip:*

Telephone number:*

Fax number:

Email:

Signature of Property Owner*

Date* mm/dd/yyyy

Applicant's Engineer or Representative:*

Name:*

Company Name:*

Street Address, City, State & Zip:*

Telephone number:*

Fax number:

Email:

STAFF USE ONLY

Date Received: mm/dd/yyyy

Supervisorial District Number:

Received By:

Zone:

Receipt Number:

Deposit Fee:

\$

Previous Permit Number(s):

Violation No:



Materials Required for Application

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The following list specifies the information that may be required by each County Agency in order for you to submit your application. Each Agency has a specified person whom you must contact in order to determine what specific information will be required. Your application will not be accepted until all contact persons have initialed the checklist and all information as checked is included. Once all information checked has been submitted, the County has 30 days within which to determine whether or not the information is complete for purposes of filing.

Pre-Submittal Planner	Phone	Date of Application Review
Pre-Submittal Letter Prepared? No Yes	Date of Letter	<i>mm/dd/yyyy</i>
Required No. of Copies Received		
1	Application Form (both sides completed) <i>-Required</i>	
N/A	Application Fee(s) (payable to County of Ventura) Fee Schedule <i>-Required</i>	\$500.00
⇒	Fee for Surrounding Property Owners List <i>-Required</i>	\$130.00
N/A	Fee For GIS Map <i>-Required</i>	\$ 15.00
Orig+1	Fee Reimbursement Agreement (original plus one copy) <i>-Required</i>	<u>Total \$645.00</u>
8	Sketch Map and Legal Description <i>-Required</i>	
2	Sketch Map Overlays with All Structures <i>-Required Unless Vacant</i>	
1	Project Description Questionnaire (Large Lot Subdivision Only)	
8	Assessor's Parcel Map (showing zoning) with subject lot outlined in red on each copy <i>-Required</i>	
2	Preliminary Title Report (less than 1 year old) <i>-Required</i>	
2	Lender's Acknowledgement <i>-Required</i>	
2	Public Easement Certification/Affidavit (Large Lot Subdivision)	
N/A	Proof of Legal Lot or Legal Lot Determination Letter <i>-Required</i>	
1	Lease Agreement/Power of Attorney/Owner Authorization <i>-If Applicable</i>	
1	Draft Grant Deeds and/or Trust Deed <i>-If Applicable</i>	
1	Ownership Certificates <i>-Required</i>	
PUBLIC WORKS Brian Trushinski		805/477-1967
<i>"Materials Required for Application of Land Use Entitlement" provided</i>		Initial:
Required No. of Copies Received	<i>Required</i>	
Fee Receipt		
ENVIRONMENTAL HEALTH Melinda Talent		805/654-2811
<i>Required No. of Copies Received</i>		Initial:
<i>Required</i>		
Fee Receipt		
AIR POLLUTION CONTROL DISTRICT Alicia Stratton		805/645-1426
<i>Required No. of Copies Received</i>		Initial:
<i>N/A</i>		
FIRE PROTECTION DISTRICT Michele Krieg		805/947-8524
<i>Required No. of Copies Received</i>		Initial:
<i>Required</i>		
CULTURAL HERITAGE PROGRAM Nicole Doner		805/654-5042
<i>Required No. of Copies Received</i>		Initial:
<i>N/A</i>		
OTHER CONTACT	Phone	Initial:
<i>Required No. of Copies Received</i>	<i>N/A</i>	
<input checked="" type="checkbox"/> Contact checked agencies for their specific application requirements		