



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763

Information Sheet

Parcel Map Waiver

Purpose:

This packet has been prepared to assist applicants to apply for a Parcel Map Waiver. The Subdivision Map Act, Section 66428(b), sets forth requirements for a local agency to determine to waive the requirement for a parcel map 65451 (the Government Code can be viewed online at <http://www.leginfo.ca.gov/calaw.html>). The requirements for the City's review and approval of a Parcel Map Waiver are set forth in Seal Beach Municipal Code, Title 10, Section 10.25.010. The City's General Plan, Subdivision Code, and Zoning Code can be viewed at City Hall and online at www.ci.seal-beach.ca.us.

Parcel Map Waiver:

A Parcel Map Waiver may be granted by the Planning Commission. The Planning Commission may grant a Parcel Map Waiver upon making certain findings.

The Planning Commission may grant a Parcel Map Waiver where the following circumstances exist:

- The boundaries of the original parcel have been previously surveyed and a map recorded, and the boundaries are certain as to location;
- The land being subdivided is solely for the creation of an environmental subdivision in compliance with Map Act Section 66418.2;
- The subdivision or interests in the subdivision have been created by probate, eminent domain procedures, partition, or other civil judgments or decrees; or
- The subdivision results from the conveyance of land or interest to or from the City, public entity or public utility for a public purpose, such as school sites, public building sites, or rights-of-way or easements for streets, sewers, utilities, drainage, etc.

Processing Timelines:

All requests for Parcel Map Waivers shall be filed concurrently with the Tentative Parcel Map with the City Engineer. Once an application for a Parcel Map Waiver, along with the accompanying application for a tentative parcel map has been accepted as complete, the City will schedule the request for Parcel Map



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Waiver for consideration by the Planning Commission concurrently with the Tentative Parcel Map application.

Application Deposit:

The cost of processing a Parcel Map Waiver is charged according to the hours spent by staff in reviewing the project application materials, reviewing map plan submittals, preparing an environmental analysis, writing required staff reports, notifying the public, and attending the public meetings/hearings. The applicant will also be billed for project related costs such as public notice advertising, postage, and City Attorney fees if these are required for your project. Total costs may vary widely according to the size of the project and the complexity of the issues. The "Application Deposit" account established for the Tentative Parcel Map application will also be utilized for processing the Parcel Map Waiver application, and all project costs will be charged to this account. The Project Manager may require additional fees to be deposited. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.



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Review Process

Initial Submittal/Determination of Completeness:

Step 1 - Applicant Submittal of Parcel Map Waiver Request

The applicant/subdivider should submit the Application for Parcel Map Waiver concurrently with the Tentative Parcel Map application packet with the City Engineer. The necessary filing fees and any other information required by the City Engineer should be submitted at the same time.

Upon filing the Application for Parcel Map Waiver, the application packet will be forwarded to the assigned project manager.

Step 2 - Determination of an Application's Completeness

The project manager's first task will be to review the application to make sure all the required information is provided. The applicant will be notified within 30 days after filing as to whether the application is complete or what additional information is required. If the application is incomplete, all processing will stop until the applicant submits a complete application.

Step 3 - Environmental Review

All Parcel Map Waiver requests are subject to CEQA and reviewed to determine whether they are exempt from environmental review or require a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (EIR). Generally such requests will be subject to the same level of environmental analysis as the Tentative Parcel Map will require. Please refer to the "**(Vesting) Tentative Map Application Packet**" for additional information on the environmental review process. Please discuss the preparation and public review process with your project manager.

Step 4 – Subdivision Technical Review Committee Review – Tentative Map Time Extension

Once an application for a Parcel Map Waiver has been deemed complete and the applicant has submitted any additional information needed for review, the Subdivision Technical Review Committee (STRC) will review the request concurrently with the accompanying Tentative Parcel Map application.

The STRC will analyze both applications and prepare a recommendation for consideration by the Planning Commission that will include an analysis regarding



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the “Findings” set forth in Title 10, Subdivisions, Section 10.20.020.C, Required Findings and the additional finding set forth in Title 10, Subdivisions, Chapter 10.25, Parcel Maps and Final Maps, Section 10.25.010.B, Application Processing and Approval, sub-section 2.

Step 5 - Staff Review for Planning Commission

The Director of Development Services and City Engineer will then prepare a Staff Report for Planning Commission consideration that will include the analysis of the STRC regarding and any additional analysis from the Director and City Engineer regarding the “Findings” discussed in **Step 4**, above.

This written staff report will include a description of the project and staff recommendations. A copy of this report will be forwarded to the applicant prior to the Planning Commission hearing. Copies are also available to the public after they have been sent to the Planning Commission.

Step 6 - Planning Commission Review

The Planning Commission is required to hold at least one public hearing on the Parcel Map Waiver application, and said public hearing will be held concurrently with requested Tentative Parcel Map application. At least 10 days prior to the meeting, owners of property and occupants of structures within 300 feet of the subject site will be notified by mail of the forthcoming hearing, and a notice of the public hearing will be published in the local newspaper. At the public hearing, staff will first present an oral report and staff recommendation. This presentation will be followed by a presentation from the applicant and then by any interested persons who wish to comment on the application. The Planning Commission will make a decision after evaluating the public testimony, the staff report, and the environmental information. The Planning Commission shall determine to approve, conditionally approve, or deny the Parcel Map Waiver and/or the Tentative Parcel Map by resolution. Based on the discussion of the Commission, the Commission may determine to postpone the decision and continue the public hearing to a later date so that more information can be provided.

Approval or conditional approval shall be granted only if the Planning Commission has made all the required findings the “Findings” discussed in **Step 4** above. The Planning Commission may also impose additional conditions of approval in compliance with Section 10.20.025, *Conditions of Approval*, of Title 10, Subdivisions.

The decision of the Planning Commission if a final decision unless appealed to the City Council. An appeal must be filed within 10 days of the action of the Planning Commission adopting the appropriate resolution. For information



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regarding the appeal process and time to file an appeal please contact the project manager.

If no appeal is filed, the determinations, and conditions of the Planning Commission are final actions.

Step 7 - City Council Review (Only if an Appeal is filed)

Upon receipt of an appeal of an action by the Planning Commission, the City Clerk will schedule a *de novo* public hearing before the City Council. The same legal notifications provided for Planning Commission consideration shall also be provided for the City Council hearing. The City Council will consider the public testimony, staff report, environmental information, and the record of the STRC and/or Planning Commission consideration. Following the receipt of public testimony, the City Council may (1) refer the matter back to Planning Commission for further evaluation; (2) continue the hearing to a specific time and place; or (3) close the public hearing and make their final decision then, or at a later date. The decision of the City Council is final.

A General Note About Meeting Schedules

The STRC meets on an “as-needed” basis. Please co-ordinate with your project manager regarding the scheduled meeting date and time for STRC meetings.

The Planning Commission and the City Council generally meet twice a month: the Planning Commission generally meets the 1st and 3rd Wednesday after the 1st Monday of each month, and the City Council generally meets the 2nd and 4th Monday of each month. The schedule for your project can be affected by these established meeting dates. To allow Planning staff to process an application as expediently as possible, please make sure the application package is complete and that information requested by staff is provided by indicated deadlines. For further information regarding the review of your project and processing time frames, please contact the project manager assigned to your application.

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INITIAL SUBMITTAL

Basic Condition for Approval of a Parcel Map Waiver:

The boundaries of the original parcel have been previously surveyed, a map has been recorded, and the boundaries are certain as to location. None of the parcels will be less than the minimum standards for the zoning district in which they are located and no non-conformities will be created. ALL PROPOSED LOTS MUST CONFORM TO THE MINIMUM REQUIREMENTS FOR SUBDIVISIONS FOUND IN TITLE 10 AND THE MINIMUM LOT SIZE REQUIREMENTS OF THE CITY'S ZONING PROVISIONS FOUND IN CHAPTER 28. ***If the proposed lots do not conform to these minimum requirements, a Parcel Map Waiver cannot be granted.***

In addition to the findings required for approval of a Tentative Map pursuant to Title 10, Subdivisions, Section 10.20.020.C, Required Findings the Planning Commission is also required to make the additional finding set forth in Title 10, Subdivisions, Chapter 10.25, Parcel Maps and Final Maps, Section 10.25.010.B, Application Processing and Approval, sub-section 2, in order to approve a Parcel Map Waiver Request.

The following Sections outline the submittal requirements and the review process.

Compliance with all the requirements and a timely response to City staff requests will expedite the project through the review and approval process.

The project submittal does not imply acceptance or approval of the Parcel Map Waiver request.



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Section 1 – Submittal Requirements:

1.1 Review Fee:

- Deposit amount based on current fee resolution provisions (minimum deposit plus time and materials).
- All fees will be finalized before STRC or Planning Commission consideration of the parcel map waiver/tentative parcel map, in accordance with provisions of the current City of Seal Beach Fee Schedule.
- The **Application Deposit Case Set-Up** form submitted at the time of filing the application for Tentative Parcel Map will also be utilized for the Parcel Map Waiver Application. The Project Manager may require additional fees to be deposited to process the Parcel Map Waiver Application.

1.2 Application:

- Application** form must be filled out completely, signed by all owners of title, and notarized. If the record owner(s) is/are a corporation the signing officer's name and title must appear below the signature for each corporation. (See pages 11-15 of this Information Packet)

The applicant must show the City proof that he/she is the property owner. For example, by providing a copy of the Grant Deed and a picture I.D., such as a driver's license.

If the applicant is not the legal property owner, the property owner must authorize the applicant to act as his/her agent by signing the **Owner's Affidavit**. The Owner's Affidavit must be signed in the presence of a Notary Public or a Department of Development Services staff person. Proper identification will be required in both instances. If the property owner does not sign the Owner's Affidavit, the application is incomplete.

- Environmental Checklist** must be filled out completely to inform the City of the basic components of the proposed project so that the City may review the project pursuant to the California Environmental Quality Act (CEQA) and determine if additional environmental procedures are necessary, i.e., Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report. (See Exhibit B, pages 45-62 of the **(Vesting) Tentative Map Application Information Packet**.)



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1.3 Title Report:

- Must be dated no more than 90 days prior to the submittal of complete package and must remain no more than 90 days old throughout the review process. See **(Vesting) Tentative Map Application Information Packet** for additional requirements.

1.4 County Assessor Map Pages:

- See **(Vesting) Tentative Map Application Information Packet** for additional requirements.

1.5 Parcel Map Waiver Plan, (5 Copies):

The Parcel Map Waiver Plan consists of two sheets. The top sheet should contain the following information:

- Owner's Certificate (including a Trust Deed Certificate, in necessary);
- Engineer's or Surveyor's Certificate;
- City Engineer's Certificate of Compliance;
- City Clerk's Certificate;
- Recorder's Certificate; and
- Parcel Map Number from the County of Orange.

The second sheet should be the Parcel Map Waiver Plan. This Parcel Map Waiver Plan is required to show additional information necessary to verify compliance with adopted City codes and ordinances.

- All information and lettering on site plan must be legible. Draw to scale on 8 ½" x 11", 18" x 26", 24" x 36" or 30" x 42" sheet (no reductions).
- Show boundary of entire project (1.2 mm pen width).
- Clearly show and identify all current parcel lines.
- Fully dimension boundary of parcel(s). Include metes and bounds (lengths and bearings of boundary lines) of the parcel(s).
- Show centerline of streets and alleys and give dimension to road easement line. Show street names.
- Show and identify with recording data all easements on subject property and state whether public or private.
- Show detailed vicinity map, north arrow (north should be at the top of the sheet), scale, and legend.



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- Calculated area of each parcel to the nearest one-tenth of a square foot. Lot areas shall be given in square feet if they are less than one acre.
- Show title block and include project type (Parcel Map Waiver), property address(s) and assessor's parcel number(s).
- Show all **EXISTING** buildings and structures and give dimensions to parcel lines on all sides of buildings and structures. **DO NOT SHOW PROPOSED IMPROVEMENTS.**
- Show dimensions on all sides of buildings and structures.
- Show all existing parking stalls, including a summary of types and number of stalls. Identify paved areas of site.
- Show existing drainage, water and sewer services (with diameter size of pipe) entering the property.
- Show extent of 100-year floodplain, if applicable.

1.6 Applicant's Affidavit – Radius Map for Public Hearing

See **(Vesting) Tentative Map Application Information Packet** for requirements.

1.7 Public Noticing Information

See **(Vesting) Tentative Map Application Information Packet** for requirements.

Attached Sheets

- Application: Parcel Map Waiver - (5 pages)
- Exhibit A: Seal Beach Municipal Code, Title 10: Subdivisions, Chapter 10.25: Parcel Maps and Final Maps, Section 10.25.010, Waiver of Parcel Map



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APPLICATION
PARCEL MAP WAIVER

Note: Prior to submittal of this Application, please read the “*Information Sheet – Parcel Map Waiver*” available from City Staff or on the City website.

TYPE OR PRINT LEGIBLY – SHOW ALL INFORMATION – use additional pages if necessary

Date of Submittal: _____

PROJECT		
ADDRESS		
LOCATION (INCLUDE CROSS STREETS)		
APN (ALL PARCELS)		

OWNER		
NAME OF LEGAL OWNER(S) (AS SHOWN IN TITLE REPORT)		
MAILING ADDRESS, CITY, STATE, ZIP		
NAME OF CONTACT PERSON		
PHONE	FAX	E-MAIL

SURVEYOR		
NAME OF CONSULTING FIRM		
MAILING ADDRESS, CITY, STATE, ZIP		
NAME OF CONTACT PERSON		
PHONE	FAX	E-MAIL



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PROJECT CONTACT			
WHO WILL BE THE CONTACT FOR THIS PROJECT? (Circle as appropriate)	OWNER	SURVEYOR	OTHER, IDENTIFY BELOW
NAME OF CONTACT PERSON			
MAILING ADDRESS, CITY, STATE, ZIP			
PHONE	FAX	E-MAIL	

PROJECT CONDITIONS:

The applicant must thoroughly respond to the applicable directives below to establish the factual basis for the following circumstances to warrant approval of the proposed Parcel Map Waiver. Use additional sheets if more space is necessary to complete your response. The City's General Plan and Zoning Code can be viewed at City Hall and online at www.ci-seal-beach.ca.us.

- A. The boundaries of the original parcel have been previously surveyed and a map recorded, and the boundaries are certain as to location.

- B. The land being subdivided is solely for the creation of an environmental subdivision in compliance with Map Act Section 66418.2.



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- C. The subdivision or interests in the subdivision have been created by probate, eminent domain procedures, partition, or other civil judgments or decrees.

- D. The subdivision results from the conveyance of land or interest to or from the City, public entity or public utility for a public purpose, such as school sites, public building sites, or rights-of-way or easements for streets, sewers, utilities, drainage, etc.

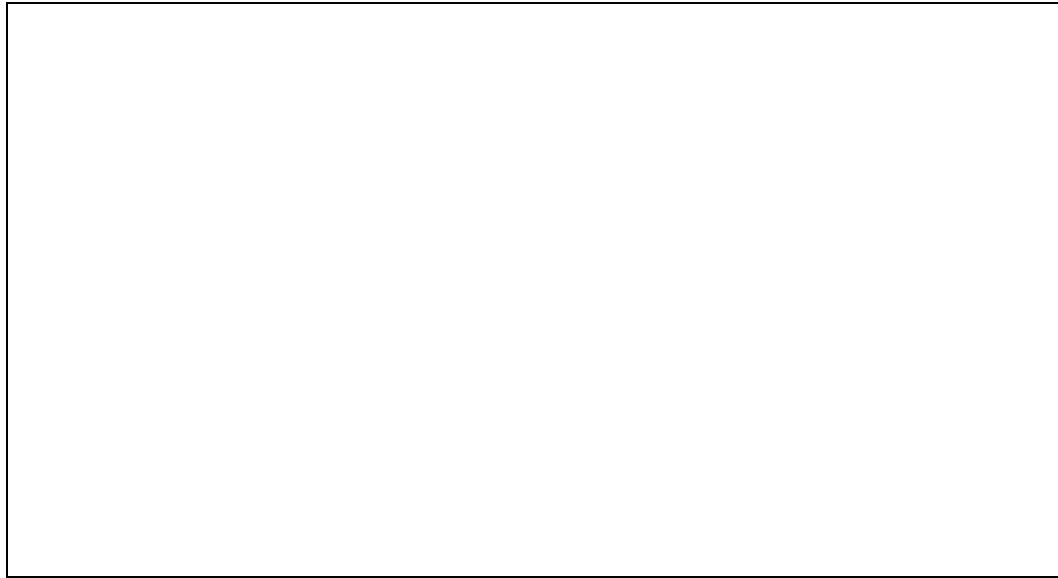
PROJECT FINDINGS:

In addition to providing responses to all required findings set forth within the **(Vesting) Tentative Map Application Packet**, the applicant must thoroughly respond to the directives below to make the additional required finding for the proposed Parcel Map Waiver. Use additional sheets if more space is necessary to complete your response. The City's General Plan and Zoning Code can be viewed at City Hall and online at www.ci-seal-beach.ca.us.

- A. The proposed subdivision complies with all applicable requirements of the Map Act and this Title as to lot area, improvement and design, drainage, flood control, appropriate improved public roads, sanitary disposal facilities, water supply availability, and environmental protection.



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SUBMITTAL CHECKLIST:

OWNER OR SURVEYOR MUST INITIAL SUBMITTED ITEMS BELOW:

OWNER/ SURVEYOR	CITY STAFF	SEE "PARCEL MAP WAIVER SUBMITTAL REQUIREMENTS" FOR DETAILED DESCRIPTION OF ITEMS 1 - 4 BELOW
_____	_____	1) Completed Application Form
_____	_____	2) Legal Description (1 copy)
_____	_____	3) Parcel Map Waiver Plan (5 copies)
_____	_____	4) Review and Processing Fee Deposit - \$500 (full cost recovery, including time and materials)



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OWNER'S CERTIFICATION **(Notary required for all signatures)**

The undersigned hereby acknowledges being the record owner(s) of the property contained within this project and hereby consents to the processing of the Parcel Map Waiver; and further acknowledges that they understand the Parcel Map Waiver Requirements associated with this application.

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

Use additional page if more space is required for Owner's Certification (Attach notary acknowledgement(s) for each signature)



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EXHIBIT A

**SEAL BEACH MUNICIPAL CODE, TITLE 10:
SUBDIVISIONS, CHAPTER 10.25: PARCEL
MAPS AND FINAL MAPS, SECTION
10.25.010, WAIVER OF PARCEL MAP**



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