

How to Process a Tentative Parcel Map

A Tentative Map application is required:

- a. When a subdivision property is proposed which would create four or less parcels of land;
- b. When lots are proposed to be combined with each other;
- c. When an adjustment between existing property boundaries is proposed;
- d. When each parcel created by a subdivision would be at least forty acres;
- e. When certain commercial and industrial property is proposed to be divided;
- f. When certain property is proposed for division that is already served by full street improvements.

What to do

1. Applicant visits Zoning Counter to review proposed project and to learn how the City's existing and proposed plans and policies may affect the site in question. During this conference the applicant will be given the appropriate application forms for proposed Tentative Parcel Map and advised of any additional material that is required.
2. Applicant submits application, six copies of Tentative Parcel Map, two reduced copies, Environmental Assessment (if required), and the appropriate filing fees.
3. Planning Department staff reviews application. If deemed complete, Planning Department sends Tentative Parcel Map to other City departments and City Engineer for comments and requirements.
4. Staff schedules hearing with Zoning Administrator and prepares report. Applicant is notified of date of hearing.
5. Zoning Administrator holds hearing. Staff presents report. Applicant and other interested parties give testimony. Zoning Administrator considers all information

Parkland dedication

The City requires a dedication of land for park purposes, determined by a formula based on the size of the parcel and density created by the proposed project.

**PLANNING DEPARTMENT
2000 MAIN STREET * HUNTINGTON BEACH, CA 92648**

presented and approves or denies Tentative Parcel Map based on its ability to make the required findings. Notice of decision is sent to applicant.

6. If application is approved and no appeal is received during the 10-day appeal period, staff stamps approved plans and the application is closed.

Justification and Findings

The Zoning Administrator has the authority to approve or deny the Tentative Parcel Map after conducting a hearing on the application. Tentative Parcel Map applications are evaluated with respect to compatibility with size and design of existing lots in the immediate neighborhood, accessibility, development potential of the parcel(s) to be created, future development of adjacent property and consistency with the City's general plan.

Final Parcel Map

If a Tentative Parcel Map application is granted and no appeal has been filed within the appeal period, the applicant may then begin processing the Final Parcel Map. A registered Civil Engineer or licensed surveyor shall prepare and submit the final Parcel Map together with evidence that all conditions of the approval have been fulfilled. The map will be checked for technical accuracy and, when found to be acceptable by the City, it will be transmitted to the City Council for acceptance. Then it may be released to the County Engineer for additional checking and recording. Once recorded, your final Parcel Map is complete.

The Parcel Map must be recorded within two years from the date of the Zoning Administrator's decision letter. An extension of up to five years from the date of initial approval may be requested of the Zoning Administrator prior to the expiration of the one-year period. A maximum of three extensions may be granted. Failure to meet these requirements will void the application.

Information on applications, zoning requirements, etc. is available by visiting the Third Floor of the Civic Center at 2000 Main Street (Corner of Yorktown and Main), by calling (714) 536-5271, or on the Planning Department website [HTTP://WWW.SURFCITY-HB.ORG/CITYDEPARTMENTS/PLANNING](http://www.surfcity-hb.org/citydepartments/planning).