



PROCEDURES FOR FILING AN APPLICATION FOR A TRACT MAP OR PARCEL MAP

County of Ventura • Resource Management Agency

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Please be advised that no application request shall be accepted if a violation of Chapter 1 (Non-Coastal Zoning Ordinance and Coastal Zoning Ordinance) or Chapter 2 (Subdivision Ordinance) exists on the parcels subject of the parcel or tract map unless the application request is to abate a violation.

Tract Map

A tract map is required to create five or more parcels, five or more condominiums, a community apartment project containing five or more parcels, or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units, except as provided in Section 8205-0 of the Ventura County Subdivision Ordinance (VCSO) Section 8205-0. The tract map process consists of two distinct phases: (1) the “tentative” process; and, (2) the “final” process. A tentative map shows the design and improvements of a proposed subdivision and the existing conditions in and around it and need not be based upon an accurate or detailed final survey of the property. A final map is the last step in the subdivision process and is required to finalize an approved tentative map and create saleable lots. The lots shown on an approved tentative map are not legal lots until the final map is recorded. The final map process requires that any conditions imposed on the subdivision be satisfied and often requires processing of grading and improvement plans.

Parcel Map

A parcel map is required for all subdivisions creating four or fewer lots, four or fewer condominiums, a community apartment project containing four or fewer parcels, or for the conversion of a dwelling to a stock cooperative containing four or fewer dwelling units. This subdivision process consists of two distinct phases: (1) the “tentative” process; and, (2) the “final” process. A tentative map shows the design and improvements of a proposed subdivision and the existing conditions in and around it and need not be based upon an accurate or detailed final survey of the property. The parcel map process creates saleable lots and requires that any conditions of the subdivision be satisfied. The lots shown on an approved tentative map are not legal lots until the parcel map is recorded.

APPLICABLE ORDINANCES

In addition to the [VCSO](#), there are several other ordinances that a tract map and a parcel map may need to comply with. Below is a list to some of the common Ventura County ordinances, codes, and manuals that may apply to maps:

[Coastal Zoning Ordinance](#)

[Non-Coastal Zoning Ordinance](#)

[Building Code](#)

[Standard Land Development Specifications](#)

[Land Development Manual](#)

[Waterworks Manual](#)

[Sewerage Manual](#)

[Watershed Protection District \(WPD\) Design Manual](#)

[WPD Design Hydrology Manual](#)

[Technical Guidance Manual for Stormwater Quality](#)

STEPS TO FOLLOW WHEN APPLYING FOR A TENTATIVE TRACT MAP OR TENTATIVE PARCEL MAP

STEP 1 – PRE-SUBMITTAL MEETING (INITIAL CONSULTATION WITH PLANNING STAFF)

The applicant shall schedule an initial consultation meeting with Planning Division staff prior to the official submittal of a Tentative Tract or Parcel Map Application. Planning Division staff will familiarize the applicant with the County process for reviewing and approving a tentative tract or parcel map, identify information and deposits required for filing a Tentative Tract or Parcel Map Application, identify County agencies who will review the applicant's application and may have special submittal requirements to process the application, and discuss applicable County policies and ordinances relative to the applicant request for a tract or parcel map. To schedule a pre-submittal meeting, please call (805) 654-2488 or email at: Plan.Counter@ventura.org. The applicant is responsible for providing Planning staff with the Tax Assessor's Parcel Number(s) (APNs) and address(es) (if applicable) of each of the subject parcels at the scheduled meeting.

STEP 2 – BASIC FILING REQUIREMENTS FOR APPLICATION SUBMITTAL

- (1) All application materials and plans shall be provided in an electronic format to the Planning Division.
- (2) A completed Tentative Tract Map/Parcel Map Application. The application can be found at: <https://vcrma.org/en/subdivisions>.
- (3) A deposit of the required fees pursuant to the Board of Supervisors-adopted Fee Schedule to process the application. Please refer to the Planning Division Fee Schedule at: <https://vcrma.org/en/planning-permit-fees> (VCSO, § 8205-4(b)). Additional fees will be required by the Environmental Health Division (EHD) and the Public Works Agency (PWA). These fees are detailed in the EHD Fee Schedule at: https://vcrma.org/docs/images/pdf/Land_Use_Permit_Fees_-_Final.pdf and the PWA Fee Schedule at: https://docs.vcrma.org/images/pdf/planning/fees/PWA_Fees.pdf.
- (4) A Fee Reimbursement Agreement signed by the property owner (wet signature original plus one copy). The Reimbursement Agreement can be found at: https://vcrma.org/docs/images/pdf/planning/permits/Reimbursement_Agreement.pdf. (VCSO § 8205-4(c))
- (5) A completed Levine Act Campaign Contribution Disclosure Form. The purpose of the Levine Act is to prevent public officials who are members of boards or commissions or heads of agencies, such as members of the Board of Supervisors, from being influenced by campaign contributions from individuals and parties appearing before them. The Levine Act Campaign Disclosure Form can be found at: https://vcrma.org/docs/images/pdf/planning/permits/Levine_Act_Land_Use_Disclosure_Form.Final.pdf.
- (6) A Tentative Map. Refer to the *Required Materials and Documents Checklist*, the *Required Information to be Shown on Tentative Maps Checklist*, and the *Checklist of Design Requirements for Tentative Maps*.
- (7) All other information required by the Planning Division and any of the required reviewing agencies. (VCSO § 8205-4)

STEP 3 – APPLICATION SUBMITTAL

Once you have completed the application and compiled all the prerequisite materials and documents, you may schedule an appointment to submit the application and pay the required fees at: (805) 654-2468 or email at: Plan.Counter@ventura.org.

STEP 4 – APPLICATION REVIEW

Once your application has been submitted, applicable County agencies will review it and notify you and/or your representative in writing if additional materials are needed. Environmental review pursuant to the California Environmental Quality Act (CEQA) will be conducted. A staff report, environmental document, and proposed conditions of approval of the map will be prepared.

STEP 5 – STANDARDS FOR APPROVAL AND REQUIRED FINDINGS

A tentative tract map or parcel map may only be approved if the decision-making authority makes all the required findings under VCSO section 8205-6.6 (a) through (r), based upon the conditions imposed and the evidence in the record including staff reports, CEQA documents, testimony, and other documents and information available at the public hearing.

STEP 6 – PUBLIC HEARINGS

The staff report, environmental document, and proposed conditions of approval of the map will be presented at a legally noticed public hearing. A subdivision that requires a tentative parcel map will be heard by the Planning Director. A subdivision that requires a tentative tract map will have at least two separate public hearings: a Planning Commission hearing and a Board of Supervisors hearing.

STEP 7 – FINAL MAP AND PARCEL MAP REQUIREMENTS

After approval of the tentative map, the next step is the preparation of the final map (for tract maps) or parcel map. Final maps and parcel maps are required to be prepared by a registered civil engineer or licensed land surveyor. The requirements for preparation of a final map or parcel map are in Article 6 of the VCSO. Final maps and parcel maps are required to be initially submitted to the County Surveyor who will examine the map and determine whether it is in substantial compliance with the corresponding approved tentative map. The final map or parcel map must be accompanied by, but not limited to, improvement plans, improvement agreements and securities, tax collector's letter and security for taxes, deeds, water supply certificate and water availability letter, and approval of sewage disposal method. A full list of required documents to submit with a final map or parcel map can be found under VCSO section 8206-2.

STEP 8 – APPROVAL AND FILING OF MAPS

Final Maps: After the final map has been certified by the County Surveyor it will be placed on the agenda for a Board of Supervisors meeting. If the Board of Supervisors approves the map, the map will be sent to the County Recorder's Office for filing and recordation.

Parcel Maps: After the parcel map has been certified by the County Surveyor it will be sent to the County Recorder's Office for filing and recordation.