



City of Los Banos
Planning Department
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PARCEL MAP/ MINOR SUBDIVISION PROCESS

I. What is a Parcel Map/ Minor Subdivision?

- a. Any subdivision of land into four (4) or less lots, each under five (5) acres, in any five (5) year period.

II. Review Process

- a. A complete application is submitted to the Planning Department
- b. Planning Department determines completeness within 10 business days
- c. Application is discussed at the next available Project Review Board (PRB) meeting
- d. Applicant will receive minutes and responses regarding issues discussed at PRB
- e. Environmental Review
- f. If there are no outstanding issues, scheduled for next available Planning Commission meeting
- g. Public hearing noticed 10 days before meeting
 - Newspaper
 - Mailed to property owner's within 300' radius of subject property
- h. Planning Commission by resolution may grant approval of the parcel map/minor subdivision subject to conditions, or can deny the request
- i. If denied, may file a written notice with the Planning Director or with the City Clerk within 5 business days

III. Final Map Process

- a. A complete application is submitted to the Public Works Department, Engineering Division
- b. City Engineer Division determines completeness within 10 business days
- c. Final Map plan checked for correctness
- d. If deemed correct, the parcel map is prepared for recordation
- e. Offers of dedication need to be accepted or refused by the City Council prior to recordation
- f. Parcel Map Sent to the Merced County Recorder's Office on Mylar for recordation with the following documents:
 - Parcel Map Guarantee Letter
 - Tax Clearance Letter