

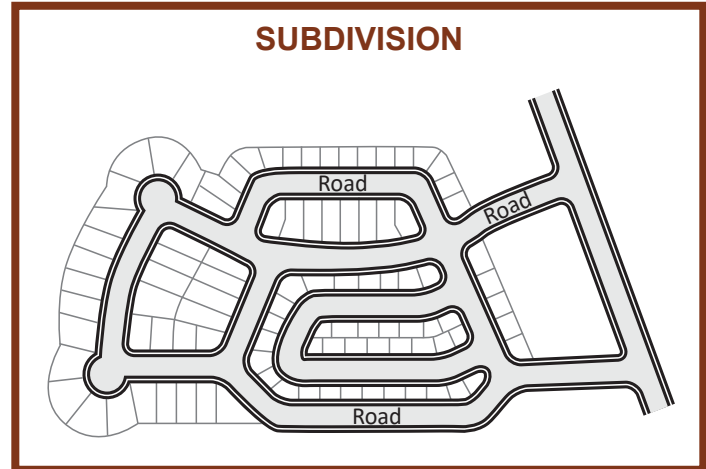
# Subdivision



## What is a Subdivision?

A Subdivision is used to subdivide property into five or more parcels or lots. Subdivisions are commonly used to create lots for single family homes, but are also used for commercial and industrial properties. A Subdivision shows the shapes and sizes of proposed lots, streets, and other features.

Subdivisions are approved in two steps: a Tentative Subdivision Map and a Final Map. The proposed Subdivision becomes official and lots are created once a Final Map is recorded with the County of Butte.



## What You Will Need to Apply for a Subdivision

To apply for a Subdivision, you'll need to have the property deed and proper documents that show the sizes and shapes of the proposed lots, proposed streets, parcels designated for parks or other uses, etc. You will need a current preliminary title report, written authorization from the property owner(s) (if the applicant is not the owner), a legal description of the proposed Subdivision prepared and stamped by a licensed surveyor or engineer, maps showing the location of the property and the proposed parcels, and a completed environmental questionnaire.

You'll also need to submit a completed City application, a deposit of \$25,347 for the Subdivision, and a Real Time Account application for the actual expenses processing the application. You can request a refund of any remaining unused funds from the initial deposit following the recordation of the map. A separate deposit to cover the cost of environmental processing may also be required—check with the Community Development Department.

## Who Approves Subdivisions?

Once all required documents and maps are received and reviewed by all affected departments, a decision will be made by the Chico Planning Commission. Before approving a Subdivision, the Planning Commission will make sure that all of the lots or parcels conform with City zoning requirements (the Chico Community Development Department can help with this), and that all

## Who Approves Subdivisions? (Continued)

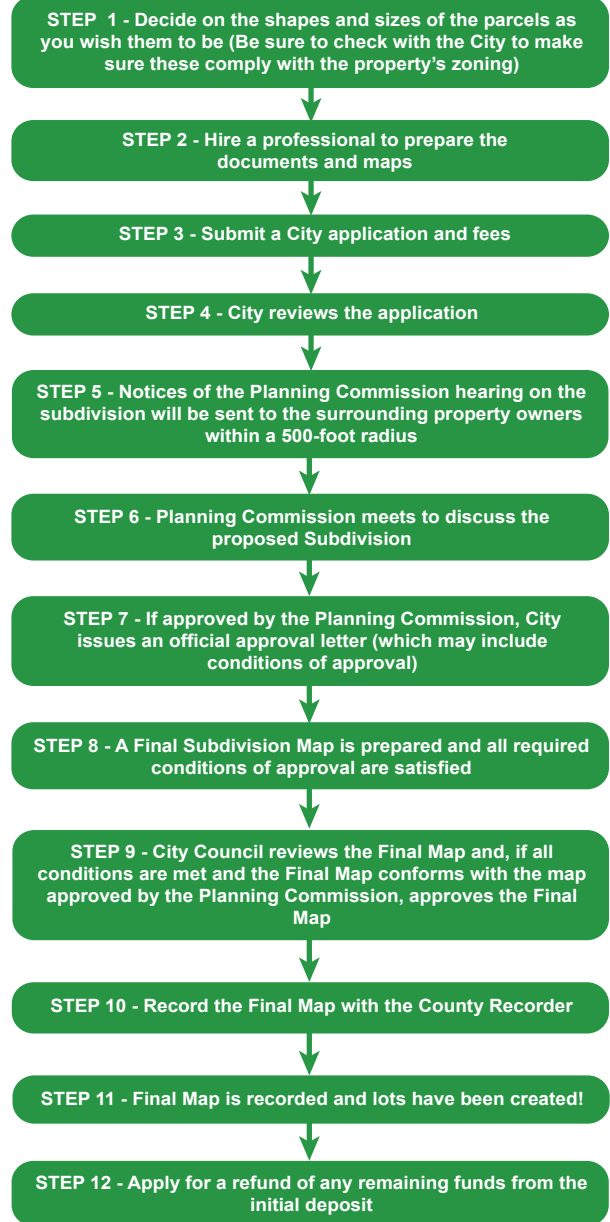
the documents and maps have been properly prepared. The Planning Commission will hold a public hearing on your subdivision and notices of the hearing will be sent to property owners within a 500-foot radius and may impose conditions that need to be satisfied before a Final Subdivision can be recorded.

The Planning Commission's decision to approve or deny a Subdivision can be appealed to the City Council.

## After Your Subdivision is Approved

After your Subdivision is approved as a "Tentative Map," a Final Map must be prepared and approved by the Chico City Council. The Director will review the Final Map to ensure that it conforms with the map approved by the Planning Commission and that all required conditions of approval have been satisfied. The Final Map must be filed with the County Recorder. This is important, since the proposed lots will not exist until the Final Map is recorded.

## Steps in the Process (Simplified)



## For More Information

Detailed information about Subdivisions can be found in sections 18.07.030 and 18.07.060 of the Chico Subdivision Code.

You may need to contact these departments and agencies:

**City of Chico Community Development:** (530) 879-6800

**City of Chico Public Works:** (530) 879-6900

**County of Butte Recorder:** (530) 552-3400

For detailed regulations related to Subdivisions and related topics, please consult these documents:

**Chico  
Subdivision  
Code:**



**Chico  
Zoning  
Code:**



**City  
Application  
Forms:**

