



**Community & Economic Development Dept.**  
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# MAJOR & MINOR SUBDIVISIONS

## FILING REQUIREMENTS CHECKLIST

<b>STEP 1</b>	<p><b>APPLICATION SUBMITTAL.</b> Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted.</p> <p>Within 30 days of submittal, staff will review the application and will notify you, in writing, whether your application has been deemed complete or incomplete and indicate any necessary required information. Incomplete applications cannot be processed.</p>
<input type="checkbox"/> APPLICATION	Completed <a href="#">Planning Permit Application</a> with wet-ink or e-signatures. Application must be signed by all property owners or accompanied by documentation to authorize an empowered signee.
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted <a href="#">Fee Schedule</a> .
<input type="checkbox"/> ENVIRONMENTAL FORM	Completed <a href="#">Environmental Form</a> .
<input type="checkbox"/> TITLE REPORT	Copy of Preliminary Title Report(s) for all involved parcels, dated within six (6) months.
<input type="checkbox"/> CAN & WILL SERVE LETTER	<p>For projects within an Urban Community and not already connected to public services, please provide one (1) copy of a "Can &amp; Will Serve" letter from the serving public services district, dated within six (6) months).</p> <p>To determine if your project site is within an Urban Community, please review our Community Plan Maps at: <a href="http://www.countyofmerced.com/437/SUDP-Community-Maps">www.countyofmerced.com/437/SUDP-Community-Maps</a></p>
<input type="checkbox"/> TENTATIVE MAP	Two (2) copies of a 11" x 17" map and 8.5" x 11" map (see <a href="#">Minimum Plan Requirements</a> ).
<input type="checkbox"/> DIGITAL COPIES	All submittal items saved on a CD or flash drive in a PDF format.
<b>STEP 2</b>	<b>APPLICATION PROCESSING</b>
CEQA	Staff will determine if the project is subject to environmental review under the California Environmental Quality Act (CEQA) and related additional fees.
REFERRALS	Staff will refer the application to applicable local, State, and Federal agencies for review and comments. Applicants may be invited to a meeting with County agencies to discuss project implementation.
PUBLIC NOTICE	Staff will schedule your project for a public hearing and prepare the required public notices and staff report summarizing the project and environmental analysis.
<b>STEP 3</b>	<p><b>APPLICATION DECISION.</b> The Planning Commission will make a Decision on your project. The Decision can be appealed within 10 days of determination. If approved and no appeal is filed, staff will send you notice of the final action which includes but is not limited to approved tentative map and a list of conditions, organized by department, that must be met prior to project implementation or as part of implementation. Maps must be recorded within two (2) years, unless an extension is requested and approved.</p>
<b>STEP 4</b>	<p><b>SITE PLAN &amp; DESIGN REVIEW.</b> Subdivisions are subject to Site Plan &amp; Design Review. Applications may be processed concurrently or after entitlements are obtained. (See <a href="#">Site Plan &amp; Design Review Process &amp; Filing Requirements</a> handout).</p>