



MARIN COUNTY
COMMUNITY DEVELOPMENT AGENCY
BRIAN C. CRAWFORD, DIRECTOR

TENTATIVE MAP FACT SHEET

DEFINITION

The State Subdivision Map Act requires local government to “regulate and control” all subdivisions which require a Tentative and either a Final or Parcel map. Subdivision is defined as any division of property for the purpose of sale, lease or financing. Approval of a subdivision is a two-step process. The Tentative Map is the document utilized to obtain the first level of approval. The Final Map or Parcel Map is required for the second level or final approval and is legally the only map which can be recorded. Please see the separate fact sheet titled “Parcel Map/Final Map” for further information.

TIME FRAME FOR PROCESSING

Generally, action on a Tentative Map is taken within fifty (50) days from the date when the application is deemed complete. The processing time will be longer for projects that require environmental review.

APPLICATION PROCESS

STEP 1 PRE-APPLICATION RESEARCH/REVIEW – Before submitting your application, you should call or visit the public information counter for policies and regulations that may affect your proposed subdivision. It will save you time at the counter if you know your Assessor’s Parcel Number(s) which can be found on your tax bill. You may request a pre-application review of your project with the planning staff to discuss and, hopefully, resolve issues early in the review process.

STEP 2 SUBMIT APPLICATION AT PLANNING INFORMATION COUNTER – The submittal requirements for a Tentative Map are listed in the Zoning/development Application Submittal Checklist. Most Tentative Map applications are subject to environmental review, as required by the California Environmental Quality Act (CEQA). Please refer to the separate fact sheet titled “Environmental Review” which contains submittal requirements for an Environmental Review Submission and a description of the environmental review process.

Please check with the planner at the information counter if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.

STEP 3 STAFF APPLICATION PROCESSING – A planner will be assigned to process your application. He/she will transmit your maps and any other pertinent materials to relevant public agencies, such as the Department of Public Works, Fire Department, etc., for their review and comment.

STEP 4 DETERMINATION OF COMPLETENESS – The planner assigned to your project will review your application, including the Environmental Review Submission for completeness. State law requires that staff determine whether the application is complete within 30 days from submittal. You will be sent an Notice of Project Status informing you whether your application is complete or incomplete and, if incomplete, what items must be submitted before processing can begin.

STEP 5 PUBLIC NOTICE – Once it has been determined that a complete application has been submitted

and the proposal has been reviewed by Planning staff, a notice will be sent to the owners of all properties within 300 to 600 feet of your property at least ten (10) days prior to an action taken.

STEP 6 ACTION – The Deputy Zoning Administrator (DZA) will hold a public hearing and take action on all Tentative Map applications unless the DZA finds that significant policy questions are at issue, or that substantial public controversy has been generated by the application, or the application has been submitted concurrently with another zoning/development permit that requires a public hearing before the Planning Commission. If the DZA makes any of the above findings, the Tentative Map application will be referred to the Planning Commission for action

Your Tentative Map application can either be approved, approved with conditions, or denied. The reviewing authority will take into account conformance with the Countywide and specific plans, the zoning ordinance and subdivision regulations, and any comments from relevant departments, agencies and the general public. In the case of a public hearing, the DZA or Planning Commission will also consider public testimony.

After Tentative Map approval, you must file a Parcel Map or Final Map with the County Surveyor which is recorded to complete the division. If no Parcel/Final Map is filed with the Department of Public Works, the approved Tentative Map shall expire three (3) years from the date of approval. An extension of up to three (3) years from the date of expiration may be granted by written application. Such application must be filed at least thirty (30) days before the approval is due to expire and accompanied by the appropriate extension fee.

STEP 7 APPEAL – The action of the DZA is final unless an appeal, in writing, is received by the Planning Division within ten business days from the decision date (five business days for properties in the coastal zone). The Planning Commission will act on the appeal to sustain, modify or overrule the previous action. Action taken by the Planning Commission may be appealed to the Board of Supervisors. Check at the planning information counter regarding applicable fees and other details of the appeal process.

FOR FURTHER INFORMATION

- Visit the Marin County Community Development Agency’s public information counter at the Civic Center, Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. – 4:00 p.m., or call (415) 499-6269.
- Please refer to Marin County Development Code Chapter 22.84. (For projects in the coastal zone, see Marin County Code Interim Title 20.)