

Development Services Department
offers informational brochures on the
following topics:

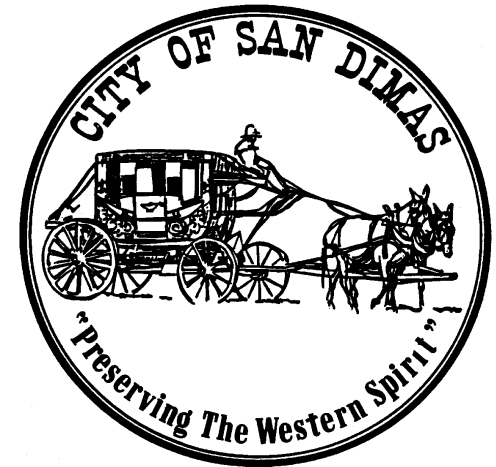
Artificial Turf Guidelines
Banners and Temporary Signs
CEQA and Environmental Review
Classification of Use
Conditional Use Permits
Development Agreements
Development Plan Review Board
Fees and Charges
For Sale/For Lease Signs
General Plan
Lot Line Adjustments
Mills Act
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Tree Preservation
Variances
Window Replacement – Town Core
Window Signs
Zone Changes
Zoning Descriptions

**These brochures are generally intended to assist
in the processing of application material. It does
not necessarily provide every detail regarding
Municipal Code regulations.*

UPDATED: 1/22/14

City of San Dimas
Planning Division
245 East Bonita Ave.
San Dimas, CA. 91773

Subdivisions



Development Services Department
City Hall, 245 East Bonita Avenue
San Dimas, California 91773.
(909) 394-6250
Fax: (909) 394-6249

Mon-Thurs 7:30 a.m. - 5:30 p.m.
Fridays 8:00 a.m. - 5:00 p.m.

www.cityofsandimas.com

SUBDIVISIONS

Subdivision of land is regulated by the California Subdivision Map Act. The Map Act specifies the procedures for all land divisions in California. There are several types of subdivisions which include:

- Parcel
- Tract
- Lot Line Adjustments
- Lot Mergers and Lot Combinations

All categories of land subdivision have very specific submittal requirements that are further defined later in this brochure. It is always recommended that the application procedure be followed to clarify specifics of the project.

TYPES OF LAND SUBDIVISION

Tract and Parcel Subdivision: A tentative Parcel Map is required for land division of four (4) or less lots, and a tentative Tract Map is required for land divisions of five (5) or more lots. Tentative maps should show the design and improvement of a proposed project. The design of the map should be based upon the accurate or detailed final survey of the subject property.

Lot Line Adjustment: A lot line adjustment occurs between two or more existing adjacent parcels where the land taken from one parcel and given to another. A lot line adjustment may not create a greater number of parcels than originally existed.

Lot Mergers/Combinations: Lot mergers deal directly with lots which do not conform to current standards and when construction

occurs across existing lot lines between contiguous lots. Lot combinations assemble contiguous lots or parcel for use as one lot.

Final Maps: After the approval of the tentative map by City Council, a final map may be prepared by a civil engineer or surveyor registered in the state of California. After receipt of the map, the City Council, at its next regularly scheduled meeting, may approve the map (if it conforms to all requirements) or disapprove (if it does not conform).

PRE-APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS

Before an official application is filed, we recommend that you meet with a planner to discuss the proposed project. In this pre-application meeting, the planner will discuss your proposed project, any pertinent city zoning regulations and explain application processing information. The employees of the Development Services Department will provide you with an application checklist and assist you in any way possible to help you understand the process and in ensuring a complete application.

Tract and Parcel subdivisions require a pre-application process where thirty-six (36) maps must be submitted along with additional information related to design, layout, grading and other features as required by the Development Services Department. These maps are distributed to all interested and affected parties such as school districts, utility companies, neighboring cities, and various LA county

agencies. A preliminary map review will be performed by various departments in the city like planning, building and safety etc. The applicant will be notified of any changes deemed necessary. This review will not be considered part of the 30 day limit for review of the map. The Subdivision Committee will then review the preliminary map and make design recommendations before the actual filing of a tentative map.

When all application materials have been reviewed and the application has been deemed complete, the application is ready for the public hearing process.

HEARING PROCESS

A notice of public hearing will be mailed to the applicant and property owners within three hundred (300) feet of the property. The applicant is required to post a notice of public hearing on the property prior to the scheduled hearing. A copy of the posting requirement criteria is available at the Development Services Department. The city will publish legal notice in the local newspaper.

At the public hearing, the application is approved or denied by the Planning Commission and/or City Council based on all available information presented and on public testimony.