Introduction
Minor subdivisions are for processing divisions of real property in which four or fewer contiguous lots are proposed to be created by combining parcels, establishing new lot lines or by altering existing lot lines. Any such division made solely for street-widening purposes, or for the purpose of financing, or leasing apartments, offices, stores, or similar spaces within an apartment building, industrial building, commercial building or trailer park, shall not be considered a minor subdivision.

Process
Prior to review or decision, City staff must determine that there is adequate information to process the application. Once an application is deemed to be complete, the project application may be scheduled for review on a first-come, first-served basis. The Minor Subdivision Committee may choose to approve the project, approve it with conditions, deny the project, or continue it for redesign. If the project is denied by the Minor Subdivision Committee, the decision may be appealed to the Planning Commission. A fee applies to appeal applications. If the project is continued for redesign, the resubmittal will be reviewed by staff for completeness prior to being rescheduled for a future hearing. If not appealed, all decisions are final ten days after the hearing. The subdivider must file the parcel map within one year of approval.

Environmental Review
The California Environmental Quality Act (CEQA) requires that the City review all projects for their potential impact on the environment. The required level of review and accompanying reports vary greatly by the type of project, its location, and other criteria. While some projects may be exempt from formal environmental review, others may require extensive study and the production of an Environmental Impact Report (EIR). Following a cursory review of an application, City staff will notify the applicant of the level of environmental review that will be required. Depending on the level of review required, an applicant may be asked for various technical studies such as traffic reports, archaeology reports, arborist reports, storm water plans, etc. Or, you may be asked for more specific information on the plans to clarify, reveal, or eliminate a potential environment impact.

Findings
The Minor Subdivision Committee must make the following findings to approve a minor subdivision:
1. The spirit and intent of Chapter 33, Subdivision and the goals and policies of the General Plan for the City of Monterey would better be served through the realignment of this subdivision because it would create a more orderly, well designed lot configuration.
2. The project is consistent with the General Plan, Zoning Ordinance, Building, Fire or other such Uniform Codes.

Fees (see current fee schedule)
- Subdivisions – Minor Subdivisions
# TYPICAL REVIEW PROCESS

<table>
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<th>APPLICANT</th>
<th>STAFF</th>
<th>Minor Subdivision Committee</th>
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<tr>
<td><strong>START HERE</strong>&lt;br&gt;Submit Application</td>
<td>Review Application for Completeness</td>
<td>Continued for Redesign, etc.</td>
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<tr>
<td>Make Corrections to Application</td>
<td>Development Review Committee (staff review)</td>
<td>Minor Subdivision Committee Review</td>
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<tr>
<td>File Parcel Map within one year of approval</td>
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<td>Environmental Review (CEQA)</td>
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<td>Appeal to Planning Commission</td>
<td>Approve</td>
<td>Denied</td>
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SUBMITTAL CHECKLIST

Every application must include both Application Forms and Plans. The specific requirements are described below.1

1. Project Application Form

2. Minor Subdivision Map
   The subdivider shall submit original full-sized plans (24”x36”) and ten copies of the minor subdivision map, drawn to scale and fully dimensioned on paper measuring 11”x17”, unless all details are legible in 8.5”x11”, to the Planning Office. In addition, submit an electronic copy of plans in PDF form. The following information is required:
   - Map number as supplied by the Planning Office.
   - Date, north point and scale.
   - Sufficient legal description of land to define boundaries or proposed division of land.
   - A key map indicating the location of the proposed division of land in relation to the surrounding area.
   - The name and address of the record owner, the subdivider and the civil engineer, licensed surveyor or other person under whose direction the map was prepared, including the registration number of the engineer or surveyor.
   - The approximate location and outline to scale of each building or structure on the property proposed for division.
   - Buildings or structures on adjacent property shall also be shown if such buildings or structures affect the design of the proposed subdivision. Each building shown shall be identified by house number or other identifying feature, including a notation of each building or structure to be retained.
   - The approximate location of each area covered by trees with a statement of the nature of the cover and the kind and approximate location of all trees standing within the boundaries of proposed public rights-of-way.
   - The location and width of all existing and proposed streets and highways within and adjacent to the proposed subdivision.
   - The width, purpose, and approximate location of all existing and proposed easements or rights-of-way, whether public or private, within and adjacent to the proposed subdivision.
   - The approximate lot layout and outline to scale of each building or structure on the property proposed for division.
   - Buildings or structures on adjacent property shall also be shown if such buildings or structures affect the design of the proposed division.
   - The approximate location and outline to scale of each building or structure on the property proposed for division.
   - The name and address of the record owner, the subdivider and the civil engineer, licensed surveyor or other person under whose direction the map was prepared, including the registration number of the engineer or surveyor.
   - A key map indicating the location of the proposed division of land in relation to the surrounding area.
   - The existing topography of the land proposed to be divided using contour intervals of not more than five feet and of not more than two feet where the grade of the land is less than 5%. Contours of adjacent land shall also be shown whenever the surface features of such land affect the design and/or improvement of the proposed division. The map shall contain a statement indicating the source of contours shown on the map.
   - The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of each watercourse.
   - The location of all cut and fill slopes or a separate grading plan.
   - The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the map.
   - A geologic soils report prepared by a civil engineer who is registered by the state, which shall recommend corrective action which is likely to prevent structural damage to each dwelling proposed to be constructed on the expansive soil. The Building Safety and Inspections Division shall approve the soils investigation if it determines that the recommended action is likely to prevent structural damage to each dwelling to be constructed and shall require that the approved recommended action be incorporated in the construction of each dwelling as a condition to the building permit. (Ord. 3472 §§ 1, 19, 2012; Ord. 3424 § 1, 2009)

3. Environmental Review
   The following information may also be required when deemed appropriate by the Planning Office:
   - Environmental determination

If you have any questions regarding the above submittal requirements, please contact the Planning Office at (831) 646-3885.

1 At the discretion of the Community Development Director or designee, submittal of any submittal items may be waived if the project can be sufficiently described and considered without such information. Please inquire prior to submittal of an application.