

A Guide to Subdivision Development in the City of Wasco

The subdivision of land in the State of California is governed by the State adopted Subdivision Map Act which is implemented at the local level through City or County adopted subdivision regulations.

The purpose of the Subdivision Map Act and City of Wasco Subdivision Ordinance is threefold:

1. To encourage orderly development by regulating the design and improvement of the subdivision.
2. To ensure that areas within the subdivision which are dedicated for public purposes will be properly improved by the subdivider.
3. To protect the public and individual buyers from fraud and exploitation.

The subdivision process, as managed by the City of Wasco is composed of three main steps each culminating in approval by either the City of Wasco Planning Commission or the City of Wasco City Council.

These steps are:

1. The Tentative Map Process – Managed by the Planning Department with final approval by the Planning Commission
2. The Final Map Process – Managed by the Public Works Department with final approval by the City Council and recordation with the County Recorder.
3. Final Acceptance of Public Improvements – Managed by the Public Works Department with final acceptance by the City Council

There are several processes and requirements that go in to completing each step. They are generally described below.

1. The Tentative Map Process

The Tentative Map process is managed by the City of Wasco **Planning Department** and is governed by the City of Wasco Municipal Code Title 16 and 17 (Subdivision Ordinance and Zoning Code), as well as the State of California Subdivision Map Act.

Proposed tentative maps are submitted to City of Wasco Planning Department for review and processing. The Planning Department will manage preparation of all required environmental documents, route the map for comment to all responsible agencies and City Departments and

prepare a Staff recommendation and Conditions of approval based on agency and department feedback, applicable state law and City codes and requirements.

Tentative Map approval is discretionary and requires a **public hearing** before the City of Wasco **Planning Commission**.

Tentative Map approval is done by resolution of the Planning Commission and will include **conditions of approval**. These conditions are critical for the developer to understand and refer to often as they will outline requirements for public improvements, construction timing, special assessments and expectations of the local agency and other responsible agencies during the subsequent development phases.

2. The Final Map Process

The Final Map process is managed by the City of Wasco **Public Works Department** and is governed by the City of Wasco Municipal Code Title 16 (Subdivision Ordinance) and the State of California Subdivision Map Act. Any tentative map conditions of approval required to be completed prior to map recordation must be satisfied prior to final map recordation.

Pursuant to the City of Wasco Municipal Code and State of California Subdivision Map Act, a final map must be recorded before any homes or buildings can be built (SMA 66499.30(a) WMC 16.12.050(a))

Under the Map Act, the only exception to this rule is for model homes. Model homes are for the purpose of displaying a developer's product to potential buyers. As such, the City will issue permits for up to one model home per approved floor plan for the development. For a phased development only one model home complex will be permitted. Model homes will not be issued final certificates of occupancy until the final map is recorded and all public improvements have been completed and accepted by the City of Wasco City Council.

In general, prior to recordation of a final map, a subdivider must do all of the of the following. Note that if a subdivider is submitting the final map in phases all of these items must be completed prior to recordation of each phase:

1. Submit improvement plans for all public improvements to the City of Wasco Public Works Department for Plan Check.
2. Pay all applicable improvement plan check fees.
3. Construct all public improvements according to the approved plans or bond for all public improvements in an amount and form to be approved by the City of Wasco Public Works Department. If the subdivider chooses to construct only some of the improvements, the balance of improvements must be bonded for prior to recordation of the map.

4. Provide a copy of the final map, the final map check fee and all other required supporting documents to the City of Wasco Public Works department for checking by the City's Engineer.
5. Execute a copy of the Subdivision Improvement Agreement prepared by the City of Wasco City Engineer and submit bonding or other acceptable financial security for completion of all outstanding public improvements
6. Pay any fees required prior to map recordation (ie. Quimby / Park Dedication)
7. Satisfy any other conditions of approval required to be addressed prior to map recordation as defined in the approved Tentative Tract resolution.

Once all of these items are satisfied, the Final Map will be scheduled for the next available City Council Agenda for approval. Once approved, the map will be recorded with the County Recorder.

City Staff must have all items required for Final Map approval no later than 2 weeks prior to the scheduled City Council meeting in order to prepare staff reports and agendas. The County Recorder only records Final Maps on Tuesdays. Developers requesting Final Map approval should keep these timeframes in mind.

3. Final Acceptance of Public Improvements

Inspection and final acceptance of the public improvements is managed by the City of Wasco **Public Works Department**.

Once a final map is recorded, the City of Wasco **Building Department** can begin issuing building permits and the subdivider can begin building.

However, final acceptance of public improvements by the City Council is required prior to the City of Wasco **Building Department** issuing final certificates of occupancy on any permitted buildings (WMC 16.12.050(c))

Once all public improvements have been completed to the satisfaction of the City of Wasco **Public Works Department**, and accepted by the **City Council**, the City of Wasco Building Department can issue final certificates of occupancy on buildings that have passed all inspections.

CITY OF WASCO LAND DIVISION PROCESS

1. Tentative Map Process

Managed by Planning Department

- * Requires public hearing and Planning Commission approval
- * Approval will include Conditions



2. Final Map Process

Managed by Public Works Department

- * Improvement plan design & approval
- * Begin Construction of public improvements
- * Council approval of Final Map, Subdivision Improvement Agreement and bond security for all outstanding public improvements
- * Building Permits will not be issued until Final Map is recorded



3. Final Acceptance of Public Improvements

Managed by Public Works Department

- * All public improvements must be inspected and approved by the City of Wasco Public Works Department and accepted by the City of Wasco City Council
- * No final certificates of occupancy will be issued for permitted structures until all inspections have been passed and improvements have been accepted by the City Council.