

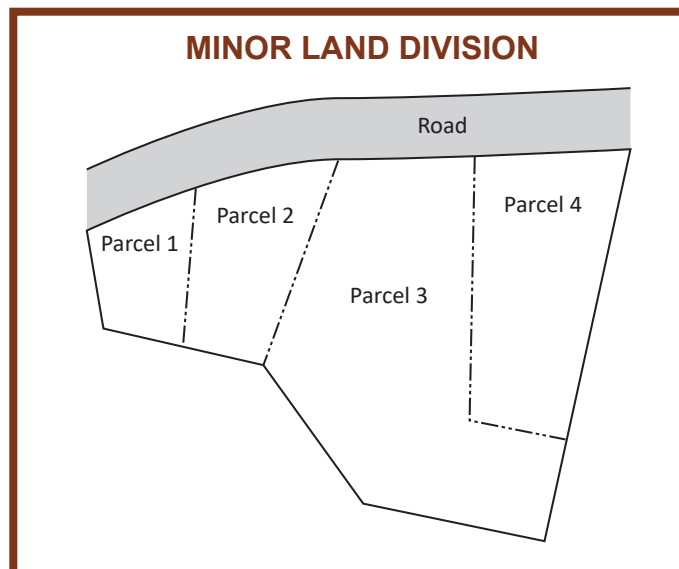
Minor Land Division



What is a Minor Land Division?

A Minor Land Division is used instead of a Parcel Map where all of the following apply:

- Does not involve the conversion of a building to a condominium project; and
- No modifications from the City's subdivision requirements of this title are requested; and
- Complies with requirements as to area, improvement and design, floodwater drainage control, appropriate improved public roads, sanitary disposal facilities, water supply availability, and environmental protection imposed by this title or other applicable provisions of the Chico Subdivision Code; and
- No dedication of public right of way is required.



A Minor Land Division is technically a Parcel Map waiver and is usually used to subdivide one existing parcel into two, three, or four parcels. If enough parcels already exist and only their shape or size is being changed, a lot line adjustment can be used instead.

What You Will Need to Apply for a Minor Land Division

To apply for a Minor Land Division, you'll need to have a property deed or proper documents that show the sizes and shapes of the proposed parcels. These include a current preliminary title report, written authorization from the property owner(s) (if the applicant is not the owner), a legal description of the proposed Minor Land Division prepared and stamped by a licensed surveyor or engineer, maps showing the location of the property and the proposed parcels, and a completed environmental questionnaire.

You'll also need to submit a completed City application along with a fee, as listed in the [Planning Fees Brochure](#). A separate deposit to cover the cost of environmental processing may also be required—check with the Community Development Department.

Who Approves Minor Land Divisions?

Once all required documents are received and reviewed by all affected departments, a decision will be made by the Community Development Director or their representative. Before approving a Minor Land Division, the City will make sure that all of the parcels in their new shapes and sizes conform with City zoning requirements and the General Plan (the Chico Community Development Department can help with this), and that all of the documents have been properly prepared.

The Director's decision to approve or deny a Minor Land Division can be appealed to the City Council.

After Your Minor Land Division is Approved

After your Minor Land Division is approved, a Certificate of Compliance must be filed with the County Recorder. This is important, since the proposed lots will not exist until the Plat Map is recorded.

You will also need to record a Deed that reflects the change in the property. A qualified expert can help you with this (the City cannot recommend who you should hire to do this).

Steps in the Process (Simplified)

STEP 1 - Decide on the shapes and sizes of the parcels as you wish them to be (Be sure to check with the City to make sure these comply with the property's zoning)



STEP 2 - Hire a professional to prepare the documents



STEP 3 - Submit a City application and fees



STEP 4 - Community Development Director reviews the application



STEP 5 - Notices of the Directors pending decision on the Minor Land Division are sent to the surrounding property owners within a 300-foot radius



STEP 6 - If approved, City issues an official approval letter (which may include conditions of approval)



STEP 7 - Record a Certificate of Compliance with the County Recorder (conditions may need to be satisfied before this can occur). File a Deed with the County Recorder to reflect the Minor Land Division



STEP 8 - Plat Map is recorded and lots have been created!

For More Information

Detailed information about Minor Land Divisions can be found in section 18.06.040 of the Chico Subdivision Code. Information on Plat Maps is provided in section 18.06.050.

You may need to contact these departments and agencies:

City of Chico Community Development: (530) 879-6800

City of Chico Public Works: (530) 879-6900

County of Butte Recorder: (530) 552-3400

For detailed regulations related to Minor Land Divisions and related topics, please consult these documents:

**Chico
Subdivision
Code:**



**Chico
Zoning
Code:**



**City
Application
Forms:**

