Community Development offers informational brochures on the following topics:

CEQA and Environmental Review
Conditional Use Permits
Development Agreements
Development Plan Review
Drought Tolerant Landscape Standards
Fees and Charges
For Sale/For Lease Banners
Front Drought Tolerant Landscape Standards
General Plan Amendment
Lot Line Adjustments
Municipal Code Text Amendments
Outdoor Dining in Commercial Zones
Outdoor Displays of Merchandise
Permanent Signs
Planning Commission
Portable Signs
Property Information Inquiry
Residential Artificial Turf Standards
Residential Care Facilities
RV & Trailer Parking
Site Plan Requirements
Specific Plans
Storage Sheds in Residential Zones
Subdivisions
Temporary Signs and Banners
Temporary Use Permits
Trash Enclosure Standards
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.*

To view additional brochures, scan the QR Code below.

Subdivisions

City of SAN DIMAS California 1960

Community Development Department
Planning Division
245 E. Bonita Avenue
San Dimas, CA 91773
(909) 394-6250
planning@sandimasca.gov

Mon-Thurs 7:30 a.m. - 5:30 p.m.
Fridays 7:30 a.m. - 4:30 p.m.

www.sandimasca.gov

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).

APPLICATION PROCEDURE

Before a formal application is filed, we recommend that you speak with a city planner. The planner will discuss your proposed project, any pertinent city zoning regulations and explain application processing information. The planner will explain pertinent city zoning regulations and provide an application checklist and processing information.

Tract and Parcel subdivisions require a pre-application process where maps must be submitted along with additional information related to design, layout, grading and other features as required by the Planning Division. 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, Engineering, Building and Safety, etc. The applicant will be notified of any changes deemed necessary. The Development Review Committee (DRC) will then review the maps and make design recommendations.

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

DECISION PROCESS

A notice of public hearing will be mailed to the applicant and property owners within three hundred (300) feet of the property. A notice of the public hearing will be posted on the property prior to the scheduled hearing. A copy of the posting requirement criteria is available at the Community Development 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.