

## DEPARTMENT OF REGIONAL PLANNING

January 28, 2016

TO: All Planning Staff

FROM: Richard J. Bruckner  
Director



### **SUBDIVISION AND ZONING ORDINANCE INTERPRETATION NO. 2016-2 AMENDMENT MAP AND REVISED MAP CRITERIA**

#### **Purpose of Memorandum**

This memorandum clarifies when proposed modifications to an approved and valid Tentative Parcel Map or Tentative Tract Map (collectively, Tentative Map) require an Amendment Map or a Revised Map.

#### **Background**

Subdividers who have received County approval of a Tentative Map routinely apply with the Department of Regional Planning (Department) for modifications to the approved Tentative Map. The Subdivision Map Act (SMA) largely defers to local jurisdictions regarding procedures and amendments to an approved Tentative Map, prior to the recordation of a final map. In accordance with the SMA, the Department has developed the Amendment Map and Revised Map procedures. Generally, where the subdivider proposes minor modifications, the subdivider may apply for an Amendment Map, which authorizes the minor modification to the approved Tentative Map. Where the subdivider proposes modifications which are not minor, the subdivider must apply for a Revised Map.

#### **Amendment Map**

The Department utilizes the Amendment Map procedure to consider minor modifications to approved and valid Tentative Maps, and to encourage the minor modification of approved maps when the subdivider wishes to reduce the grading and/or reduce the area to be disturbed. Department staff's review of an Amendment Map is generally limited to the proposed minor modifications. The Amendment Map must also be reviewed by the Subdivision Committee, which generally will review only the proposed minor modifications, along with any applicable State regulations or requirements. The Amendment Map approval procedure requires posting notice of the Amendment Map request on the project site and on the Department's website for 10 days prior to consideration by the Hearing Officer. The Hearing Officer will consider the proposed minor modifications and may approve, approve with modifications, or deny the Amendment Map, and the Hearing Officer's decision is appealable pursuant to Los Angeles County Code (County Code) section 22.60.200. Public comments on the proposed modifications are considered by the Hearing Officer. The time limits for the approved and valid Tentative Map are not affected (i.e. extended) by the filing of an Amendment Map application, or its approval or denial.

### **Revised Map**

Proposed modifications to an approved and valid Tentative Map which do not qualify for an Amendment Map must follow the Department's Revised Map procedure. The Revised Map procedure treats the approved Tentative Map, with proposed modifications, as the equivalent of an application for a new Tentative Map. The entirety of the map will be subject to review by the Department's staff and the Subdivision Committee, and the Hearing Officer's or Commission's consideration of the Revised Map is not limited to the proposed modification, but will extend to the entirety of the project. The Revised Map is considered a new project subject to all applicable laws and regulations, including but not limited to those related to map life duration and expiration.

### **Need to Clarify When Proposed Modifications Require an Amendment Map or Revised Map**

The Department has twice clarified when proposed modifications to an approved and valid Tentative Map require an Amendment Map or a Revised Map. A memorandum dated February 27, 1992, completed by John R. Schwarze, Administrator, Current Planning Division, provided guidance for determining whether proposed changes to an approved Map are minor in nature and qualify for an Amendment Map, or require a Revised Map. A draft memorandum dated August 3, 2006, by Frank Meneses, Administrator, Current Planning Division, provided additional guidance for this determination.

This memorandum provides specific criteria for determining whether proposed modifications require an Amendment Map or Revised Map, and clarifies the criteria established in the 1992 memorandum and the draft 2006 memorandum. This memorandum supersedes and replaces the 1992 and 2006 memoranda, which memoranda are hereby withdrawn.

### **Minor Revisions Criteria For An Amendment Map**

Proposed modifications to an approved and valid Tentative Map qualify for an Amendment Map if they meet all of the following criteria:

- 1) The proposed changes consist of either no adjustments to lot layout and/or street design, or minor adjustments to lot layout and/or street designs, such as alignments and improvements that do not substantially change the circulation pattern, do not create new or additional environmental impacts to land areas previously not approved for development, and do not create new or additional traffic impacts.
- 2) The proposed changes consist of either no drainage and grading changes, or minor drainage and grading changes, that may or may not require additional review by the Department of Public Works (DPW), which (a) will result only in the same or decreased average drainage volumes and reduced grading quantities; (b) will result in no substantial changes to the approved Hydrology Report (i.e. locations of drainage features and drainage flows remain substantially similar to the approved

Tentative Map); (c) will result in no substantial changes to the approved Preliminary Soils & Geology report; and (d) will not create new or additional environmental impacts.

- 3) The proposed changes comply with the approved Tentative Map conditions of approval, or are necessary in order to comply with the approved Tentative Map conditions of approval, such as changes requested by a department that is represented at the Subdivision Committee in order to meet that Department's design criteria during the plan check of final design drawings, where the change is consistent with the intent of the Department's approved concept plan/study/report to ensure substantial compliance with the approved Tentative Map and/or conditions of approval.
- 4) The proposed changes consist of no change in the approved overall development footprint, or a reduction in the overall footprint of the project site, including but not limited to the consolidation of lots or reduction in the number of lots, provided: (a) the number of lots remains the same or fewer than originally approved; (b) total square feet of development remains the same as or less than originally approved; (c) the overall land disturbance and/or grading is the same as or less than originally approved; and (d) pad elevations substantially conform to the depictions, notes, and conditions of the original approved Tentative Map.
- 5) The proposed changes will not result in a change to the boundary of the approved Tentative Map.
- 6) The proposed changes do not require any new permits or additional modifications to development standards of Title 21 or Title 22 of the County Code, except in the event of an approved associated Conditional Use Permit (CUP), the changes may require a CUP Condition Modification procedure for minor immaterial changes such as correcting references to lot numbers and similar such references.
- 7) The proposed changes will not require the preparation of a subsequent Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration pursuant to the California Environmental Quality Act (CEQA) Guidelines section 15162 or a supplement to an Environmental Impact Report pursuant to CEQA Guidelines section 15163; will not require modifications to or the deletion of any of the adopted mitigation measures for the original Tentative Map approval, other than immaterial changes such as correcting references to lot numbers; and will not cause a Tentative Map which had been approved pursuant to a statutory or categorical exemption under the CEQA Guidelines to fail to qualify for such statutory or categorical exemption. The proposed changes may require preparation of an addendum pursuant to CEQA Guidelines section 15164.

The appropriate lead Section's supervisor, in consultation with the Current Planning Deputy Director and the Department's Director, shall make a determination in writing that an Amendment Map request is justified based on the criteria above.

**Successive Amendment Maps**

Where an approved and valid Tentative Map has been amended via one or more Amendment Maps, a subsequent application for modification will qualify for an Amendment Map only if the proposed modifications satisfy the applicable criteria above with respect to both the original Tentative Map and any previous approved Amendment Map. The purpose of this requirement is to ensure that successive Amendment Map applications do not cumulatively result in major modification to a Tentative Map which would otherwise require a Revised Map.

**All Other Proposed Modifications Require a Revised Map**

Any proposed modifications to an approved and valid Tentative Map that do not meet the criteria for an Amendment Map, above, require a Revised Map.

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