



Minor Subdivision – Frequently Asked Questions

What is a Minor Subdivision?

A Minor Subdivision is a process of dividing land into four (4) or fewer parcels in which a tentative and final map approval is required, prior to the sale, lease, or finance of the new parcels. Minor Subdivisions are reviewed for compatibility with the environment, surrounding community and consistency with applicable regulations such as zoning, [County Road Improvement and Land Development Standards](#), [Subdivision regulations](#) (Chapter 26 of the Solano County Code), [Solano County Rules Governing Agricultural Preserves and Land Conservation Act Contracts](#), infrastructure requirements for fire services, water supply or sewage disposal and General Plan policies. Subdivision applications may be accompanied by Rezone Petition, General Plan amendments, or Policy Plan Overlay request.

What is the process?

Pre-Application Consultation. Potential applicants are encouraged to discuss the development proposal with Planning staff prior to filing. More complex projects may warrant filing a pre-application request to identify key issues early on, prior to filing a formal entitlement application.

Step 1 – Completeness. Staff will perform an initial review of your project once a complete application is filed with the Planning Services Division. Refer to the [Subdivision Submittal Requirements Checklist](#) for a comprehensive range of information and documents necessary to file a complete application. Within 30 days of filing you will be notified if your application is deemed complete or whether additional information is necessary for evaluation and processing. If an application is deemed incomplete, you will receive a letter detailing the additional information necessary to continue processing.

Step 2 - Environmental review: Minor Subdivisions are subject to the discretion of a hearing body and therefore, the California Environmental Quality Act (CEQA) process. CEQA requires the County to evaluate a development proposal to determine whether or not a project has the potential to generate significant effects on the environment. Biological, air quality, noise, and traffic are examples of environmental resources that may be analyzed. The Planning Services Division will determine the appropriate level of environmental review for your project. Reference the Planning Services Division [Environmental Review brochure](#) for additional information regarding the CEQA process.

Supplemental application fees may be required depending on the level of environmental review required for your project. In addition, staff may request that the applicant provide professionally prepared site-specific studies such as a biological assessment, acoustical analysis, traffic study, or wetland delineation report to assist in the preparation of the environmental document. The cost of special studies is not included in the Planning Services fee schedule and is the obligation of the applicant.

Step 3 – Public Hearing. At least one public hearing before the Zoning Administrator or the Solano County Planning Commission is required for a Minor Subdivision. Subdivisions of property under Land Conservation Contract or Williamson Act are heard by the Board of Supervisors.

Public notice of the project is mailed out to nearby property owners and anyone requesting notice at least 15 days in advance of the hearing. Prior to the hearing, staff will provide the applicant a report which describes project specifics, details conditions of approval, and makes a recommendation to the hearing authority.

Once a decision is made by the hearing authority, there is a ten (10) day appeal period where any person or party aggrieved or affected by the decision may file an appeal. Decisions made by the Zoning Administrator may be appealed to the Planning Commission and decisions made by the Planning Commission may be appealed to the Board of Supervisors. If an appeal is filed, a subsequent noticed public hearing to the higher-level hearing authority will occur, typically within 30 to 60 days. During an appeal period, no permits can be issued related to the project. Decisions by the Board of Supervisors are final.

How long will the process take?

Processing times for a Minor Subdivision could take approximately 3-6 months once an **application is deemed complete**. Applicants can assist in the efficient review and expedited processing times by ensuring your application submittal documents are accurate and complete, and quickly responding to staff requests for additional information. Processing times can vary depending on the completeness of the application, the complexity of the project, level of environmental review, and compatibility with the neighborhood. If a Minor Subdivision is accompanied by a Rezone Petition, General Plan amendment, or Policy Plan Overlay application, processing times take longer.

My application was tentatively approved. What are the next steps?

The Planning Services Division will issue the **Letter of Approval** which includes adopted conditions of approval. Tentative Map approval is valid for two (2) years. Compliance with the adopted conditions of approval and environmental measures within this timeframe is required to proceed to the final map recordation phase. This could involve the installation of infrastructure, the dedication of right-of-way, or compliance with environmental mitigation measures.

How do I submit an application package?

Reference the [Planning Application Submittal Guide](#) for specific details regarding contact information, office hours, and application filing.

This application packet includes:

- Subdivision - Submittal Requirements Checklist**
- Subdivision - Application**
- Project Description**
- Environmental Evaluation Questionnaire**
- Application Processing Agreement**