



CITY OF ATASCADERO

COMMUNITY DEVELOPMENT DEPARTMENT

SUBDIVISIONS

A subdivision allows a property owner to split their lot into more lots than what exist today. Lot splits are dependent on the zone in which your property is in. The City has various minimum lot sizes throughout the City.

- **Step One: Determine if your lot may be split.** The minimum lot size for a parcel is dependent on the zoning district it's located in. Use the City's Interactive Zoning Map to check your parcel's zoning. After verifying your zoning, review the minimum lot sizes required for each zone [here](#).
- **Step Two: Create a Map.** Once you've verified that your lot can be split you can work with a licensed surveyor to draw a tentative map. Depending on the number of lots created, this will be a Tentative Parcel Map or Tentative Tract Map. Please review the list of items required for map submittal on our [Tentative Parcel Map Application Checklist](#) of [Tentative Tract Map Application Checklist](#).

Next Steps: Once you collect everything for submittal, contact the Planning Department to set up an intake appointment. After your application is deemed complete, the item will be scheduled for the next available Planning Commission hearing.

Once approved by Planning Commission you may submit for a Final Map. The Final Map must include any conditions of approval as required by the Planning Commission. Depending on the Type of project, the map may need to be approved by the City Council prior to recordation with the County Recorder's Office.



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Frequently Asked Questions:

Q: What is the difference between a Parcel Map and a Tract Map?

A: A Parcel Map is generally the subdivision of a lot or lots into a cumulative maximum of four (4) lots or units, or less. A Tract Map is the subdivision of a lot or lots into a cumulative of five lots or units, or more.

Q: If my neighbor is interested in buying a portion of my property to combine with their lot, or if I want to adjust the size/shape and the lot boundary of the adjacent/contiguous lots I own, what is the correct procedure?

A: You can apply for a Lot Line Adjustment to adjust the lot lines if the lots are either legally subdivided or a Certificate of Compliance is recorded for each lot involved. Each lot involved in the adjustment is required to meet the minimum lot size designated by the zoning code.

Q: Can I convert my apartment building to condominiums?

A: An existing apartment that was legally established through a valid building permit may apply for a condominium conversion. A condominium conversion will also be required to comply with State requirements for noticing tenants, including 60 days before even filing an application with the City. For more information on condominium conversions, please review [Chapter 12](#) of the Zoning Code.

Q: What is the difference between a tentative map and a final map or recorded map?

A: A Tentative Map is a map made for the purpose of showing the design and improvements of a proposed subdivision and the existing conditions in and around it. A Final Map is the map that establishes the new legal lot lines, and recorded at the San Luis Obispo County Recorder's ("Recorder's") office. Once a Tentative Map is approved, the Final Map must be submitted and recorded before the Tentative Map expires. Final Maps must show that the conditions of the Tentative Map approval have been satisfied or guarantee that they will be satisfied through agreement, bond, letter of credit, or other verification.