

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Minor Modifications and Change of Ownership on Subdivision Agreements

**Policy  
Number**

I-21

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Purpose

To establish a more efficient method of processing minor modifications of subdivision improvement agreements and change of ownership.

Background

State law and the County Subdivision Ordinance authorize the use of subdivision improvement agreements to allow for the construction of improvements after a final map or parcel map is approved. From time to time, minor modifications of the agreements and associated improvement plans are necessary to, among other things, reflect changes in the ownership of subdivisions and to ensure constructability of improvements. This policy delegates authority to the Director of Department of Planning & Development Services, to approve minor modifications to subdivision improvement agreements and associated improvement plans for the agreements.

Policy

It is the policy of the Board of Supervisors that:

The Board of Supervisors hereby authorizes and delegates to the Director, Department of Planning & Development Services (Director), the authority to approve all minor modifications to subdivision improvement agreements and associated improvement plans for the agreements as follows:

**1) Change of Ownership**

Where ownership of a subdivision subject to an improvement agreement has changed, the Director may amend the improvement agreement and modify or authorize the acceptance of replacement security to reflect the new ownership. The Director may in conjunction with the modification of existing security to reflect a change of ownership require adjustment of the security.

**2)  
Plan Changes**

The Director may allow minor changes to improvement plans attached to improvement agreements where such changes are needed to ensure the constructability of improvements in a manner consistent with the conditions of approval which the improvement plans were designed to satisfy.

In those instances where security is modified by the Director, as a result of a plan change, the Director will transmit the necessary documents directly to the Clerk of the Board (Clerk) to effectuate the change. The Clerk is delegated the authority and directed to release security, accept modifications or riders to existing security, accept substitute security, and to take such other action as is reasonably necessary to implement the Director's authority to make minor modifications to subdivision improvement agreements, required security and improvement plans.

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Sunset Date

This policy will be reviewed for continuance by 12-31-25.

Board Action

- 11-17-69 (64)
- 03-10-70 (23)
- 12-11-84 (9)
- 08-08-89 (33)
- 12-15-93 (5)
- 05-15-96 (11)
- 08-07-02 (5)
- 10-12-11 (12)
- 09-25-12 (11)
- 11-14-18 (9)

CAO Reference

1. Department of Planning & Development Services
2. Department of Public Works
3. County Counsel