

Final Map Submission Lists

List of items we need if map was checked by previous consultant.

1. Clean copy of the map to be reviewed.
2. Title report or preliminary subdivision Guarantee/Report.
3. At least the last plan check comments by the previous consultant but preferable to get all of them if possible. If we cannot compare the map to the previous plan check comments than it is a first review for us and will need all the documents listed below.
4. Closures and title documents and deeds, maps and centerline ties if previous plan check comments related to dimensions, procedure of survey and boundary references, easement locations, ownership statement or signature omissions statement.
5. Conditions of approval and tentative map. We should always perform our own check against the TM and final map and the conditions of approval.
6. Signature authority if not already on file with the city.
7. Most if not all of the items below should have been to the City and should be in the city files.

These are the documents normally required for submittal of a Final Parcel Map Lot or Tract Map.

1. Current Title Report and legal descriptions.
2. Conditions of Approval.
3. Copy of Approved Tentative Map.
4. Traverse Closure Calculations.
5. Reference maps and documents.
6. City and/or County tie notes.
7. Copy of Assessor's Parcel Map.
8. Documentation of recorded access to the subject property (unless abutting a public street), if not recorded with the current's deed.
9. Documentation of authority to sign map, if legal entity is other than an individual.
10. Submit sufficient evidence that affected parcels are legal, separate parcels.
11. Copies of non-interference letters.
12. Soils Report (unless waived by building official or city engineer)
13. Any other items required by the Planning Department for a Parcel Map Tract Map Application.