



Tract/Parcel Map

Engineering Services Division

1st Plan Check Submittal Checklist

Tract / Parcel Map / APN / Address	Date Submitted
Engineering/Land Surveying Firm	Submitted by
Phone Number	Email

INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED

A COMPLETE TRACT OR PARCEL MAP SUBMITTAL PACKAGE INCLUDES:

Notice: All easements—public, private, existing, and proposed—are to be shown on Tract/Parcel Maps.

- 1) ___ Plan Review Application Form
- 2) ___ Tract/Parcel Map. (6 copies)
- 3) ___ Fee Calculation Sheet. (1 original)
- 4) ___ Tentative Map with Planning Division “wet stamp” approval. (1 original)
- 5) ___ Letter of Authorization to Sign if a corporation or partnership is signing as Owner. (1 original)
- 6) ___ Executed and approved Development Agreement (if applicable). (1 copy)
- 7) ___ Preliminary Subdivision Report (no more than 60 days old). (1 original)
- 8) ___ Final Conditions of Approval. (3 copies)
- 9) ___ Traverse Closure Calculation Sheets per “closed-traverse method,” using metes and bounds from the map clearly displaying the closure error and area for the dot boundary, each lot/parcel, street right-of-ways, private drive and fire lanes, and easements shown on the map. (1 copy)
- 10) ___ County Assessor Map(s) showing all existing parcels within the Tract/Parcel Map boundary. (1 copy)
- 11) ___ 8½” x 11” Exhibit Map. (1 copy)
- 12) ___ Copies of all record information referenced on the Map. (1 copy)

Note: Additional items may be required to be submitted as the checking process continues.

___ Comments: _____

___ Submittal returned without review: _____