

ENGINEERING DIVISION

PLAN CHECK LIST OF REQUIREMENTS - FINAL MAPS

- ___ Four (4) copies of the final map, signed by the Engineer/Surveyor.
- ___ Tentative Map stamped approved by Planning
- ___ Phasing Map approved by Planning, if applicable.
- ___ A preliminary Subdivision Guarantee dated within sixty days of submittal for first check. If a partnership is shown as the owner, submit partnership agreement.
- ___ Conditions of Approval with cover letter indicating approval and expiration date of Tentative Map.
- ___ A preliminary Title Report dated within sixty (60) days of first submittal.
- ___ Copies of County Engineer/Road Department Field Book Pages as referenced on the Final Map. All copies must be legible.
- ___ In the event the property being subdivided is a portion of a Section, copies of all Deeds are required to fill the nearest Quarter of the Section.
- ___ Copies of documents for all Easements shown in the preliminary report must be submitted.
- ___ Evidence of Basis of Bearings for surveyed maps (CSB's, Parcel Maps, Tract Maps, etc.).
- ___ Method of establishment for all lines shown, adjoining maps or Deed references and a print of hard copy showing boundary establishment if not apparent on Tract Map.
- ___ Copies of all Deeds used in establishment, adjoining property Deeds and Vesting Deed(s) for the proposed subdivision.
- ___ Copies of existing underlying and adjoining Subdivision Maps, Records of Survey, CSB's, etc. All of said copies shall be submitted in their entirety and must be legible.
- ___ Traverses of border, centerline, sidelines, lots, easements (if applicable), Section breakdown, and not a part areas. Traverses must include square footage, curve data and error of closure, and must be based on one coordinate system. Revised traverses must be submitted for revisions made after first check.
- ___ Copy of latest Assessor's Map to scale where subdivision is located with property indicated in red. Additional Assessor's Maps as requested by plan checker.
- ___ Any other information used in calculations or establishment of the boundary.
- ___ Proof of Access that can be granted to the new lot/parcel owners of the proposed subdivision, if applicable.
- ___ 8½" X 14" reproducible Vicinity Map.
- ___ Plan check fees (See Engineering Fee Schedule).

PLEASE FOLD ALL PLANS SMALLER THAN 8½" X 11

