



## PARCEL MAP/FINAL MAP APPLICATION INFORMATION SHEET

### GENERAL INFORMATION

This information sheet explains the application and review process for finalizing and recording a Parcel Map (for the creation of four or less parcels) and finalizing and recording a Final Map (for the creation of five or more parcels). This process can only occur after the Zoning Administrator, Planning Commission or Town Council has granted Tentative Map or subdivision approval and Improvement Plans have been approved, if applicable. For information on receiving a tentative subdivision map approval, please refer to the information sheet titled "Tentative Map Information Sheet." For information on Improvement Plans, please refer to your project conditions of approval. The Planning Division cannot accept a Parcel or Final Map for review until the applicable Improvement Plans have been approved by the Town Engineering Division.

**\*\*Applications will only be accepted by the project planner at a set appointment. The project owner/agent must schedule the appointment in order to submit, as all over-the-counter submittals will be rejected. \*\***

To submit for a Parcel Map or Final Map, please contact the project planner at (530) 582-7820, extension 2, to set up an appointment. During the scheduled appointment, the planner will review the application submittal for completeness; only after the planner has determined the submittal to be complete will the Final Map/Parcel Map application be accepted for processing. Map applications brought or sent in without project planner review, or incomplete applications, including those in which all of the required conditions have not been met, will be returned, unprocessed.

### REVIEW AND APPROVAL AUTHORITY

Upon receiving approval of a Tentative Map by the Town Zoning Administrator, Planning Commission or Town Council, the applicant may proceed with Improvement Plan preparation and submittal. Not all maps are subject to Improvement Plans; therefore, please refer to your project conditions of approval to determine whether or not this requirement applies. Only after the Improvement Plans have been approved by the Town Engineering Division should the applicant proceed with the preparation of a Parcel Map or Final Map for recordation in the Nevada County Recorder's Office. Before a Parcel Map or Final Map may be recorded, the Parcel Map/Final Map must substantially conform to the approved Tentative Map, the applicant must comply with all conditions of approval applied to the Tentative Map, and the Parcel Map/Final Map must comply with all requirements of the Town Subdivision Ordinance and the State Subdivision Map Act. The Parcel Map/Final Map application is the Town review process which allows both the Town Surveyor and the Town Engineer to confirm that all conditions have been met and that the map complies with all State and Town requirements. (See the attached flow chart titled "Parcel Map/Final Map Review: Town Staff Responsibilities.")

If all requirements have been met (including signatures of all required parties), both the Town Surveyor and the Town Engineer will approve the Parcel Map/Final Map, thereby authorizing the recordation of the Parcel Map/Final Map in the Nevada County Recorder's Office. It is important to note that the subdivision lots are not created until the map is recorded in the Nevada County Recorder's Office. It is unlawful to complete a transaction to sell, lease, finance or convey a subdivision lot until the map is recorded.

### HOW YOUR APPLICATION WILL BE PROCESSED

The following section describes the steps involved in reviewing either a Parcel Map or a Final Map application:

1. The project planner will review the "Parcel Map/Final Map Submittal Checklist" during your scheduled appointment and determine if the application submittal is complete. If the application is complete, the project will be accepted and the Project Planner will begin processing the application. If the application is not complete, the planner will identify the missing information and ask that you schedule another appointment to submit all the required information as one complete package.
2. The project planner will be your contact person throughout the review and approval process. It is the project planner's responsibility to forward all applicable information to the Town Surveyor and Town Engineering Division and keep you informed of the map's status.
3. Once a complete application is submitted with all information listed in the "Parcel Map/Final Map Submittal Checklist" below, the Planning Division will forward the final map check print and copies of the application information to the Town Surveyor and other affected local agencies for their review. Within thirty (30) days after application submittal, the Town Surveyor will review the application and Parcel Map/Final Map and determine the application's initial completeness. The Planning Division will concurrently review the application to ensure the final map and application complies with all conditions of approval applied to the tentative map.
4. If additional information, clarification or corrections are required, the map preparer will be notified in writing by the Town Surveyor that the Parcel Map/Final Map is not complete and which items need to be addressed; a copy of the required corrections will be forwarded to the project planner. It is the responsibility of your map preparer to address all of the requested corrections. The Town surveyor cannot approve the map until it is deemed technically correct.

**\*\*The Town Engineer cannot sign a Final Map for a subdivision of five or more parcels until the Town Council has been notified. \*\***

5. When the application and Parcel Map/Final Map are deemed complete and all conditions of approval have been met, the applicant's map preparer will submit to the Planning Division the original mylar of the Final Map with all corrections and all other documents necessary to record the Final Map. For Final Maps proposing the creation of five or more parcels, the Town Engineer will notify the Town Council at their next regular meeting of the Town Engineer's pending action to approve the Final Map. The Town Clerk shall provide notice of the Town Engineer's pending action by attaching and posting said notice with the Council's regular agenda and mailing such notice to any interested party who requests the notice. The Town Engineer shall approve or disapprove the Final Map within 10 days following the meeting.
6. The Town Engineer will sign the map and the Planning Division will forward to the applicant's title company the map, documents, certificates and a memorandum outlining the items which must be recorded. The title company is selected by the applicant and is responsible for coordinating with the Town Surveyor the recordation of the Parcel Map/Final Map, documents and certificates with the Nevada County Recorder's Office. The title company is also responsible for the title guarantee to be submitted to the County Recorder's Office with the documents for recording.

FEES

The fees for processing a “Parcel Map” or “Final Map” will be based on the actual costs of Town staff time spent on processing the application, the costs of the Town Surveyor, and any direct costs. A fee deposit must be submitted with the application to cover these anticipated costs. A fee deposit must be submitted with the application to cover these anticipated costs. The fee deposit that must be submitted with each application is:

<b>Parcel Map (4 or less parcels)</b>	<b>\$4,000.00</b>
<b>Final Map (5 or more parcels)</b>	<b>\$4,000.00</b>

If the actual application costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of the application process. If the actual costs are greater than the fee deposit, the applicant will have to submit additional fees before the map can be signed by the Town Engineer.

SUBMITTAL REQUIREMENTS

The items listed in the attached “Parcel Map/Final Map Submittal Checklist” must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted. In addition, your application will not be accepted unless you have scheduled an appointment with the project planner and the project planner has determined that the checklist is complete and all of the required conditions of approval have been met.

**The project planner will not accept submittals for which Improvement Plans are required and have not been approved.**

Additional items that may be required in the map review process, beyond what is listed in the “Parcel Map/Final Map Submittal Checklist,” include corrected map/documents as requested by the Town Surveyor as well as document originals such as but not limited to the following:

- All original documents, signed and notarized, needing to be recorded concurrently with the Parcel Map/Final Map such as CC&Rs, road maintenance agreement, offers of dedication, etc.
- The Owner’s Certificate of Acknowledgement or Owner’s Statement, signed and notarized.
- The tax certificate issued from the Nevada County Tax Collector certifying that all property taxes, special assessments, and liens on the property have been paid to allow recordation of the map.
- Any remaining fees required by the Town or County for recordation of the map.
- The name of the title company who will process the recordation of the Parcel Map/Final Map for the applicant and the name of the title company contact person.

The application package may be submitted electronically via email (if less than 15 MB) or Dropbox to [PlanningDepartment@townoftruckee.com](mailto:PlanningDepartment@townoftruckee.com). The application fee may be paid over the phone with a credit card or by mailing a check to the Planning Division; in-person payments with cash, check or credit card are also accepted at Town Hall. Checks must be made payable to the Town of Truckee. After a planner is assigned to your project, you will be contacted and asked to provide hard copies of the submittal documents as required.

## Parcel Map/Final Map Submittal Checklist

Applicant Name: \_\_\_\_\_ Project Site APN: \_\_\_\_\_

Application Number (to be filled out by Town staff) \_\_\_\_\_

**Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.**

**A S**

- 1. Completed Land Use/Zoning Application.
- 2. Fee deposit. Checks must be made payable to the Town of Truckee; cash and credit cards are also accepted.
- 3. One copy of the Final Map check print and any supplemental data sheets prepared by a licensed surveyor or qualified licensed engineer in accordance with the requirements of the Town Development Code and State Subdivision Map Act.
- 4. Traverse sheets prepared by the map preparer showing the mathematical closure of the subdivision's exterior boundary, blocks and lots, and/or easements.
- 5. A preliminary title report on the subject property dated no earlier than six (6) months prior to submittal of the application.
- 6. Copies of all deeds of the subject parcels and all easements and rights-of-way shown on the Final Map. Offer of dedication on supplemental sheet or by other document acceptable for recordation with the Nevada County Recorder's Office.
- 7. Written documentation or evidence which demonstrates compliance with **all** conditions of approval applied to the tentative map. This may include, but is not be limited to, the draft CC&Rs (Code, Covenants and Restrictions) of the subdivision and road maintenance agreements. It is the responsibility of the applicant to submit all required materials, documentation and evidence to the Planning Division for approval of the Final Map, including letters from all required agencies stating that their conditions have been met.
- 8. Drafts of all documents to be recorded concurrently with the map. This may include, but not be limited to, Owner's Certificate of Acknowledgement, Offer of Dedication, CC&Rs, Road Maintenance Agreement, Condominium Plan, etc.
- 9. Verification of Improvement Plans approved and on file with the Town of Truckee and a copy contractor's contract and estimated date of completion **or** draft Subdivision Improvement Agreement and draft security (such as a bond, letter of credit, etc.).
- 10. Other information required by the Town Engineer, Town Surveyor or Town Planner to ensure the map complies with all requirements of the Truckee Development Code and Subdivision Map Act.

Applicant Signature: \_\_\_\_\_

I certify that I have completed and have included all material checked above in the attached application submittal.

## PARCEL MAP/FINAL MAP REVIEW: TOWN STAFF RESPONSIBILITIES

