



LAND DEVELOPMENT DIVISION FIRST SUBMITTAL CHECKLIST SUBDIVISION MAP (FOR ALL PROJECTS)

In accordance with **Government Code, Title 7, Division 2, Subdivisions (Subdivision Map Act) 66424:** **Subdivision** means “*the division, by any subdivider, of any unit or units of improved or unimproved land, or any portion thereof, shown on the latest equalized county assessment roll as a unit or as contiguous units, for the purpose of sale, lease or financing, whether immediate or future [and] includes a condominium project...*”

In accordance with **Municipal Code 9.14.090(A)**, all entitlement approvals (by the Planning Division) for the project must be obtained **prior to submittal**.

In accordance with **Municipal Code 9.14.090(C)(D)(E)**, the submittal package shall include, but not be limited to, the following items:

- 1st Submittal Application** (subsequent submittals require a *Transmittal Cover Letter*, see below);
- Transmittal Cover Letter:** which shall list all the documents, plans and other items being submitted; it shall clearly indicate the number of submittal (i.e. “**2nd Submittal**” or “**Mylar Submittal**”) and any changes to the contact information (if applicable).
- Nine (9)** sets of the map (24” x 18” size) [prepared by a Registered Civil Engineer].
- One (1)** copy of traverse calculations [prepared by a Registered Civil Engineer] for the following:
 - Map (blue) border;
 - Centerline closures;
 - Property line block closure;
 - Non-rectangular or irregular shaped lots;
 - All individual lettered & numbered lots;
- One (1)** copy of a current Preliminary Title Report (less than 30 days).
- One (1)** copy of the approved Tentative Map with Conditions of Approval.
- One (1)** copy of the proposed street names, which shall include:
 - Three (3) proposed street names (in order of preference) per new street, grouped by theme;
 - An 11” x 17” drawing/exhibit showing all new streets;
- One (1)** copy of all reference plans and documents used.
- Full Plan Check Fee** based on the current Fee Schedule (contact staff for exact amount).

PRIOR TO MAP APPROVAL:

- ✓ Approved public improvement plans related to the subdivision;
- ✓ Approved Covenants Conditions & Restrictions (CC&R’s);
- ✓ Approved street names proposed on final map;
- ✓ A completed / signed Public Improvement Agreement (PIA) must be submitted for execution;
- ✓ A completed / signed Cooperative Agreement (if applicable);
- ✓ One (1) copy of the record statement of partnership, if required to execute the map;
- ✓ One (1) copy of the approved grading plans;