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;