



**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:

- Transmittal Cover Letter:** which shall include all contact information (i.e. Owner, Applicant, Engineer of Record, etc.) and list all the documents, plans and other items being submitted; it shall indicate that it’s a “**1st Plan Check Submittal**” and indicate the type of project, the Tract/Parcel Map number, the entitlement project number or other City identification number (i.e. PA# or P# and Map #, if available).
- Ten (10)** sets of title sheet w/ 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;
 - An 8 ½” x 11” 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).

OTHER DOCUMENTS WHEN APPLICABLE:

- ✓ Recorded duplicate mylar of map w/ hanging tabs & a digital (pdf) copy on CD must be provided;
- ✓ Two (2) copies of the Homeowner’s Association documents (Covenants Conditions & Restrictions);
- ✓ One (1) copy of the approved Specific Plan;
- ✓ One (1) copy of the record statement of partnership, if required to execute the map;
- ✓ One (1) copy of the approved grading plans;