

Engineering Services Division

Development Engineering 300 Richards Blvd., 3rd Floor Sacramento, CA 95811

> **Phone**: 916-808-8300 Fax: 916-808-1984

FINAL, PARCEL AND MASTER PARCEL MAP SUBMITTAL APPLICATION

NOTE: The City will not accept maps that deviate whatsoever from the Approved Tentative Map. Meet with City staff and resolve all substantial conformance issues **prior to submittal of the map**. Should the City discover any deviations during the review process, **the review will halt until all substantial conformance issue are resolved**.

TYPE OR PRINT LEGIBLY - SHOW ALL INFORMATION - use additional page if needed (SUBMIT ORIGINAL APPLICATION) NAME OF MAP (per record of decision) М DATE OF **SUBMITTAL** PROJECT LOCATION (include cross streets) Ρ **FPM eCAPS** TYPE OF MAP: FINAL MAP N PARCEL MAP MASTER PARCEL MAP AMENDED MAP F APN (ALL PARCELS) PLANNING APPROVAL (P# OR Z#) 0 1) NAME OF LEGAL OWNER(S) (AS APPEARS IN TITLE REPORT) 0 N MAILING ADDRESS, CITY, STATE, ZIP Ε R PHONE NAME OF CONTACT PERSON PHONE E-MAIL N F 2) NAME OF LEGAL OWNER(S) (AS APPEARS IN VESTING DEED) 0 R MAILING ADDRESS, CITY, STATE, ZIP PHONE E-MAIL т 0 NAME OF CONTACT PERSON **PHONE** E-MAIL NAME OF CONSULTING FIRM NAME OF CONTACT PERSON S U R MAILING ADDRESS, CITY, STATE, ZIP Ε PHONE E-MAIL 0 NAME OF LAND SURVEYOR **SURVEYOR LICENSE #** R Surveyor: **Property Owner:** Please accept this map submittal package for review. This submittal I hereby consent to the review and processing of complies with all applicable provisions of the City Code, the this map. The map review deposit being paid with S Government Code, and City Standards. All drafting complies with the the submittal of this project is a deposit only. The sample final or parcel Map found on the City website below and is in project is subject to a full cost recovery "Ready to Record" form to the best of my ability. This map does not G Resolution 2022-0135. Owner hereby agrees to take deviate whatsoever from the approved Tentative Map unless it has full financial responsibility to pay the cumulative costs been deemed by the City as being in substantial conformance with the prior to map recording. If the review process of this approved Tentative Map. Should the City discover any deviations from map takes more than 6 months a periodic invoice the approved Tentative Map at submittal or during review, I understand will be sent to the owner for payment. that the City's review of the map will halt until all substantial conformance issues are resolved. The official date of map submittal is the date all issues are resolved/approved and a complete package is submitted. Signature of Licensed Land Surveyor Date Owner's Signature Date

1 of 3 REV 7-2022



Engineering Services Division

CITY

OWNER/

Development Engineering 300 Richards Blvd., 3rd Floor Sacramento, CA 95811

> **Phone**: 916-808-8300 Fax: 916-808-1984

FINAL, PARCEL, AND MASTER PARCEL MAP SUBMITTAL REQUIREMENTS

First submittal of the map shall include all of the following:

(INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED)

SURVEYOR INITIAL	STAFF INITIAL	SUBMIT PAPER COPIES OF ITEMS BELOW			
		 Application Form Must be filled out completely and signed by surveyor and property owner. SUBMIT ORIGINAL 			
		 Approved Notice of Decision or Record of Decision or Zoning Administrator Approval or City Council Resolution (full set signed by City Staff). Obtain copy from City Planning Division. Email planning@cityofsacramento.org. Mitigation Monitoring Plan must be included with 1st map submittal, if applicable. 			
		 One (1) Set Approved Full Size Tentative Map (signed by the City Staff) Obtain copy from City Planning Division. Email planning@cityofsacramento.org Current Title Report Must be current (90 days old max) an updated report may be requested when necessary. 			
		5. One (1) Set of Map (PDF for digital submittal)			
		Folded to 1/4 size, prepared in conformance with the Subdivision Map Act, Land Surveyor Act, Title 17 of the Sacramento City Code and drafted in compliance with the sample Final or Parcel Map found on the City website shown below. At submittal, map should be in "ready to record" form. City will not accept maps for 1st submittal prior to tentative map approval or prior to the submittal of improvement plans, if applicable. Incomplete or grossly inadequate maps will be rejected during submittal <i>OR</i> if found inadequate during the first review, the review will be halted and the applicant will be notified to resubmit a revised map to comply with the above.			
	·	5a. PLEASE NOTE: The City will not accept maps that deviate whatsoever from the approved Tentative Map. All substantial conformance issues must be resolved with City staff prior to submittal of the map. Should the City discover any deviations from the approved Tentative Map at submittal or during review, the City's review of the map will halt until all substantial conformance issues are resolved.			
		6. One (1) Set of Closure Calculations			
		 Vesting Deed Most recent recorded deed(s) conveying the property within the map boundary. 			
		 8. Supporting documents a) All deeds, recorded maps, certificate of compliance and records of survey within subject boundary and adjacent to subject boundary. (submit all sheets) b) All deeds, recorded maps, certificate of compliance and records of survey identified on your 			
		map. (submit all sheets)			
 .		 Electronic file of AutoCAD (.dwg) drawing Include the survey and subject boundary, with existing and new parcel line and street centerlines. 			
		 Compact Disk (CD) or Flash Drive Include all map submittal requirements (Items 1-9). Not required for digital submittal 			
		11. Map Check Deposit 1-4 lots (\$3,200) and over 4 lots (\$3,800 + \$25 per lot, including lettered lots). Master Parcel Map (\$3,800) (actual cost required – remaining balance will be collected prior to map approval).			

~Submittal items continued on the next page~

2 of 3 REV 7-2022



Development Engineering 300 Richards Blvd., 3rd Floor Sacramento, CA 95811

> Phone: 916-808-8300 Fax: 916-808-1984

BELOW I	TEMS ARE	REQUIRED AT TIME OF FIRST SUBMITTAL, IF APPLICABLE.
	12	 Street Name Approval Completed request form with exhibit map (not required if already submitted with public improvement plans. Staff to verify during intake)
	13	 One Complete Set of Improvement Plans For final maps improvement plans must have already been submitted or are being submitted concurrently with this map submittal
	14	 Legal Description of Property Boundary a) On 8 ½" x 11" page labeled as "Exhibit A" at top of the page b) Required only if public improvement plans are required c) Write new legal description as appropriate to describe the entire area being subdivided. This will be included in the Subdivision Improvement Agreement

IMPORTANT NOTICE:

- 1. At any time prior to map final approval, the City reserves the right to require additional changes and/or apply overlooked conditions of approval (C.O.A.) to said map as necessary to ensure it is compliant with City Code, State Law, the sample map or at the discretion of the City Surveyor.
- 2. After the map review is complete, all (C.O.A.), additional requirements, and submittals accepted/received by the City, this map will be noticed on the City Council agenda per Sacramento City Code Section 17.832.090. To ensure scheduling on your target City Council meeting, all said requirements must be completed by the close of business (4:00pm), a minimum 25 calendar days prior to the meeting. For a complete calendar of City Council meetings go to: www.cityofsacramento.org/clerk/meetings-and-agendas
- 3. Mylars will not be accepted by the City until all tentative map C.O.A., **that require sign off**, have been satisfied and submitted to the City. Contact City project manager for verification of satisfied conditions.
- 4. An application for final or parcel map shall be deemed inactive if action is not taken by the applicant for 180 days. Reinstatement of an map application requires the following; resubmitted map (PDF), updated title report (90 days max), and \$500 reactivation fee per Resolution 2009-0178. Additional time will be charged for a full re-review of the map. Said charges will be invoiced based on actual cost recovery.
- 5. All monuments must be set and verified by the City prior to scheduling this map on the City Council agenda. Please inform me via email (jbyrum@cityofsacramento.org) after they have been set. For final maps, interior monuments may be deferred but must be set prior to issuance of the notice of completion for required offsite public improvements.
- 6. It is strongly recommended that the applicant start the process of satisfying tentative map (C.O.A.) <u>at the beginning</u> of the map review process. It is the responsibility of the applicant to manage C.O.A., activity and related documentation and to obtain signoffs from the appropriate City division or outside agency.

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures listed above.

SURVEYOR:		PROPERTY OWNER:	
Printed name		Print name	
Signature	 Date	 Signature	 Date

This application and sample map are available online at: http://portal.cityofsacramento.org/Public-Works/Engineering-Services/Property-Line-Changes/Map-Review Questions or comments, please contact Jimmy Byrum: Phone: 916-808-7918 jbyrum@cityofsacramento.org

3 of 3 REV 7-2022