



## **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)*

OWNER/  
 SURVEYOR  
 INITIAL

CITY  
 STAFF  
 INITIAL

**SUBMIT PAPER COPIES OF ITEMS BELOW**

**1. Application Form**

Must be filled out completely and signed by surveyor and property owner. SUBMIT ORIGINAL

**2. 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](mailto:planning@cityofsacramento.org).

**Mitigation Monitoring Plan must be included with 1st map submittal, if applicable.**

**3. One (1) Set Approved Full Size Tentative Map** (signed by the City Staff)

Obtain copy from City Planning Division. Email [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org)

**4. 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 *OR* 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**

**7. 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)**

**9. Electronic file of AutoCAD (.dwg ) drawing**

Include the survey and subject boundary, with existing and new parcel line and street centerlines.

**10. 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~

**BELOW ITEMS 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](http://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](mailto: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.) *at the beginning* 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