



**Engineering Division
Public Works Department
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SUBJECT: Final Tract Map/Parcel Map Submittal Checklist

1. Approved Tentative Tract/Parcel Map
2. Preliminary Subdivision Report
3. Adopted Conditions of Approval
4. Assessor's Map for the property being subdivided
5. Copies of all deeds referenced on the map or required for the interpretation of deeds referenced on the Map
6. All other documents and information referenced on the Map
7. Mathematical traverses of the boundary (closure calculations) of the division of land block boundaries, not-a-part areas, centerline loops, and each lot or parcel shown on the Map. The mathematical traverses show latitudes and departures or coordinates, areas in square footage, curve data (including tangents), and errors of closure. Traverses are also required for any revisions made on the map after first submittal.
8. Vesting Deeds for the property being subdivided
9. All existing easements affecting the Map

SUBMITTING A FINAL MAP FOR REVIEW

In-Person: Provide;

- Two (2) hard-copy sets of all listed items
- Two (2) hard-copies of the Final Map with
- One (1) hard-copy of a completed application.

Online: Contact Engineering for an upload link.

Fees will be assessed upon initial submittal and must be collected to complete submittal.