



FINAL MAP REVIEW APPLICATION INSTRUCTIONS FOR FILING

Development Code Chapter 11.41 (Ordinance #1556)

This final map application is required for CDSA review for final map recommendation when a property owner has met all Conditions of Approval for a minor or major land division and is making preparations for final map recordation. Subdivision map applications are subject to the provisions of the Subdivision Map Act and California Environmental Quality Act.

The following application must be properly completed and contain all required documentation for submittal. The application must include the originally approved Tentative Map #, as well as original signatures of applicant(s), property owner(s), property owner's representative or agent, and any other parties who hold record title interest in the subject real property. **All fees as listed on the adopted fee schedule must be received at the time of filing.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

FIRST SUBMITTAL TO COUNTY SURVEYOR FOR MAP CHECKING

1. **Application Form:** One (1) copy of the completed Project Application form with **original signatures** and associated application fees. **Note: you must add \$157 per sheet for submittals over 2 sheets.**
2. **The Final/Parcel Map:** Shall be submitted in compliance with Government Code section 66434 or 66445. Each map shall be marked "Check Print" or "Preliminary" in the lower right hand corner outside of the margin.
3. **Mathematical Calculations:** Shall include closures around the total property boundary, each lot or parcel, each road or easement centerline, and each closed area shown on the map outside of the subject property.
4. One (1) copy of each document referenced on the map (Yuba County recorded maps may be excluded).
5. One (1) copy of any unrecorded (if any) referenced on the maps (such maps will be reviewed by the County Surveyor to determine their acceptability. Maps not signed or stamped shall not be accepted).
6. **Preliminary Title Report:** Shall be issued within sixty (60) days of map submittal or a preliminary map guarantee.
7. **Tract Map Title Page:** Shall contain all necessary statements, certificates, acknowledgements and proposed offers of dedication.
8. One (1) copy of each proposed agreement, deed or easement description to be reviewed as may be required by the conditions of approval.
9. **Required Compliance Documentation:** See Conditions of Approval; including documentation from outside agencies such as CDF, OPUD, Linda Fire, P.G.&E., School District, etc.
10. **Applicable Mitigation Monitoring Plan Or Conditions Of Approval Documents/Clearance:** When required (such as oak tree mitigation and monitoring plans.)

SUBSEQUENT SUBMITTALS

1. The revised map. Each map shall be marked "Check Print" or "Preliminary" in the lower right hand corner outside of the margin.
2. One (1) set of revised mathematical calculations (if needed).
3. Any other items requested from the first plan check.

SUBMITTAL OF FINAL MAP FOR FILING

1. Original fully executed Mylar map.
2. Digital copy of the final map in DWG and PDF format.
3. Original "Owner's Statement" on the final map to be fully executed or on a separate document in the case of a parcel map.
4. Indexing fee of \$9.00 for the first sheet of the map plus \$2.00 for each additional sheet.
5. An updated Subdivision Guarantee to the Recorder at the time the final map is to be filed.
6. If applicable, an executed subdivision improvement agreement w/bonds.
7. Original executed grant deed(s), easement deed(s), deferred improvement agreement or other documents required by the conditions of approval.
8. All applicable Conditions of Approval have to be completed and approved and all fees, taxes and assessments have to be paid. Any items requested in the previous map check.

In order to avoid unnecessary delays in the subsequent recordation process, it is imperative that you consult with ALL Yuba County agencies involved in this process, in order to determine if other submittal requirements, unique to your project or geographic area, are applicable.