MINOR SUBDIVISIONS

LOT LINE ADJUSTMENTS

Submissions To PLANNING

- Preliminary Plans - PRC
- Title Report
- Legal Descriptions
- Sketch
- Calculations
- Fees

Approval Required

- Planning Director

PARCEL MAP

WITHOUT TENTATIVE PARCEL MAP

Submissions to PLANNING

- Preliminary Plans - PRC
  (Planning Director to waive Tentative Map)

Submissions to ENGINEERING

- Title Report
- Final Parcel Map
- Calculations
- Deposit for Map Checking

Approval Required

- City Engineer
  (to sign the Final Parcel Map)

Submissions Prior to Recordation

- Signed Final Parcel Map
- Tax Clearance Letter
- City Bond Letter
- Recordation Fee
PARCEL MAP WITH TENTATIVE PARCEL MAP

Submissions to PLANNING
- Preliminary Plans - PRC
- Tentative Parcel Map

Submissions to ENGINEERING
- Title Report
- Final Parcel Map
- Calculations
- Improvement Plans
- Preliminary Deposit for Map and Plan Checking

Approval Required
- Subdivision Committee
- City Council for Final Map
- City Clerk & City Engineer
  (to sign the Final Parcel Map)

Submissions Prior to Recordation
- Signed Final Map
- Signed Improvement Plans
- Signed Subdivision Agreement
- Bonds
  (Faithful Performance & Payment)
- Insurances
  (Liability & Automobile)
- Final Deposit for Plan Checking & Inspection
- Tax Clearance Letter
- Recordation Fee
- Bond Letter from City
- Other (Deeds, etc…)

Recordation Fee