

# COMMUNITY DEVELOPMENT

## TRACT MAP – PARCEL MAP CHECKLIST INITIAL MAP SUBMITTAL

Tract Map No.

Date:

Parcel Map No.

Property Owner:

- |          |                          |  |                 |
|----------|--------------------------|--|-----------------|
| <b>M</b> | <input type="checkbox"/> | 4 copies of map – <u>signed and stamped</u>  |                 |
| <b>M</b> | <input type="checkbox"/> | <u>MAP CHECK DEPOSIT</u> - \$3,170 + \$30.00 per parcel (lot, private streets) \$_____                                 |                 |
|          |                          | (Payable to County of Ventura)   |                 |
| <b>M</b> | <input type="checkbox"/> | Final Map Processing Administrative Fee  | <u>\$567.00</u> |
|          |                          | (Payable to City of San Buenaventura)  |                 |
| <b>M</b> | <input type="checkbox"/> | Preliminary Title Report (2 copies)  |                 |
| <b>M</b> | <input type="checkbox"/> | Preliminary Subdivision Guarantee (2 copies)   |                 |
| <b>M</b> | <input type="checkbox"/> | Copies of all deeds, maps and documents used in the preparation of the map   |                 |
| <b>M</b> | <input type="checkbox"/> | Copies of calculations showing closure and area  |                 |
| <b>M</b> | <input type="checkbox"/> | Tentative Map (copy stamped approved, full-size) (2 copies)  |                 |
| <b>M</b> | <input type="checkbox"/> | Conditions of Approval (final approved)  |                 |
| <b>O</b> | <input type="checkbox"/> | Copies of office sketches used in the preparation of said map  |                 |
| <b>O</b> | <input type="checkbox"/> | Evidence of compliance with Section 66436 (a)(3)(A) of the Subdivision Map Act (Certified mail for omitted signatures) |                 |
| <b>O</b> | <input type="checkbox"/> | Assessor's Parcel Map  |                 |

**M** = Mandatory      **O** = Optional

Received by: \_\_\_\_\_

**Note: Revised copy of map shall be provided to City Surveyor concurrently with each subsequent check submitted to County.**

Distribution:

City Survey – copy of map  
 File – copy of Preliminary Title Report, sub Guarantee, map, and tentative map  
 Collections – Map Processing Fee  
 County – Remainder of submittal