

**TRACT MAP – PARCEL MAP CHECKLIST
 INITIAL MAP SUBMITTAL**

Tract Map No. _____ Date: _____

Parcel Map No. _____ Property Owner: _____

- M** 6 copies of map – signed and stamped
- M** MAP CHECK DEPOSIT - \$3,170 + 30.00 per parcel (lot, private streets) \$ _____
 (Payable to County of Ventura)
- M** Final Map Processing Administrative Fee \$638.00
 (Payable to City of San Buenaventura)
- M** Preliminary Title Report (2 copies)
- M** Preliminary Subdivision Guarantee (2 copies)
- M** Copies of all deeds, maps and documents used in the preparation of the map
- M** Copies of calculations showing closure and area
- M** 2 copies Tentative Map (copy stamped approved, full-size)
- M** Conditions of Approval (final approved)
- O** Copies of office sketches used in the preparation of said map
- O** Evidence of compliance with Section 66436 (a)(3)(A) of the Subdivision Map Act
 (Certified mail for omitted signatures)
- M** 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