MAP PROCESS FLOW CHART

INITIAL SUBMITTAL

1. Owner or Engineer/Surveyor submits 2 sets of blueline prints.
2. Pays Map Check Deposit (variable amount), Tax Compliance Fee, Street Lighting Deposit and Recording Fee (required for TPM's only).
3. Engineer/Surveyor submits traverse calculations, copies of deeds and easements, reference maps, preliminary title report and the submittal checklist.
4. If improvements are required, see the Street Improvement Plan Process Flow Chart (estimate of cost required to determine amount of certain deposits).

1st MAP CHECK

Map Checked for survey procedure and conformance with conditions of Resolution/Notice of Approval and County Standards, State Subdivision Map Act and County Subdivision Ordinance. Concurrent reviews by other County Departments for conformance with conditions.

MAP RETURNED TO PRIVATE ENGINEER/ SURVEYOR

Engineer/Surveyor makes corrections.

MAP RESUBMITTAL

Map reviewed by Map Checker.

MAP RETURNED TO PRIVATE ENGINEER/ SURVEYOR

Corrections made for Conformance with Map Checker's comments.

IF CORRECTIONS REQUIRED

IF MAP HAS NO MORE CORRECTIONS AND ALL CONDITIONS ARE SATISFIED

FINAL MAP (TM)

Map resubmitted with Mylars, signed by all owners, Trust Deed holders and Tax Collector

IMPROVEMENT PLAN PRINT PACKAGE

Four (4) to six (6) blueline prints, original Mylars, fourteen (14) reduced blueline prints and one (1) set reduced Mylars to be submitted as required. (see Street Improvement Plan Process Flow Chart.

FINAL PROCESSING (DEVELOPER)

All deposits, security, deficits and fees to be paid. Recorded Tax Certificate and Tax Bond (required between January 1 and September 30) submitted.

FINAL PROCESSING (COUNTY)

Board Letter written and sent to Clerk of the Board. Title Company picks up Mylars from County and delivers to Clerk of the Board.

BOARD OF SUPERVISORS APPROVAL

Board hears the request to approve the map. The Clerk of the Board executes map and documents.

TPM

IF NO IMPROVEMENTS REQUIRED

IF IMPROVEMENTS REQUIRED

CONSTRUCTION OF THE IMPROVEMENTS (Public or Private)

If the owner prefers to construct the improvements required by the Final Notice of Approval, the Improvement Plan Print Package, the inspection and lab deposit must be submitted and sent to Construction Inspection. Once the improvements are completed, a sign-off will be sent to Land Development.

PUBLIC ROAD IMPROVEMENTS

If the owner defers construction of the public improvements, the security, deposits and Improvement Plan Print Package must be submitted. (see Street Improvement Plan Process Flow Chart).

BOARD OF SUPERVISORS APPROVAL

Board hears the request to approve the security.

PRIVATE ROAD IMPROVEMENTS

If the owner defers construction of any of private improvements, the Engineer must submit a cost estimate along with a sketch for the improvements being deferred.

COVENANT OF IMPROVEMENTS

Covenant of Improvements is prepared and recorded. An Improvement Certificate is placed on the Parcel Map.

FINAL PROCESSING (DEVELOPER)

Map resubmitted with Mylars. All deposits, deficits and fees paid. Recorded Tax Certificate and Tax Bond (required between January 1 and September 30) submitted. Parcel Map Guarantee dated within 10 days of recording map submitted.

RECORDATION

Map is sent to County Recorder for recordation.