



# Final Parcel Map and Subdivision Maps

## Electronic Submittal Through E-Plan

November 2011

**Purpose:** This handout is a guide for Parcel Map and Final Map submittals through the City of Elk Grove E-Plan format. An AutoCAD file is the preferred file format and will be required once the final map is approved. (See E-Plan for additional file formats). The E-Plan software does not use the file itself but converts it to a reader format and the original file is not affected. Once the final map has been approved through the checking process and all conditions of approval affecting the final map have been complied with; executed mylars shall be required for filing with the County Recorder. These will require City of Public Works and/or City Council approval prior to filing.

### Map Submittal Requirements:

- Submit through E-Plan—each sheet of the final map shall be in its own file. These files should be placed in the “Map Folder”.

Place the following in the “Document Folder”:

- One (1) Set of Traverse Calculations
- Recorded Reference Maps of Surrounding Project Area
- One (1) Title Report with Schedule B Documents (Issued within Sixty (60) Days)
- One (1) Current Grant Deed (Vesting Deed)
- One (1) Tentative Map with Planning Department Approval Stamp
- Payment Verification Form (\*1)
- Project Billing Information Form
- Deposit fee  
(<http://www.elkgrovecity.org/finance/pdfs/fee-booklet.pdf>) (\*2)

(\*1) A payment verification form is required if this project has other components, such as

improvement plans being processed along with a final map.

(\*2) The deposit fee needs to be paid at the City of Elk Grove at 8401 Laguna Springs Drive, Public Works Front Counter. Once paid, an “EG” number will be given for the project and access to E-Plan.

**Size:** Maps shall be submitted on 18” x 26” sheets.

**Map Submittal Information:** The Parcel Map or Final Map shall conform to City of Elk Grove’s standards, policies and procedures. An AutoCAD drawing with the City of Elk Grove standard layer structure shall be submitted at the time the map is approved by Public Works or submitted to City Council for approval.

**Map Submittals to Other Public Agencies:** Separate submittals to the other agencies may be required to satisfy any conditions imposed on the final map by those agencies.

**Additional Requirements:** Additional items may be required during the checking process.

**Questions:** If you have any questions regarding the process of submitting Final Parcel Maps or Subdivision Maps to the City of Elk Grove, please contact (916) 478-3612 or visit our website at [www.elkgrovecity.org](http://www.elkgrovecity.org).