



## Parcel Maps and Final Maps Submittal Requirements to Public Works

February 2007

**Purpose:** This handout is a guide for Parcel Map and Final Map submittals. According to the Subdivision Map Act and the City of Elk Grove Ordinances, a Parcel Map is required for a parcel being split into four (4) or less parcels (commercial and industrial parcels not included) and a Final Map is required for a parcel being split into five (5) or more parcels. Parcel Maps and Final Maps must be approved by City of Elk Grove Public Works Department, City of Elk Grove City Council, and recorded with the County of Sacramento's Recorders office.

### Map Submittal Requirements:

- Three (3) Sets of Parcel Maps or Final Maps
- 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
- Project Billing Information Form
- Letter of Authorization (if applicable)
- Deposit
  - o Parcel Map \$300.00
  - o Final Map \$500.00

**Size:** Maps shall be submitted on 18" x 26" white bond paper. Only 1"=30', 40' or 50' scales shall be used, unless approved by the City of Elk Grove Public Works Department. Maps shall be fully dimensioned, clear and legible.

**Map Submittal Information:** The Parcel Map or Final Map shall conform to City of Elk Grove's standards, policies and procedures. Traverse calculations with error of closure based on a single coordinate system shall be included with the submittal. Curves shall be defined by radius, delta and arcs. Maps and Traverse Calculations shall be prepared, stamped, and "wet-signed" with an expiration date by a Licensed Land Surveyor or Registered Civil Engineer licensed to practice surveying.

**Map Standards:** The City of Elk Grove has adopted the County of Sacramento Public Works Agency, Title 22 and Mapping Manual.

**Map Submittals to Other Public Agencies:** Separate submittals to the other agencies may be required for review and approval. For Contact Information refer to the handout "Utility Representative Contract List."

**Additional Requirements:** Additional project specific information may be required during the review process.

**Where to Submit Parcel Maps and Final Maps:** City of Elk Grove, 8401 Laguna Palms Way, Public Works front counter. **A front counter review is required prior to submittal acceptance. Incomplete submittals will be returned.**

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