



COMMUNITY DEVELOPMENT RESOURCE AGENCY

Engineering and Surveying Department

Parcel Map Submittal Checklist

The Parcel Map submittal package must include the items 1 - 7 listed below:

1. An initial map checking deposit in the amount of \$1,580 plus \$25 for each parcel.*
Map checking services are performed on a full cost recovery basis. Additional map checking deposits may be required prior to map approval.
2. 3 Copies of the Map
3. Complete set of closure calculations
4. Legible copies of all deeds and maps needed for resolution of the boundary (vesting deed, adjoiner's deeds and maps etc.)
5. Legible copies of all maps needed for boundary resolution that are not Placer County Official Records (Unrecorded Surveys, Railroad Maps, Highway RW Maps, etc.)
6. Current Title Report or Parcel Map Guarantee (Issued within the last six months)
7. Property owner's current contact information (mailing address, e-mail address and phone numbers)

Parcel Map review may commence after submitting the 2nd improvement plan set (if required) to ESD for review.

The following items will be required prior to accepting the second submittal of the Parcel Map for review:

- Health Department Memo, issued by the Health Department after all Health Department Conditions have been met (call (530)-745-2300 for info.)
- Will Serve Letters from Utility Companies (refer to Final Conditions Of Approval)

Parcel Maps will be reviewed, but will not be recorded without completing / supplying the following items:

- Offer of Dedication and/or Report on Minor Subdivision or Waiver Document (Signed and notarized original)
- Authority to sign documentation if required by ESD
- Road Maintenance Agreement
- Complete Road Requirements: (Construct or Bond) if no improvement plans, contact Ted Rel (530-745-7542) for road inspection.
- Obtain Encroachment Permit and Construct or Bond
- Approved Improvement Plans
- Any required Dedication Deeds
- Grading Permit
- Tree Survey
- To obtain CDF Will Serve letter please contact Placer County Fire Protection Planner Mike DiMaggio at (530) 745-3574 or Brad Albertazzi at (530) 745-3575.
- Complete Fire Protection Facilities
- High School Will Serve Letter
- Elementary School Will Serve Letter
- Park and Recreation Fees, paid to the Planning Department
- The Tax Certification must not be completed until your map is near recordation. Your Surveyor/Engineer will be advised when to begin the Tax Certification Process.

* Current fee effective July 8, 2014