

## Parcel Map Submittal Checklist

The Parcel Map submittal package **must** include the items listed below:

1. Initial map checking **minimum deposit** in the amount of \$1,838 plus \$25 per parcel.\*  
*Please note that map check services are performed on a full cost recovery basis. The owner or responsible party noted below will receive monthly statements and invoices for costs incurred over the initial deposit.*
2. Two full-sized (18"x26") paper copies of the map (**or** a full-sized 18"x26" PDF of the map and one full-sized paper copy).
3. Current Title Report (Issued within six months of submittal).
4. A copy of the project Final Conditions of Approval and Approved Tentative Map.
5. Legible copies of all deeds and maps needed for the resolution of the boundary (vesting deed, adjoiner's deeds, easement exception documents and any documents cited on the map).
6. Legible copies of all maps and deeds needed for boundary resolution that are not Placer County Official Records (unrecorded surveys, Railroad maps, Highway Right-of-Way maps, maps/deeds from adjoining counties if property abuts an adjoining county, etc.).
7. Complete set of closure calculations for all closed figures depicted on the map.
8. Property owner's contact information (mailing address, phone number and email address).
9. Responsible Party for payment of Map Check invoices (Name, mailing address, phone, email)
10. Surveyor's contact information (name, phone number and email address).

### Advisory Note:

During the Parcel Map review process, a meeting may be required to discuss significant technical map issues and compliance with Conditions of Approval prior to accepting the 3<sup>rd</sup> map submittal. Your surveyor or engineer will be notified if this meeting is necessary by comment on the 2<sup>nd</sup> review of the map.

**\*Current fee effective July 1, 2021**