

Tentative Map Application through Planning

Tentative Map approval by CDD/Planning

Maps by Public Works

Improvement Plans by Public Works

Developer's Engineer of Record prepares maps and submits to the City with other supporting documents

Developer's Engineer of Record prepares plans and submits to the City with other supporting documents

Complete application

Incomplete submittals are returned for resubmittal

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City reviews packet up to three times, returning to Developer's Engineer of Record for necessary revisions:

- First review (3 weeks)
- Second review (2 weeks)
- Third review (2 weeks)
- Fourth review subject to additional fees

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Map review deemed complete
Map Approval Stage

Plans approved and signed by the City (project with map)

Plans approved and signed by the City (project without map)

Contract/Permit processing, insurance clearance, surety, payment of all fees

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Engineer submits Mylar map (original, with necessary signatures and notarization) to the City

Issue encroachment permit for construction

Parcel Map:
City executes the map (without Council action)
or,
Final (Tract) Map:
All required documents and fees to the City by Friday noon for Final Map inclusion on Council agenda three weeks in advance for City to execute

Construction inspection

Encroachment permit sign-off, security reduction

City coordinates recordation with title co (1 week)

One-year warranty inspection, security release

Map recorded