

City of Sunnyvale

Public Works Department/Engineering Division

Requirements for Final Map / Parcel Map Approval/Recordation

1. City complete technical plan checking of the Final Map (submitted by Subdivider).
2. City complete technical plan checking (or at the final review) of the public improvement plans (submitted by Subdivider).
3. Subdivider obtains and submits map approval letters from PG&E (more time consuming), AT&T, and Comcast.
4. Subdivider pays all development fees and charges (including any applicable park-in-lieu fee, traffic impact fee, underground fee, sense of place fee, etc.)
5. Subdivider and City execute and notarize Subdivision Agreement (for Final Map) or Development Permit (for Parcel Map).
6. Subdivider provides Certificate of Insurance as required by the Agreement.
7. Subdivider submits Performance Bond, Labor and Material Bond and Maintenance Bond (Final Map only) or other types of security acceptable with the City to guarantee completion of required public improvements. Bond estimates shall be prepared by the record Civil Engineer and be approved by the City.
8. Subdivider submits CC&R's for City's review and comments (3 sets, if applicable).
9. Title Co. submits subdivision guarantee letter.
10. Title Co. obtains letter from county controller certifying the current taxes have been paid, that no liens exist on the property, and giving an estimate taxes for next year.
11. Title Co. submits copy of tax bond in favor of the County of Santa Clara for the estimate shown in item 10.
12. Subdivider submits other documents necessary for the specifics of the project.
13. Subdivider executes and notarizes original mylar map.
14. City schedules City Council meeting for Final Map approval if all items above are complete. (This item is not required for Parcel Map.)
15. Title Co. forwards the final map for recordation.