



# Checklist Requirements for Final Map or Parcel Map Approval & Recordation

Department of Public Works | Engineering Division

*This Checklist is intended for the Applicant to keep track of items leading up to Recordation. Submission of this Checklist is not required.*

<b>Project Name:</b>		
<b>Project Number:</b>		
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>
Final Map plan check completed by DPW City Engineer.		
Public Improvement Plans checked by DPW City Engineer.		
Map approval letters (PG&E, AT&T, Comcast) submitted to DPW City Engineer.		
All Development Fees and Charges paid in full.		
Execution and Notarization of Subdivision Agreement (for Final and Parcel Maps).		
Certificate of Insurance submitted to DPW City Engineer.		
Performance Bond, Labor and Materials Bond, and Maintenance Bond (for Final Map) submitted to DPW City Engineer*		
<small>*Note: other forms of security may be accepted upon review and approval by City Engineer</small>		
Bond estimates prepared by record Civil Engineer for City approval.		
Three (3) sets of CC&R's submitted to DPW Staff for review and comments (as required by Conditions of Approval).		
Executed Below Market Rate housing agreement (as required by Conditions of Approval).		
Subdivision Guarantee Letter furnished by Title Company		
Santa Clara County Controller reviews and sends back a letter of certification with the following information: 1) All current taxes have been paid 2) No liens exist on the property 3) An estimate of next year's taxes		
Copy of tax bond submitted in favor of Santa Clara County for the estimate of next year's taxes (refer to amount in letter received by County Controller).		
Any outstanding specification documents necessary for the project are submitted to DPW City Engineer.		
Notarize original Mylar map.		
Approved Parcel Map forwarded to Santa Clara County for Recordation.		
<b><u>Parcel Map Process Complete at this Point.</u></b>		
<b><u>Final Map Process Continues as follows:</u></b>		
City Council meeting date determined for approval of the Final Map.		
Approved Final Map forwarded to Santa Clara County for Recordation.		