



Parcel Map Submittal Process

3-2-1 Plan

PARCEL MAP SUBMITTAL REQUIREMENTS (Review time 3 weeks):

1. Drainage Study is approved.
2. Civil Improvement plans have been submitted and the first review has been completed prior to submittal of the Parcel Map. If Civil Improvement plans are not required, submit a letter from Public Works New Development and Utility Services to wave this requirement.
3. Parcel Map application submitted to Community Development Counter in the Development Services Center, 1st Floor City Hall. The following documents will be included in the submittal package:
 - Application fee (\$661)
 - One original signed and notarized application
 - Four copies of the application
 - Five copies of the deed
 - Five copies of the legal description
 - Five copies of the most recent Assessor's Map
 - Five (24" x 36") copies of the parcel map signed by the owner / notary for 1st submittal
 - Five (11" x 17") copies of the parcel map
 - One set of closure calculations
 - Five copies Public Works letter of transmittal from Civil Improvement plans. (1st review) or letter to wave the requirement for Civil Improvement Plans
 - Five (11" x 17") copies of the previously recorded maps and/or other documents pertaining to the parcel map

SUBMITTAL FOR ADDITIONAL (2ND, 3RD, 4TH) REVIEW REQUIREMENTS (Review time 2 weeks):

1. Re-submittal will not be accepted until all four plan checkers have reviewed the map.
2. Resubmit the following documents to the Development Services Center, Community Development counter, 1st Floor City Hall:
 - One (24" x 36") copy of the revised map for each plan check requiring additional review
 - Redline comments with attachments for each plan check requiring additional review
3. Resubmit the following documents to the Development Services Center, Community Development counter, 1st Floor City Hall:
 - One (24" x 36") copy of the revised map for each plan checker requiring additional review
 - Redline comments with attachments for each plan checker requiring additional reviewThe above mentioned documents should be folded and separated with a copy of the transmittal from the previous review and additional information requests for each of the departments requesting a resubmit.
4. Re-submittal package should not include redline comments from plan checkers who did not request additional review. Hold those redline comments for mylar submittal.

MYLAR

1. Submit Parcel Map mylar to the Development Services Center, Community Development Counter, 1st Floor City Hall, before 8:00 a.m. each Monday. The mylar will be routed and signed by Monday, 5:00 p.m. of the next week.
2. Mylar submittals requirements prior to submittal:
 - All four plan checkers have signed off on all reviews as complete or complete with corrections
 - All corrections have been made from all reviews
 - Bond and fees are approved and paid (if applicable)
 - Civil plans have been approved for mylar and submitted (if applicable)
 - Please include the following documents with the mylar submittal:
 - ✓ All redline comments with attachments
 - ✓ One original mylar signed by owner, notary, and surveyor
 - ✓ One AutoCAD disk/CD of the parcel map

If you have any questions, please contact Community Development-Development Services Center (702) 267-3640.

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