



Community Development - Planning Division
832 Whitley Avenue Corcoran, CA 93212
(559) 992-2151 ext. 232 o
www.cityofcorcoran.com

FINAL, PARCEL AND MASTER PARCEL MAP **SUBMITTAL APPLICATION**

NOTE: The City will not accept maps that deviate whatsoever from the Approved Tentative Map. Meet with City staff and resolve all substantial conformance issues **prior to submittal of the map**. Should the City discover any deviations during the review process, **the review will halt until all substantial conformance issue are resolved.**

TYPE OR PRINT LEGIBLY - SHOW ALL INFORMATION - use additional page if needed (SUBMIT ORIGINAL APPLICATION)

M A P I N F O	NAME OF MAP		DATE OF SUBMITTAL	
	PROJECT LOCATION (include cross streets)		FPM	
	TYPE OF MAP: FINAL MAP PARCEL MAP MASTER PARCEL MAP AMENDED MAP		eCAPS	
	APN (ALL PARCELS)			

O W N E R I N F O R M A T I O N	1) NAME OF LEGAL OWNER(S) (AS APPEARS IN TITLE REPORT)			
	MAILING ADDRESS, CITY, STATE, ZIP			
	PHONE		E-MAIL	
	NAME OF CONTACT PERSON		PHONE	E-MAIL
	2) NAME OF LEGAL OWNER(S) (AS APPEARS IN TITLE REPORT)			
	MAILING ADDRESS, CITY, STATE, ZIP			
	PHONE		E-MAIL	
	NAME OF CONTACT PERSON		PHONE	E-MAIL

S U R V E Y O R	NAME OF CONSULTING FIRM		NAME OF CONTACT PERSON	
	MAILING ADDRESS, CITY, STATE, ZIP			
	PHONE		E-MAIL	
	NAME OF LAND SURVEYOR		SURVEYOR LICENSE #	

S I G N A T U R E	Surveyor: Please accept this map submittal package for review. This submittal complies with all applicable provisions of the City Code, the Government Code, and City Standards. All drafting complies with the sample final or parcel Map found on the City website below and is in "Ready to Record" form to the best of my ability. This map does not deviate whatsoever from the approved Tentative Map unless it has been deemed by the City as being in substantial conformance with the approved Tentative Map. Should the City discover any deviations from the approved Tentative Map at submittal or during review, I understand that the City's review of the map will halt until all substantial conformance issues are resolved. The official date of map submittal is the date all issues are resolved/approved and a complete package is submitted. _____ Signature of Licensed Land Surveyor	Property Owner: I hereby consent to the review and processing of this map. The map review deposit being paid with the submittal of this project is a deposit only. The project is subject to a full cost recovery. Owner hereby agrees to take full financial responsibility to pay the cumulative costs prior to map recording. If the review process of this map takes more than 6 months a periodic invoice will be sent to the owner for payment. _____ Owner's Signature
	_____ Date	_____ Date

FINAL, PARCEL, AND MASTER PARCEL MAP

SUBMITTAL REQUIREMENTS

First submittal of the map shall include all of the following:

(INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED)

OWNER/
SURVEYOR
INITIAL

CITY
STAFF
INITIAL

SUBMIT PAPER COPIES OF ITEMS BELOW

_____ 1. **Application Form**

Must be filled out completely and signed by surveyor and property owner. SUBMIT ORIGINAL

_____ 2. **Approved Notice of Decision or Record of Decision or Zoning**

Administrator Approval or City Council Resolution (full set signed by City Staff).

Obtain copy from City Planning Division. Email kevin.tromborg@cityofcorcoran.com.

Mitigation Monitoring Plan must be included with 1st map submittal, if applicable.

_____ 3. **One (1) Set Approved Full Size Tentative Map** (signed by the City Staff)

Obtain copy from City Planning Division. Email kevin.tromborg@cityofcorcoran.com

_____ 4. **Current Title Report**

Must be kept current (90 days old max) throughout the review process.

_____ 5. **One (1) Set of Map**

Folded to 1/4 size, prepared in conformance with the Subdivision Map Act, Land Surveyor Act, and drafted in compliance with the sample Final or Parcel Map found on the City website. At submittal, map should be in **“ready to record”** form. City will not accept maps for 1st submittal prior to tentative map approval or prior to the submittal of improvement plans, if applicable. Incomplete or grossly inadequate maps will be rejected during submittal **OR** if found inadequate during the first review, the review will be halted and the applicant will be notified to resubmit a revised map to comply with the above.

_____ 5a. **PLEASE NOTE: The City will not accept maps that deviate whatsoever from the approved Tentative Map. All substantial conformance issues must be resolved with City staff prior to submittal of the map. Should the City discover any deviations from the approved Tentative Map at submittal or during review, the City’s review of the map will halt until all substantial conformance issues are resolved.**

_____ 6. **One (1) Set of Closure Calculations**

_____ 7. **Vesting Deed**

Most recent recorded deed(s) conveying the property within the map boundary.

_____ 8. **Supporting documents**

a) All deeds, recorded maps, certificate of compliance and records of survey within subject boundary and adjacent to subject boundary. **(submit all sheets)**

b) All deeds, recorded maps, certificate of compliance and records of survey identified on your map. **(submit all sheets)**

_____ 9. **Electronic file of AutoCAD (.dwg) drawing**

Include the survey and subject boundary, with existing and new parcel line and street centerlines.

_____ 10. **Compact Disk (CD) or Flash Drive**

Include all map submittal requirements (Items 1-9).

_____ 11. **Map Check Deposit**

1-4 lots (\$3,200) and over 4 lots (\$3,800 + \$25 per lot).

(actual cost required – remaining balance will be collected prior to map approval).

~Submittal items continued on the next page~

BELOW ITEMS ARE REQUIRED AT TIME OF FIRST SUBMITTAL, IF APPLICABLE.

- _____ 12. **Street Name Approval**
Completed request form with exhibit map (not required if already submitted with public improvement plans. Staff to verify during intake)
- _____ 13. **One Complete Set of Improvement Plans**
For final maps improvement plans must have already been submitted or are being submitted concurrently with this map submittal
- _____ 14. **Legal Description of Property Boundary**
a) On 8 ½" x 11" page labeled as "Exhibit A" at top of the page
b) Required only if public improvement plans are required
c) Write new legal description as appropriate to describe the new subdivision boundary

IMPORTANT NOTICE:

1. At any time prior to map final approval, the City reserves the right to require additional changes and/or apply overlooked conditions of approval (C.O.A.) to said map as necessary to ensure it is compliant with City Code, State Law, the sample map or at the discretion of the City Surveyor.
2. After the map review is complete and all (C.O.A.) and additional requirements and submittals accepted/received by the City, this map will be noticed on the City Council agenda. To ensure scheduling on your target City Council meeting, all said requirements must be completed by the close of business (4:00pm) Wednesday, a minimum 20 calendar days prior to the meeting. For a complete calendar of City Council meetings go to:
www.cityofcorcoran.com
3. No mylars will be accepted by the City until all tentative map C.O.A., **that require sign off**, have been satisfied and submitted to the City. Contact City project manager for verification of satisfied conditions.
4. An application for final or parcel map shall be deemed inactive if no action is taken by applicant for 180 days. reinstatement of an inactive map application requires the following; resubmitted map (PDF) and an updated title report (90 days max). Additional time will be charged for a full re-review of the map. Said charges will be invoiced based on actual cost recovery.
5. All monuments must be set and verified by City field crew prior to scheduling this map on the City Council agenda. Please inform me via email after they have been set. For final maps, interior monuments may be deferred but must be set prior to issuance of the notice of completion for required offsite public improvements.
6. It is strongly recommended that the applicant start the process of satisfying tentative map (C.O.A.) at the beginning of the map review process. It is the responsibility of the applicant to manage C.O.A., activity and related documentation and to obtain signoffs from the appropriate City division or outside agency.

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures listed above.

SURVEYOR:

PROPERTY OWNER:

Printed name

Print name

Signature

Date

Signature

Date

FINAL PARCEL and MASTER PARCEL MAP
CHECKLIST

1. ____ Final map application received, and fees paid
(accept only completed applications with all requirements checked off)
2. ____ Assign an Index number
3. ____ Process all information onto planning program/ time tracker and send to City Engineer
4. ____ Final map application and documents approved by City Engineer
5. ____ Planning to request from owner/s and cc” engineer/s; 1 hard copy Mylar signed by all members & 3 paper copies
6. ____ Received signed Mylars and 3 paper copies
7. ____ Provided signed Mylar & 3 copies to city engineer for signatures
8. ____ Received signed Mylars & copies from City Engineer
(1 copy for owner/s, city, city engineer)
9. ____ Final Map Staff Report prepared for City Council if ROW dedicated consent calendar
10. ____ Final Map approved and Signed at City Council
11. ____ Call owner to pick up approved Mylar and submit to County for Recording
(request for a 1 paper copy & a digital copy of recorded map)
12. ____ Send letter of approval or comments to owner/s
13. ____ Final map recorded
14. ____ Copy of recorded map provided to City by owner/s
15. ____ Process all additional documents to planning program



Tentative Parcel Map Residential Procedures (4 lots or less)

Community Development - Planning Division
832 Whitley Avenue Corcoran, CA 93212
(559) 992-2151 ext. 2110 or 2105
www.cityofcorcoran.com

Two-Step Process:

Steps 1: Tentative Map submittal: Pay fees & submit map - > review/ comments/ revisions - > once Engineering and Community Development approves the Tentative (TPM) the map is agendized for Planning Commission (PC) approval: - > TPM, once approved is valid for 2yrs; In the time frame applicant shall submit application for a final map.

1. Tentative and Final maps shall be prepared by a license surveyor.
2. Submit Tentative map & application (ETA for review 4 months)
3. The fee of **\$6,600** covers planning, engineer and other agency review for the Tentative and Final map. The fee covers up to three (3) reviews for Tentative maps and three (3) reviews for Final maps. Additional reviews are separate from the initial fee and will be billed to the applicant.
4. Once the map is approved by the Community Development Director and the City Engineer it will be agendized for Planning Commission approval. (Planning Commission meetings are held on the 3rd Monday of the month)
5. Approved Maps are valid for 2 years. A Final map must be submitted within the two years, or the Tentative map will expire and is voided.
6. A two (2) year extension is available upon application and Planning Commission approval. The fee for a Tentative map extension is **(\$610.00)**
7. The application for an extension must be submitted prior to the expiration date.

Steps 2: Final map submittal: Submit a full set of Final map Mylars and a full set of paper maps for review. - > review/ comments/ revisions - > once Engineering and Community Development approves the Final map the final map is agendized for City Council approval. Once approved, the Final map requires recording at Kings County Assessor's Office in Hanford. The applicant Owner is responsible for the recording of the final map.

1. Final map review/approval (ETA 2 weeks to 2 months)
2. Additional review fees (if any) shall be paid in full prior to the map being agendized for City Council approval.
3. Kings County recording fees are the responsibility of the owner.
4. Customer can contact King's County Accessors office if they would like to check status regarding the Final map.

Please submit digital plans to Planning@cityofcorcoran.com



Mapa Tentativo de Parcelas Trámites Residenciales (4 lotes o menos)

Desarrollo Comunitario - División de Planificación
832 Whitley Avenue Corcoran, CA 93212
(559) 992-2151 ext. 2110 o 2105
www.cityofcorcoran.com

Proceso de dos pasos:

Pasos 1: Presentación del mapa tentativo: Pague las tarifas y envíe el mapa - > revisión / comentarios / revisiones - > una vez que Ingeniería y Desarrollo Comunitario aprueba el Tentativo (TPM), el mapa se asigna para la aprobación de la Comisión de Planificación (PC): - > TPM, una vez aprobado, es válido por 2 años; En el plazo establecido, el solicitante deberá presentar una solicitud para un mapa final.

1. Los mapas tentativos y finales serán preparados por un topógrafo con licencia.
2. Enviar mapa tentativo y solicitud (ETA para revisión 4 meses)
3. La tarifa de **\$6,600** cubre la planificación, la ingeniería y la revisión de otras agencias para el mapa tentativo y final. La tarifa cubre hasta tres (3) revisiones para los mapas tentativos y tres (3) revisiones para los mapas finales. Las revisiones adicionales son independientes de la tarifa inicial y se facturarán al solicitante.
4. Una vez que el mapa sea aprobado por el director de Desarrollo Comunitario y el Ingeniero de la Ciudad, se someterá a la aprobación de la Comisión de Planificación. (Las reuniones de la Comisión de Planificación se llevan a cabo el 3er lunes de cada mes)
5. Los mapas aprobados tienen una validez de 2 años. Se debe presentar un mapa final dentro de los dos años, o el mapa tentativo caducará y se anulará.
6. Una extensión de dos (2) años está disponible previa solicitud y aprobación de la Comisión de Planificación. La tarifa para una extensión de mapa tentativo es de **(\$ 610.00)**
7. La solicitud de prórroga debe presentarse antes de la fecha de vencimiento.

Paso 2: Presentación del mapa final: Envíe un juego completo de Mylars de mapas finales y un juego completo de mapas en papel para su revisión. - > revisión / comentarios / revisiones - > una vez que Ingeniería y Desarrollo Comunitario aprueba el mapa final, el mapa final se asigna para la aprobación del Concejo Municipal. Una vez aprobado, el mapa final requiere ser registrado en la Oficina del Asesor del Condado de Kings en Hanford. El Propietario solicitante es responsable de la grabación del mapa final.

1. Revisión/aprobación final del mapa (ETA de 2 semanas a 2 meses)
2. Las tarifas de revisión adicionales (si las hubiera) se pagarán en su totalidad antes de que el mapa se asigne para la aprobación del Concejo Municipal.
3. Las tarifas de registro del condado de Kings son responsabilidad del propietario.
4. El cliente puede ponerse en contacto con la oficina de accesos del condado de King si desea verificar el estado del mapa final.

Envíe los planes digitales a Planning@cityofcorcoran.com