



**CITY OF VISALIA
FINAL MAP & PARCEL MAP
FILING APPLICATION**

TENTATIVE MAP NAME: _____

SUBMITTAL DATE: _____

PHASE: _____

DEVELOPER: _____

ENGINEER: _____

The items submitted in Sections A, B and C below must be received and accepted by the City Engineer for the filing to be deemed a complete delivery and ready for processing, approving, and recording. Please check the boxes on the left for the items that are included with the filing. The filing will be reviewed by the City Engineer. Any items not required will be noted in the date section. Any items required but not received will be noted in the date section.

SECTION A. ACCEPTANCE OF CONDITIONS

City received date

1. **Signed receipt and acceptance of conditions** (This form is prepared by the City and sent to the tentative map applicant and property owner(s). This form is required to be signed and submitted if it is an express condition of the resolution of approval.) _____

SECTION B. FINAL/PARCEL MAP

City acceptance date

2. **3 Copies of the final/parcel map** _____
3. **1 Copy of traverse closure calculations** (include boundary, centerline and lots) _____
4. **1 Copy of the title report** (including copies of deeds & easements on title) _____
5. **Final/parcel map filing fee:** base fee: \$ _____ + \$ _____/lot x _____ lots
+ \$ _____/lot x _____ lots + \$ _____/lot x _____ lots
+ \$ _____/lot x _____ lots = total fee \$ _____

SECTION C. IMPROVEMENT PLANS

City acceptance date

6. **3 Copies of the improvement plans** (75% completeness level or better required) _____
7. **Sanitary sewer & storm drainage master plan** (required for multi-phase projects) _____
8. **Storm drainage calculations** (RCE seal required) _____
9. **Preliminary soils report** (RCE seal required) _____
10. **Improvement plan check fee:** amount: \$ _____ _____
11. **Landscape & Lighting District application** ** _____
12. **Landscape & Lighting District filing fee:** _____ lots x \$ _____ = \$ _____ _____
13. **Northeast Open Space District petition** ** _____

CITY FINAL ACCEPTANCE DATE: _____ **BY:** _____

In Section D below, the items with the boxes checked are required to be submitted to the City Engineer for the processing and approving of the filing. Any items not required will be noted in the date section. All required items must be completed for the filing to be considered complete and ready to forward to City Council for authorization to record. Once complete, the earliest City Council meeting that the map can be scheduled on the agenda is the one following by 10 days or more.

SECTION D. ITEMS FOR A COMPLETE FILING

City completion date

- 14. **R-value report** (The report is required to be prepared by a soils laboratory with Caltrans and/or AASHTO accreditation for R-value testing and it must be sealed by an RCE. The report is required prior to improvement plan approval. The maximum spacing of R-value tests along a street segment is 600 feet.) _____
- 15. **Engineer's estimate** (The estimate needs to include a separate section for arterial/collector status streets that are eligible for reimbursement. The estimate should be detailed using units of LF, SF, EA and CY. Each unit cost should be based on the unit cost scope of work shown in the City's Reimbursement Policy Manual.) _____
- 16. **Separate instrument documents** (These documents include deeds, easements and offers of dedication that are required to be recorded concurrently with the map.) _____
- 17. **Landscape master plan** (The plan should cover the entire tentative map and needs to show street tree locations & landscape areas to be maintained by the City through the L&L District. The exhibit needs to provide totals for trees and landscape turf/shrub area square footages.) _____
- 18. **L&L District exhibits** (The exhibits are required to be a part of the engineer's report that the City Engineer prepares. The exhibits are based on the tentative map and need to be prepared in 8.5"x11" form and need to be at a maximum scale of 1"=100'.) _____
- 19. **Final/parcel map** (The map must be on mylar with original wet signatures of the Owner(s)/Trustee(s) and preparing Surveyor.) _____
- 20. **Final improvement plans** (The plans must be approved by the City Engineer) _____
- 21. **Final landscape plans** (The plans must be approved by the City Arborist & City Engineer. To avoid delays recording the subdivision map, the landscape plans should be submitted concurrently with the final/parcel map filing.) _____
- 22. **Signed subdivision agreement** (This agreement is prepared by the City and sets forth the bond amounts, development impact fees and final plan check & inspection fees. This agreement must be signed by the developer.) _____
- 23. **Improvement Security** (Improvement security in the accepted forms of cash deposit, bonds, instrument of credit or certificate of deposit.) ** _____
- 24. **Certificate of Insurance** (An endorsement must be included.) ** _____
- 25. **Signed reimbursement agreement** (This agreement is prepared by the City and sets forth the details of reimbursement by the City. This agreement is reviewed by the City's Developer Reimbursement Review Committee (DRRC). This agreement must be approved by the DRRC and signed by the developer.) _____
- 26. **Development project disclosure form** (The form must be complete and signed by all applicable parties. This form is included with the staff report to City Council and must be submitted to the City no later than 14 days prior to the Council meeting date.) ** _____

CITY FINAL COMPLETION DATE: _____ **BY:** _____

As related to Section 66452.6 (d) of the Subdivision Map Act regarding a timely filing, the date that the final/parcel map filing is accepted for review and processing by the City is considered to be a completed delivery to the City Engineer. The processing, approving, and recording of the filing may lawfully occur after the date of expiration of the tentative map; however, the filing must be completed at a date no later than two (2) years the date the filing is accepted otherwise the filing is expired.

** City standard forms shall be utilized. Forms are available at www.ci.visalia.ca.us under Departments Engineering.