



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern, Suite 212

Dana Point, Ca 92629

949.248.3574

(www.danapoint.org)

FINAL MAP Submittal Guide & Checklist(s)

The following actions are required upon or prior to the 1st submittal for all Final Map Applications. Public Works Staff will work with applicants to assist as needed in preparing documents for a complete submittal. **No Partial Submittals will be accepted.**

No. Of
COPIES

Release from Planning Department prior to 1st submittal

Approval is indicated by completion of Planning review section on the Grading application.

1 EA

Completed and Signed Final Map Application

See attached application **ATTACHMENT 010**. Fill in "NA" for all sections not applicable.

1 EA

Transmittal Letter listing out all contents of submittal package

At each re-submittal include Permit Record number on all Transmitted items to the city. For 1st submittal it can be handwritten when the number is issued.

- Include a copy of the engineering plan check list with each submittal.
- Status each item on the **Final Map Checklist (ATTACHMENT 020)** at each submittal by checking appropriate box. You may contact Engineering prior to submittal if it is not clear whether a particular item is applicable to your project.

Wet-signed sets of applicable Documents

3 EA

FINAL MAP (Bond)

1 EA

Traverse Calculations

1 EA

Cost Estimate of any pertinent public improvements. **

(See Attachment 035)

1 EA

Soils Report

1 EA

Engineers / Land Surveyors
Certification of Established
Monuments ***

1 EA

Hold Harmless Agreement **

** As Required by Conditions of Approval

*** Applicant may provide surety per §66496 of the 2003 Subdivision Map Act in lieu of establishing interior monuments at this time

2 EA

Conditions of Approval (Signed Copy)

1 EA

All other applicable documents

- Current Preliminary Title Report
- Approved Tentative Tract Map
- (1) set of reference Maps or Documents as needed for thorough plan check.
- Documentation proving authority to sign the map, if other than an individual.
- Concurrent submittal of any related improvement or grading plans, including off-site easements.
- Current Codes, Covenants, & Restrictions (CC&Rs)

FEES & Deposits

- **TRACT MAPS:** \$972 Plan Check Deposit + \$494 Administrative Fee = **\$1466**
- **PARCEL MAPS:** \$810 Plan Check Deposit + \$215 Administrative Fee = **\$1025**

Note: Complete Fees will be determined during permit processing on a time and materials basis

THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER APPROVAL OF THE FINAL AND BEFORE THE MAP PACKAGE IS SCHEDULED FOR CITY COUNCIL ACTION, IF APPLICABLE:

(Project Engineer / Planchecker will mark items not required with N/A)

Final SUBMITTAL REQUIREMENTS

Required Not Applicable

- Transmittal letter on company Letterhead
- Digital Copy of Final Map in DWG and PDF format
- Payment of any remaining fees due to the city for the Map or related projects.
- Original mylars signed and sealed by the engineer or surveyor of
- (3) Copies of Subdivision agreements properly signed and notarized when applicable.
- (3) Copies of the Preliminary Title Report dated within 10 days of Council Meeting.
- All required subordination agreements properly signed and notarized when applicable.
- Proof of approval of any related improvement, grading, or landscaping plans, off-site easements, and required securities / agreements.
- (3) sets of Bond Prints of the corrected Map wet-signed and sealed by the engineer or surveyor of work.
- Additional Requirements by Plan Check Engineer

- _____
- _____
- _____
- _____



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**Required By APPLICANT
PRIOR TO 1st Submittal**

**Planning
Department**
Submittal Authorization

Planner of the Day
Conditions No Yes

Resolution Number

ENG _ _ - _ _ _

Permit Record Number

DP _ _ - _ _ _

Parent Record Number

Submittal Date

FINAL MAP REVIEW APPLICATION

Final Parcel Map Tract Map

Job Address: _____ APN: _ _ - _ - _ - _

Applicant / Owner Name:

Address:	City:	State:	Zip:
Email:		Phone:	

Contractor:

Address:		City:	State:	Zip:
License Class / Number:		Phone:		

Civil Engineer:

Address:		City:	State:	Zip:
License Class / Number:		Phone:		

Land Surveyor:

Address:		City:	State:	Zip:
License Class / Number:		Phone:		

DESCRIPTION OF WORK

Is application related to an ongoing or recent Improvement Project? **PERMIT #ENG** _ _ - _ _ _ Yes No

Is application related to an ongoing or recent Grading Project? **PERMIT #ENG** _ _ - _ _ _ Yes No

Are there conditions of approval assigned for this project? **RESOLUTION #** _____ Yes No

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

Print Name: _____ Owner Contractor _____
Company Name

Signature: _____ Date Signed: _____



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MAP RECORDATION CHECKLIST

REVISED 03/25/08

To: City Clerk's Office

From: (ENTER YOUR NAME)
 Public Works and Engineering Department

Final Map		
YES	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	Owner(s) signature on map and notarized
<input type="checkbox"/>	<input type="checkbox"/>	City Engineer's signature on map
<input type="checkbox"/>	<input type="checkbox"/>	City Engineer's seal on map
<input type="checkbox"/>	<input type="checkbox"/>	County Tax Collector's signature on map
Additional Documentation		
YES	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	CC&R's executed by all interested parties
<input type="checkbox"/>	<input type="checkbox"/>	Landscape & Maintenance Agreement executed by owner and City staff
<input type="checkbox"/>	<input type="checkbox"/>	Easements executed by all interested parties
<input type="checkbox"/>	<input type="checkbox"/>	Copy of City Council Resolution included
<input type="checkbox"/>	<input type="checkbox"/>	Current title report included
Other item		
YES	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	Notary stamp and signature is clear and legible.