

SUBMITTAL REQUIREMENTS FOR SUBDIVISION MAPS

- 1) **Transmittal letter** showing all documents, plans and supporting items transmitted.
- 2) Plan check fee based on current City fee schedule and deposit policies including collection of Planning plan check fees. **A Deposit is due at the time of submittal.** Plans will not be processed without a fee deposit
- 3) Five (5) sets of blueprints of title sheet and subdivision map.
- 4) Two (2) copies of traverse calculations for the following:
 - a) Map Border. (Blue Border)
 - b) Centerline Closures.
 - c) Property Line Block Closure.
 - d) Non-Rectangular or Irregular Shaped Lots.
 - e) All Individual Lettered Lots
- 5) Two (2) copies of current preliminary title report. (less than 60 days old)
- 6) One (1) print of the approved tentative map.
- 7) One (1) copy of the approved conditions of approval.
- 8) Two (2) copies of proposed street names.
- 9) One (1) copy of all reference material or maps. (i.e. easements by separate instruments, records of survey etc.)
- 10) One (1) copy of 8 ½" x 11" Vicinity Map.

OTHER DOCUMENTS WHEN APPLICABLE

- 11) Two (2) copies Homeowners association documents. Covenants Conditions and Restrictions (CC&R's)
- 12) One (1) copy approved grading plans. (rough grading and/or precise grading)
- 13) One (1) copy of approved Specific plan.
- 14) One (1) copy of record statement of partnership if partnership is required to execute the map.
- 15) Digital file of final maps when approved by City Council.
- 16) Final recorded map duplicate mylars for City records. Must have hanging tabs attached by bluepring company prior to issuance of permits.

**CITY OF MORENO VALLEY
FINAL MAP DEPARTMENT CLEARANCE
TRACT/PARCEL MAP NO.: _____
PA__ - ____**

The Developer is responsible for reviewing the Conditions of Approval and securing signatures from each department listed below prior to scheduling final maps for a City Council meeting.

Planning: _____ Date: _____

Transportation: _____ Date: _____

Enterprise Services: _____ Date: _____

Parks & Recreation: _____ Date: _____

Fire: _____ Date: _____

Land Development: _____ Date: _____

Other: _____ Date: _____

City Council meets on the 2nd and 4th Tuesday of every month. All map requirements including bonds, executed agreements, final map mylars and other required documents must be submitted to Anitra Holt in Land Development no less than three weeks prior to the requested City Council meeting date. If any of the required documents are received after that time, the map will be scheduled for the next City Council agenda.