



**ENGINEERING SERVICES
POLICY STATEMENT**

For

Processing of Final Subdivision Maps

Date: January, 2009

**Edward N. Domingue
Director of Engineering Services**

The Engineering Services Department has the following policy for processing approval of Final Subdivision Maps:

1. Prior to submittal of the Final Subdivision Map to City Council, the following items shall have been completed:
 - a. The Final Map shall be mathematically correct with all corrections made and checked, and no contingencies prior to recordation.
 - b. All appropriate fees paid, including plan check and inspection fees.
 - c. Subdivision guarantee
 - d. All bonds guaranteeing required improvements or performance shall be posted. All bonds shall be approved as to form by the Engineering and the City Attorney's offices,
 - e. All required Subdivision and Improvement Agreements shall be satisfactorily completed.
 - f. All major problems resolved with the improvement plans and grading plans (i.e. 95%).
 - g. All certificates on the title sheet shall be signed, excepting those of the City Engineer, the Mayor, the City Clerk, Clerk of the County Board of Supervisors, and the County Recorder.
2. The final subdivision map (original) shall be submitted to the Engineering Office at least twenty (20) working days prior to the date of the City Council meeting at which the map will be presented. (The twenty (20) working day lead time is required for City review bonds/agreements and proper advance scheduling for the Council meeting.)
3. All final maps shall be submitted to City Council prior to expiration of the approved tentative map based upon the schedule identified in Item No. 2. If this is not accomplished, the approved tentative map shall become null and void.

THE CITY COUNCIL NORMALLY MEETS ONLY THE FIRST FOUR (4) WEDNESDAYS OF EACH MONTH AND THIS FACT SHOULD BE CONSIDERED WHEN PLANNING SCHEDULING OF THE MAP BY ENGINEERS/DEVELOPERS.

4. Upon approval of the Final Subdivision Map by the City Council, the Director of Engineering Services or his authorized representative shall sign the map and transmit it to the City Clerk's Office. The Mayor and the City Clerk shall sign the map and the City Clerk shall transmit the map (transmittal of the map to the County can also be performed by a Title Company satisfactory to the City Clerk) to the Clerk of the County Board of Supervisors for approval and ultimate transmittal to the County Recorder.