

**FINAL MAP SUBMITTAL REQUIREMENTS AND APPLICATION FOR
SUBDIVISIONS AND PARCEL MAPS**

A Subdivision Map is defined as creating five or more parcels; A Parcel map is defined as creating four or less pursuant to the California State Map Act. Refer to the map act for exclusions.

1. Two blue or black line copies of the map with all streets named, and pre-checked for sound alike names and for duplication against a current Thomas Bros. Atlas. (Street names will be reviewed and approved or rejected; pre-approval is desired). *Electronic submittal does not require a hard copy submittal. The following items may be "attachments" to the electronic submittal.*
2. One copy of the approved tentative map (signed or stamped as official approved tentative map by the City of Rancho Cordova Planning Department).
3. One copy of the conditions of approval of the tentative map, approved copies of all use permits, variances, special development permits, planned development ordinance and rezone agreements that affect the property.
4. A preliminary title report current to within 60 days of the submittal date.
5. Copies of all the easements cited in the preliminary title report.
6. A copy of the vesting deed.
7. One set of traverse closures.
8. Park-in-lieu fee appraisal shall be made at the subdivider's expense by a person qualified as a certified general real estate appraiser (MAI) by the California Office of Real Estate Appraisers, current within 6 months of the recording of the final map and shall be approved by the City. This applies to residentially zoned properties only.
9. Application for County Sanitation District 1 Sewer Impact fee should be made to Sacramento County Water Quality Division. The fee is required to be paid prior to recording final SUBDIVISION map (residential only).
10. Initial deposit of \$2,500.00 for Subdivision or \$ 1,500.00 for Parcel Map. **MAKE CHECK PAYABLE TO "CITY OF RANCHO CORDOVA"**

Name, address, email, and telephone number of the Owner/Developer:

Name: _____ Contact Person: _____

Street: _____ City & State: _____ Zip: _____

Telephone: _____ email address: _____

City of Rancho Cordova
Planning & Public Works Deposit Replenishment Policy

Upon submittal of a development application for Planning or Public Works services, the City of Rancho Cordova shall collect the appropriate deposit(s) for all entitlements and/or reviews required pursuant to the Planning Application Fee & Deposit Schedule or the Public Works Fee & Deposit Schedule.

Within 30 days of application submittal, City staff may provide an estimated total budget, a timeline for the project and a minimum deposit amount that the project cannot fall below. The minimum deposit amount will generally be sufficient to cover the next 2 – 4 months of project costs.

When the cost of work performed on any given application reaches 60% of the initial deposit amount, the project manager may review the projects status to determine whether an additional deposit could be required. If a deposit is required, the City will contact the applicant to request a Deposit Replenishment in an amount sufficient to complete the project or an amount to be determined by the project manager for large development projects. If the Deposit Replenishment is not received within 15 days, the City may stop work on the project and notify the applicant that work will resume when the deposit is received.

Prior to the public hearing notice being sent for a project, or the final decision being made on a non-public hearing item, a final accounting shall be conducted to determine if sufficient funds are on hand to complete the project. If sufficient funds are not on hand, an amount equal to meet the projects budget will be requested from the applicant for project completion.

For complex projects, the City has the responsibility to continue some work on conditions of approval that necessitate retaining at least a modest ongoing deposit. For any projects with a remaining Developer Agreement (DA) deposit, the deposit may not be refunded until a new deposit has been established with the City for the annual DA compliance review for the project.

I hereby agree to the policy stated above:

Applicant's Signature

Date

Project Name