

TASK CHECKLIST FOR PARCEL MAPS & TRACT MAPS

In addition to satisfying the conditions of map approval, the following is a general list of tasks and/or documents that are typically required when converting a tentative map to a final map. This list may not represent all items required for your project and may also include some that do not apply. Tasks below are organized by the party typically responsible for their completion and/or arrangement.

DEVELOPER

- Submit current preliminary title report
- If the property is owned by an organization rather than individual(s), submit bylaws, operating agreement, partnership agreement, etc., as applicable, to demonstrate signatory authority
- Arrange for "Will Serve" letters from local fire protection district and water and/or sewer districts
- Arrange for contractor to perform septic percolation trenches and tests
- Arrange for contractor to install subdivision improvements (roads, utilities, drainage facilities, etc.)
- Arrange for performance bond, labor & materialmen bond, and monumentation bond
- Prepare and execute Declaration of Covenants, Conditions & Restrictions (CC&Rs)
- Execute agreements (subdivision improvements, monumentation, secondary housing unit)
- Execute ballot authorizing Zone of Benefit assessment or establish private maintenance entity
- Pay fees for grading permit (County) and/or encroachment permit (County or Caltrans)
- Pay map check fees to Public Works and property taxes to Treasurer-Tax Collector
- Pay fees to Recorder's Office for recordation of approved map, CC&Rs, and agreement(s)
- Arrange for issuance of land division guarantee from title company prior to map recordation

DEVELOPER'S ENGINEER AND SURVEYOR

- Prepare final map and supporting documents (closure calculations, record documents)
- Prepare geotechnical report; prepare soils suitability report and plot plan for septic system
- Obtain air quality permit from the Great Basin Unified Air Pollution Control District (GBUAPCD)
- Prepare drainage report and/or Storm Water Pollution Prevention Plan (SWPPP)
- Submit Notice of Intent (NOI) to, and NPDES permit from, the Lahontan RWQCB
- Prepare improvement plans, landscape plan, utility plan(s)
- Prepare engineer's cost estimate (improvements) and surveyor's cost estimate (monuments)
- Prepare grading permit application and/or encroachment permit application (County or Caltrans)
- Prepare Engineer's Report and figure in support of Zone of Benefit
- Install monuments

DEPARTMENT OF PUBLIC WORKS

- Arrange for letters of non-interference from existing easement holders (e.g., utility companies)
- Review and approve final map, closure calculations, improvement plans, permit applications, soils report, drainage report, cost estimate, bonds, ZOB Engineer's Report, CC&Rs, etc.
- Prepare agreements (subdivision improvements, monumentation, secondary housing unit)
- Prepare Zone of Benefit resolution, notice of assessment, ballot, public hearing notice
- Prepare map check invoice and arrange for an estimate of property taxes
- Schedule public hearings and agenda items for Planning Commission & Board of Supervisors