



**ENGINEERING SERVICES
POLICY STATEMENT**

For

Approval of Final Parcel Map

Date: January, 2009

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

The Engineering Services Department has the following policy for processing approval of Final Parcel Map:

Step 1 – First Submittal:

All of the following must be present at the time of the first submittal:

- a. Plan Check Fees.
- b. Three (4) sets of the Final Parcel Map.
(One copy is transmitted to Planning Department)
- c. A Parcel Map guarantee and title report.
- d. One (1) set of traverse sheets.
- e. Eleven (11) sets of the Improvement Plans.
- f. Four (4) sets of Grading Plan (only if required by conditions of approval).
- g. Engineer's estimate of costs. (Improvements and grading).
- h. Drainage Study (only if required by conditions of approval).
- i. Two (2) sets of soils report (if grading is required).

Step 2:

The developer's engineer shall make all requested changes noted on the first check of the Final Parcel Map, Improvement and Grading Plans, and shall resubmit the corrected map and plans for second check. The engineer should strive for approval on the second check. All of the following must be present at the time of the second submittal or subsequent submittals:

- a. Two (4) sets of the corrected Final Parcel Map, Improvement Plans, and Grading Plan and the first check prints.
- b. Revised cost estimate (if required).
- c. Agreement for the future street improvement signed by owner and notarized by a Notary Public (if required by conditions of approval).
- d. Any other items requested by the City.
- e. Utilities Coordination letter.

Step 3:

The developer's engineer shall make all requested changes of the second check (if any) on the Final Parcel Map and the Improvement and Grading Plans. All of the following must be present prior to final approval.

- a. Plan Check and Inspection Fee balance as shown on the second check sheet (pink check list).
- b. Bonds and agreement for the amounts of the approved Engineer's estimated cost, as follows:

Faithful Performance Bond - 100%
Labor and Material Bond - 50%
Grading Bond - 100%
Monumentation Bond - 100%
Agreement for Completion of Improvements

Improvement security shall be posted using the Bond forms or the Trust Agreement form furnished by the City.

- d. Two (2) sets of corrected Final Parcel Map and Improvement Plans, or the original map and plans if ready for signature, and the second check print.
- e. Two (2) sets of the corrected Grading Plan, or six (6) sets if ready for approval, and the previous check print.
- f. A letter from the engineer of work that all monuments are set and the locations of all monuments are flagged for inspection.
- g. Tax clearance shall be obtained from the County Tax Collector.
- h. Planning Department approval.
- i. Parcel Map Guarantee.
- j. Any other items requested by the City.

Step 4:

- a. All Bonds, City and County Fees, Agreement to Improve, and the Utility coordination letter, are subject to approval by the City.
- b. If the above items are in order, the City Engineer signs and approves the Final Parcel Map, the Improvement Plans and the Grading Plan.

- c. The City Clerk records the Final Parcel Map with the County Recorder in San Diego.
- d. The developer's engineer provides the City with 14 copies of the approved and signed Improvement Plans plus the original of the Improvement Plans (to be retained as a permanent record).