

## **Dixon Parcel Map Submittal Checklist**

**1st Submittal**, required documents:

PDF and Paper copy of:

- Submit a Parcel Map showing the existing and proposed parcels meeting the requirements of the Subdivision Map Act and Professional Land Surveyors' Act.
- Submit a copy of the project's approved tentative map and conditions of approval.
- Current Title Report (within the last 6 months or after the last recorded document affecting the title, whichever is more recent) with a PDF copy or link to:
  - Vesting Deed
  - Every document that is listed in the legal description or in the exceptions.
- Every referenced map and deed used in preparing the map.
- Each creation map for each of the adjoining properties or a copy of their vesting deed if they were not created in their current configuration by a subdivision map.
- All documents that are required to be recorded separately from the map, either before or concurrently with the map.
- Any document necessary to satisfy the project's Conditions of Approval.
- If the names of the individual(s) signing the map do not exactly match the vesting deed, provide proof that the persons whose names are listed in the owner's certificate have the authority to sign the map and that the consent of no other individuals or entities is required to pass clear title to the lands shown thereon.
- Closure calculations containing all dimensions shown on the map: (They must be a closed loop calculation on a common coordinate system)
  - Subdivision boundary,
  - Each Lot and Parcel,
  - All blocks/right-of-way lines,
  - All street centerlines/monument lines,

- Basis of Bearings,
- All tie lines and measurements to found monuments,
- All proposed easements that are not parallel to the street right of way line and require dimensions,
- Every dimension on the map must be verified by a closure calculation forming a closed loop,
- Every dimension in the closure calculation must be present on the map.

**2nd and Subsequent Submittal:** required documents:

PDF and Paper copy of:

- A list of all items related to the above 1st submittal list that have changed since the last submittal. e.g. new ownership, new easements, change of trustee, lot reconfiguration, added reference, added/removed monuments.
- Revised Map
- Previous review comments with the surveyor's description of how each review comment was addressed.
- An updated title report if:
  - The last report is over 6 months old or
  - Any change of ownership has occurred or
  - Any new exceptions have been recorded or old exceptions removed.
- Every document added to the title report or that resulted in a change to the report, e.g. recorded quitclaims, abandonments, grants of easements, vesting deed change.
- Every additional supporting document that was requested in the previous review comments.
- Closure calculations: (They must be a closed loop calculation on a common coordinate system) of:
  - Any closure calculation found to be incorrect on the previous submittal,
  - Changes to any item submitted during the previous submittals, e.g. changed Lot, Parcel, blocks/right-of-way lines, centerline, monument line, tie line,

- Any added dimensions.

**Signature submittal:**

- Mylar copy of the map and an email of the .PDF and AutoCAD compatible .DWG files of the approved map, sent to the City's Public Works Engineer assigned to the project's development review.
- All signatures must be completed prior to submittal to the City, except the County Tax Collector and Recorder's statements which are to be obtained after City approval.
- A signed declaration from the licensed surveyor stating that mylar is an identical copy of the last map submittal that was approved by the City Surveyor and that no changes have been made to the approved map.
- A fully executed original of any document that is to record concurrently with the map.

**Parcel Map Fees:**

Applicants shall pay appropriate fees prior to issuance or approval of any parcel map(s) and or plan check(s). Fees shall apply for all applications/submittals related to Map/Plan Checking in accordance with the current Fee schedule. See the website for current fees: <https://www.cityofdixon.us/departments/Engineering/AdministrationPermitsFees>