

CITY OF ANAHEIM
PUBLIC WORKS DEPARTMENT
SUBDIVISION SECTION

FINAL TRACT MAP AND FINAL PARCEL MAP PROCEDURES

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EXHIBITS



1. OWNERSHIP CERTIFICATE



2. SURVEYOR'S STATEMENT (Parcel Map)



3. SURVEYOR'S STATEMENT (Tract Map)



4. CITY ENGINEER'S STATEMENT (Parcel Map)



[5. CITY ENGINEER'S STATEMENT \(Tract Map\)](#)



[6. CITY CLERK'S CERTIFICATE](#)



[7. PARCEL MAP IMPROVEMENT CERTIFICATE](#)



[8. STREET INTERSECTION AND CONTROL TIER REQUIREMENTS](#)



[9. SUBDIVISION IMPROVEMENT AGREEMENT](#)



[10. SUBORDINATION AGREEMENT](#)



[11. PARCEL MAP MAINTENANCE COVENANT](#)



[12. TRACT MAP MAINTENANCE COVENANT](#)



[13. MAINTENANCE COVENANT \(PLATINUM TRIANGLE\)](#)



[14. MINIMUM REQUIREMENTS FOR TITLE REPORTS](#)



[15. MAINTENANCE EXHIBIT EXAMPLE](#)

I. GENERAL

Tract maps and parcel maps are processed in accordance with Chapters [17.08](#) and [17.09](#) of the Anaheim Municipal Code. Copies of the current code chapters can be purchased at the Public Works Department Records counter.

Tentative tract maps and tentative parcel maps shall be submitted to the Planning Department for a public hearing in front of the Zoning Administrator or Planning Commission. The final tract map or parcel map may be submitted to the Subdivision Section 10 days after approval of the tentative map, if the project is not appealed, or after the City Council has approved the tentative map, if the project is appealed.

Final tract maps and final parcel maps must be reviewed and approved by both the City of Anaheim and the Orange County Surveyor's Office.

The County Surveyor is responsible for a complete technical review of all maps.

The City of Anaheim is responsible for review for compliance with the approved tentative map, conditions of approval, the subdivision map act, and local ordinances.

The final map should be submitted to the City and the County at the same time.

II. INITIAL SUBMITTAL

The initial submittal shall consist of the following:

1. Five (5) copies of the final tract map on 18" x 26" sheets or six (6) copies of the final parcel map on 18" x 26" sheets folded to 9" X 13" with the map number visible on an outside fold.
2. A [plan checking deposit](#) in the amount approved by the City Council.
3. A preliminary title report
4. A letter from the surveyor (a licensed land surveyor or registered civil engineer authorized to practice land surveying, hereinafter referred to as "surveyor") stating whether all monuments will be set prior to recordation or whether final monumentation will be deferred. The surveyor shall include an estimated cost to set monuments if monumentation will be deferred.
5. Concurrent submittal of [flatland grading](#) and [hillside grading](#), including drainage report and water quality management plan when required, [street](#), [sewer](#), [storm drain](#) and traffic signal and [landscape](#) plans required for development of the property.

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III. FINAL MAP

GENERAL

A. The final map shall be in substantial conformance with the approved tentative map. There shall be no increase in the number of buildable lots. The lot layout and street layout shall be consistent with the tentative map. Final maps that do not substantially conform with the approved tentative map must be submitted to the Planning Department as a revised tentative map for public hearing before the Planning Commissioner or Zoning Administrator.

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B. CERTIFICATION/STATEMENT SHEET

The Ownership Certificate, Surveyor's/Engineer's Statement, City Engineer's Statement, City Clerk's Statement and Improvement Certificate shall conform to City requirements as shown in Exhibits 1 - 7. The notary acknowledgment and signature omission's statement shall conform to the latest requirements of the County Surveyor's Office. The county will review the County Surveyor's Statement and County Treasurer-Tax Collector's Certificate.

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C. MAP SHEETS

The map shall be prepared based on a field survey, an index map will be required if there are three or more map sheets. Basis of bearing, monument notes and easement notes shall be placed on each map sheet.

TRACT MAP OR PARCEL MAP BOUNDARY The distinctive boundary should extend to the street centerline, unless the surveyor or title company provides documentation that the City owns the street in fee ([see Exhibit 14](#)). The City currently obtains right of way easements for public street purposes and does not retain fee ownership. A map or deed on which a street is dedicated and the word "easement" is not used shall be considered sufficient documentation to show the distinctive boundary at the right of way line.

LOT OR PARCEL BOUNDARY All lot boundaries shall be labeled with bearing and distance or curve data. The gross and net lot area shall be shown within each lot. The lot area should be expressed in square feet if the area is less than one acre and in acres if the area is equal to or greater than one acre.

STREET NAMES The developer shall obtain approval from the Planning Department for all new public and private street names. All existing and new public and private street names shall be labeled on the map.

EASEMENTS All existing easements listed in the title report shall be labeled and dimensioned. All new easements shown on the tentative map, required by the conditions of approval or required for associated improvement plans shall be labeled and dimensioned. An easement note with symbol and complete description may be provided

New easements and street right-of-way easements shall be irrevocably offered for dedication to the City in the ownership certificate. Offers of dedication will be accepted once all improvements are completed and the improvements are accepted by the City Engineer.

An irrevocable offer of dedication of an easement or a right of way may be terminated per Section 66477.2(e) of the Subdivision Map Act. Pursuant to City Council Policy No. 216, the abandonment of an existing easement or a right of way shall be approved by the City Council at a public hearing. Contact the Real Property Section for an application form.

MONUMENTATION A monument note with legend and symbol with complete description shall be provided on each map sheet. Describe all monuments found or indicate "Found Nothing". Monument to be set shall be: minimum 6" spike and a minimum shank diameter of 3/8" set in A.C. pavement at centerline tie points; 3/4" I.P. at lot corners and 2" I.P. at boundary points. Offset monument (lead and tack) on front lot corners may be used in-lieu of iron pipe.

The surveyor shall submit a letter to notify the City when all monuments, including lot corners, have been set and the surveyor has been paid for monumentation services. All monuments within the right of way shall be set within 90 days after completion of the street improvements. Street intersection and control tie sheets ([see Exhibit 8](#)) shall be submitted to the Survey division in Construction Services Office for review and approval before acceptance of the street project or release of the monumentation bond.

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IV. COMPLIANCE WITH CONDITIONS OF APPROVAL

A thorough review of the conditions should be made prior to preparing the final map. The surveyor should obtain a copy of the approved tentative map and conditions of approval from their client or the tentative map and conditions of approval can be reviewed at the Zoning Division counter. The developer may be required to obtain clearances directly from various City Departments for some conditions of approval. All conditions of approval related to the final map must be satisfied before the map is approved by the City.

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V. SUBDIVISION IMPROVEMENT AGREEMENT AND BONDS

An unsubordinated Subdivision Improvement Agreement will be required for all final tract maps if, at the time of approval of the final map, the required public improvements have not been constructed by the developer and accepted by the City.

An unsubordinated Subdivision Improvement Agreement will be required for a final parcel map if, as a condition of approval, public improvements are required to be constructed within a specified time period after map approval or prior to further development of the property.

Bonds may be posted in the form of a surety bond, letter of credit, certificate of deposit or cash. A prototype Subdivision Improvement Agreement and Subordination Agreement form (see Exhibits [9](#) and [10](#)) and bond forms will be mailed by the map checker to the developer and a copy of the cover letter will be sent to the surveyor. Bonds include:

1. Performance (street, sewer, storm drain, electrical, water, landscaping)
2. Labor and Materials (50 % of performance)
3. Grading (hillside only)
4. Slope landscaping (hillside only)
5. Storm drain maintenance
6. Monumentation
7. Hiking and riding trail (hillside only)

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VI. MAINTENANCE COVENANT

The developer will be required to execute an unsubordinated Declaration of Covenants to maintain the private improvements until the covenants conditions and restrictions are approved by the Department of Real Estate, recorded and the maintenance responsibilities have been assumed by the homeowner's association. A maintenance exhibit (for example, see [Exhibit 15](#)) is also required and shall be attached to the Declaration of Covenants. The declaration of covenants and exhibit shall, address the maintenance of private improvements including, but not limited to:

- 1) Hiking and riding trails
- 2) Private street, street name signs and street lights
- 3) Private sewer and appurtenances
- 4) Private storm drain and appurtenances
- 5) Drainage facilities (including, but not limited to french drains, terrace drains, down drains, drainage swales, rip-rap, energy dissipaters, etc.)
- 6) Slope landscaping and irrigation
- 7) Open space landscaping and fuel modification areas, including irrigation systems.
- 8) Landscape maintenance easements
- 9) Parkway and median island landscaping and irrigation
- 10) Retaining walls and crib walls;
- 11) Water Quality Management Best Management Practices (WQMP-BMPs) per approved Water Quality Management Plan

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VII. SERVICE FEES AND DEVELOPMENT FEES

Construction inspection fees and several development impact fees may apply to the project. Such fees include:

1. Sewer Assessment
2. Sewer Impact and Improvement
3. Storm Drain Assessment
4. Storm Drain Impact and Improvements
5. Electrical Service
6. Park and Recreation In-Lieu

7. Arterial Highway Beautification and
8. Parkway Tree

which shall be paid prior to approval of the final map. A letter, detailing the required fees, will be mailed to the developer and a copy will be sent to the surveyor.

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VIII. PLAN CHECKING

A. FIRST PLAN CHECK

Maps will be scheduled for checking in the order they are received. The first check will be thorough and every attempt will be made to mark all deficiencies (except in those cases where the map is incomplete or unclear). The surveyor will be notified when the map check is complete and ready for pick-up, approximately 20 working days from the time of submittal.

When the checking backlog exceeds an estimated 3 weeks, the map may be sent to a consulting surveyor that has contracted with the City. All checking done by a consulting surveyor will be returned to the City for review before being returned to the surveyor.

All map checks will be returned with a letter listing items to be submitted with the next plan check. Items marked "required with your next plan submittal" must be submitted with the next plan check.

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B. SUBSEQUENT SUBMITTALS

The surveyor should call the plan checker if there is a need to clarify any plan check comments. Corrected maps **will not** be accepted for rechecking when items "required for with your next plan submittal" are missing. It shall be the responsibility of the surveyor or developer to submit all items together with the corrected map and check print.

Subsequent map checks will be completed in approximately 15 working days. The previous check print will be used as a guide for rechecks. The entire map will be rechecked only if the first check was incomplete or unclear. The surveyor will be notified as soon as the map check is complete and ready for pick up.

If the map is not ready for approval after the third plan check, the plan checker assigned to the project will contact the developer and request a meeting between the surveyor, the plan checker and the Development Services Manager in an effort to expedite the project.

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IX. MAP APPROVAL

A. FINAL TRACT MAP

Prior to the map approval by the City:

1. All final tract map corrections shall be made,
2. All conditions shall be complied with,
3. All fees shall be paid,
4. All bonds shall be posted,
5. Subdivision Improvement Agreement shall be approved,
6. Declaration of Covenants shall be approved,
7. A favorable County check letter shall be issued
7. An electronic PDF file of map shall be submitted.

The executed map original mylars and an electronic PDF file of map shall be submitted a minimum 14 days prior to the desired City Council meeting date for approval of the map and Subdivision Improvement Agreement. The City Council meets each Tuesday, except that there is no meeting on the fifth Tuesday of a month or the Tuesday after a Monday holiday or other dates the Council members are out of town at other meetings.

The map will be forwarded to the City Engineer for review and approval. Then the map will be scheduled for the City Council agenda. The map will appear on the City Council consent calendar. If the map is approved, the City Clerk will sign the map the next day.

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B. FINAL PARCEL MAPS

Final parcel maps are approved by the City Engineer. If a Subdivision Improvement Agreement is required however, it must be approved by the City Council prior to the approval of the map. The agreement, bonds and an electronic PDF file of map shall be submitted a minimum 14 days prior to the desired City Council meeting date for approval.

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C. COUNTY APPROVAL AND MAP RECORDATION

After the map has been approved and signed by the appropriate City officials, the Subdivision Section will call the developer's Title Company to pick up the map and any other agreements or covenants. The title company shall submit the map to the County for approval and recordation.

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X. CERTIFICATE OF CORRECTION AND AMENDING MAPS

A Certificate of Correction shall be filed by the responsible surveyor with the City if an error or omission is discovered or a change is made in the monumentation as described in Section 66469 of the Subdivision Map Act. The Certificate of Correction and a filing fee, in an amount approved by the City Council, shall be submitted to the Subdivision Section. The Certificate of Correction must be reviewed and approved by the Orange County Surveyor's Office. After approval, the City will call the responsible surveyor for pick up and transmittal to the Orange County Surveyor's Office for approval and recordation.

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