



City of Scotts Valley

FINAL PARCEL MAP APPLICATION

INFORMATION AND INSTRUCTIONS FOR APPLICANTS

- Final/Parcel Map Application will be accepted to Public Works by appointment only.
- Incomplete submittal will not be accepted.
- Applicant shall file the Final/Parcel Map Application with the City 12 weeks (minimum) before the expiration of Tentative Map.
- When original Final Map is submitted with all signatures, an electronic copy of the FM shall also be submitted on a CD saved as an *AutoCAD 2016 Lt or earlier version*.
- All documents to be recorded must comply with the requirements for recording established by the Santa Cruz County Recorder's Office.

CONTACT INFORMATION

Assessor's Parcel Number(s)			
Applicant's Name			
Mailing Address / City / State / Zip			
Phone Number	☐ Cell ☐ Work	Fax Number	
E-Mail Address			
Property Owner			
Mailing Address / City / State / Zip			
Phone Number	☐ Cell ☐ Work	Fax Number	
E-Mail Address			
Engineer / Surveyor			
Mailing Address / City / State / Zip			
Phone Number	☐ Cell ☐ Work	Fax Number	
Email Address			

New street name(s), if any: _____

If so, have they been approved by the County? ☐ Yes ☐ No

The following physical documents are required with the application submittal:

- ☐ **Three** copies of assessor's parcel map showing land involved
- ☐ **Three** copies of City Council approved Resolution and Conditions of Approval
- ☐ **Three** copies of Tentative Parcel Map
- ☐ **One** copy of Tentative Parcel Map must be sent to Pacific Gas & Electric Company (PG&E), Land Department, 356 E. Alisal Street, Salinas, CA 93901 Attn: Christian Kuhn
- ☐ **Two** copies of Preliminary Soils Report
- ☐ **Two** copies of Preliminary Title Report
- ☐ Show roadway areas offered for dedication
- ☐ Locate the 100-year flood plain if applicable
- ☐ **Three** copies of on-site and off-site improvement plans
- ☐ **Two** copies of storm drain plans and two copies of stamped design report containing geometric and drainage calculations
- ☐ **One** copy of Engineer's cost estimate for on-site and off-site improvements
- ☐ **Three** copies of Parcel/Final map
- ☐ **Two** copies of computer printout of closure calculations
- ☐ **One** copy of each adjacent deeds and maps used in exterior boundary calculations
- ☐ **Three** unbound copies of CC&R's (only if required by Planning Department)
- ☐ Digital copies of all of the above

Fees:

Please contact Public Works for the most up to date estimate.

When original Final Map is submitted with all signatures, an electronic copy of the FM shall also be submitted on a CD saved as an AutoCAD 2016 Lt or earlier version.

OWNER'S STATEMENT/AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING):

I/We have read and understand the above process. As owner(s) of the property, I/We consent to the processing of a land division of the above listed property. If owner is unavailable to sign, attach a signed authorization letter from owner.

OWNER'S SIGNATURE:**DATE:****RETURN APPLICATION:****FOR MORE INFORMATION CONTACT:****OFFICE USE ONLY – DATE RECEIVED**

City of Scotts Valley
Public Works Department
361 Kings Village Road
Scotts Valley, CA 95066

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361 Kings Village Rd, Scotts Valley, CA 95066
Tel: 831-438-5854 / Fax: 831-438-9748

FOR OFFICE USE ONLY**Approved/Processed by:****Name/Title:****Date:****Fees:****Document Recording Information:**