



# FINAL MAP FLOW CHART

Planning Dept has issued an **Entitled Tentative Tract/Parcel Map** (allowed 3 years to complete Final Map)

YES

Applicant is ready to begin the process for final map recordation

NO

Submit final map and ALL supporting documents until staff determines submission is complete.

Final map is not ready within the 3-year deadline. Applicant must apply for 1-year extension (maximum of 6 available).

Recommend checking for any State mandated extensions.

Process will only continue when applicant is ready to begin the process for final map recordation.

Staff have 20 business days to complete final map check.



FINAL MAP REQUIRES REVISIONS



Revise and resubmit final map for subsequent map checks until technically correct. Staff have 10 days to review resubmittal.



FINAL MAP TECHNICALLY CORRECT



Are all required fees paid and bonds in place?

YES

NO

Pay applicable fees and obtain bonds.

Public Works verifies that all relevant departments/divisions have approved the final map (route to missing departments as needed).

Applicant must make any requested revisions with the relevant department in order to obtain approval.  
Process will not move forward without necessary approvals.

Public Works requests final submittal (including Mylars, etc.) from the applicant for PW Director review/approval.

Final map submitted & scheduled for City Council (Mylars routed internally for signatures and delivered to City Clerk).

After City Council approval, City Clerk processes Resolution and the final map is released to the Title Officer for processing and County Recordation.

Mylar copy of the recorded Final Map is delivered to the City and the case is closed.