



Final Parcel Map and Subdivision Maps

June 2017

Purpose: This handout is a guide for Parcel Map and Final Map submittals through the City of Elk Grove. An AutoCAD file is the preferred file format and will be required once the final map is approved. Once the final map has been approved through the checking process and all conditions of approval affecting the final map have been complied with; executed mylars shall be required for filing with the County Recorder. These will require City of Elk Grove, Development Engineering and/or City Council approval prior to filing.

Map Submittal Requirements:

- Submit PDF and AutoCAD files via e-mail.
- One (1) Set of Traverse Calculations
- Recorded Reference Maps of Surrounding Project Area
- One (1) Title Report with Schedule B Documents (Issued within Sixty (60) Days)
- One (1) Current Grant Deed (Vesting Deed)
- One (1) Tentative Map with Planning Department Approval Stamp
- Payment Verification Form (*1)
- Project Billing Information Form
- Letter of Authorization Form
- Fee information is available through the City's Fee Schedule. (*2)

(*1) A payment verification form is required if this project has other components, such as improvement plans being processed along with a final map.

(*2) The fee needs to be paid at the City of Elk Grove at 8401 Laguna Springs Drive, Development Services counter. Once paid, an project number will be assigned.

Size: Maps shall be submitted electronically.

Map Submittal Information: The Parcel Map or Final Map shall conform to City of Elk Grove's standards, policies and procedures. An AutoCAD drawing with the City of Elk Grove standard layer structure shall be submitted at the time the map is accepted by Development Engineering or submitted to City Council for approval.

Map Submittals to Other Public Agencies: Separate submittals to the other agencies may be required to satisfy any conditions imposed on the final map by those agencies.

Additional Requirements: Additional items may be required during the checking process.

Questions: If you have any questions regarding the process of submitting Final Parcel Maps or Subdivision Maps to the City of Elk Grove, please contact Ray Manger at (916) 478-3612 or visit our website at www.elkgrovecity.org.