

CITY OF OCEANSIDE
ENGINEERING DIVISION
FINAL MAP, PARCEL MAP SUBMITTAL CHECK LIST

Project File No. _____ Date Submitted _____ Received By _____

Project Name: _____

Plan checker: _____

Telephone: _____

Engineer/Surveyor of Work: _____

Telephone: _____

A. THE FOLLOWING ITEMS MUST BE SUBMITTED FOR INITIAL PLANCHECK:

Engineer of Work will mark items not required with N/A.

- ☐ 1. Two (2) Copies, Transmittal letter from Engineer of Work listing all items being submitted
- ☐ 2. Four (4) sets of blueline prints of the Final or Parcel Map folded to 9" x 12". Signed and sealed by Engineer/Surveyor of Work
- ☐ 3. Two (2) sets of bound Traverse Calculations for boundary, street centerline, blocks, lots and easements signed and sealed by Engineer/Surveyor of Work
- ☐ 4. Two (2) copies of Preliminary Title Report issued within 30 days of submittal
- ☐ 5. One (1) copy of the Vesting Deed(s)
- ☐ 6. Two (2) copies of all the project's signed Conditions of Approval, (Coastal Commission Conditions, Substantial Conformity, Extensions or Revisions if applicable)
- ☐ 7. One (1) sets of blue-line prints of approved Tentative Map or Tentative Parcel Map signed by Project Engineer and stamped by Planning Department
- ☐ 8. Two (2) copies of monument cost estimate signed and sealed by Engineer/Surveyor
- ☐ 9. One (1) set of Reference Maps, R.O.S, Easements and supporting documents
- ☐ 10. One (1) copy, documentation proving authority to sign Map if other than an individual
- ☐ 11. One (1) copy, Signature Omission Letter
- ☐ 12. Two (2) copies, City Standard Declaration of CC&R
- ☐ 13. Two (2) copies, Private Association Covenants Conditions and Restrictions. Include a list of all required conditions covered in CC&R (if Applicable)
- ☐ 14. Security package, Improvement Agreement or Improvement Deferment Covenant, approved by the City Attorney
- ☐ 15. Separate but concurrent submittal of: Offsite Easements, Dedications, Agreements, Deed Restrictions, Condo Plan, etc. (as applicable). Please provide signature authority for all documents submitted
- ☐ 16. Concurrent submittal of the following (as applicable): grading, erosion control and improvement plans
- ☐ 17. List of street names approved by Planning Department (when project involves new streets)
- ☐ 18. Plan check fee (see fee schedule).
- ☐ 19. Other: _____

NOTE: INCOMPLETE SUBMITTALS WILL BE RETURNED.

SEE NEXT SHEET

**RE-SUBMITTAL CHECKLIST
FINAL MAP, PARCEL MAP**

**B. THE FOLLOWING ITEMS MUST BE INCLUDED IN RESUBMITTAL:
Engineer/Surveyor of Work will mark items not required with N/A.**

- ☐ 1. Transmittal letter from the Engineer/Surveyor of Work listing all the items being submitted
- ☐ 2. Copy of previous transmittal letter from the City and Plan checker's marked checklist/comments
- ☐ 3. _____ sets of bluelines of the corrected Map folded to 9" x 12" sealed and signed by Engineer/Surveyor of Work
- ☐ 4. Two (2) sets of bound Traverse Calculations, Monument Cost Estimate corrected as necessary, sealed and signed by the Engineer/Surveyor of Work
- ☐ 5. Two (2) copies of Offsite Easements, Dedications, Agreements, Deed Restrictions, Condo Plan, Title Report updated if applicable
- ☐ 6. Two (2) copies of corrected, City Standard Declaration of CC&R, Private CC&R and SWFMA
- ☐ 7. All previous check prints of Map, Traverse Calculations, Monument Cost Estimate, Offsite Easement, Dedications, Agreements, Deed Restrictions, Condo Plan, Title Report
- ☐ 8. Concurrent re-submittal of the following (as applicable): Grading and Erosion Control Plan, Improvement Plans include comments and check prints from all Departments
- ☐ 9. **ADDITIONAL ITEMS SUBMITTED:** _____

SUBMITTAL COMPLETE: Yes ___ No ___ **Date Submitted** _____ **Received By** _____

**C. FINAL SUBMITTAL; THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER APPROVAL OF THE MAP:
Engineer/Surveyor of Work will mark items not required with N/A.**

- ☐ 1. Transmittal letter from the Engineer/Surveyor of Work listing all the items being submitted
- ☐ 2. Copy of previous transmittal letter from the City and Plan checker's marked checklist/comments
- ☐ 3. 2 sets of blueline prints of the corrected Map sealed and signed by the Engineer/Surveyor of Work
- ☐ 4. Original Mylars or Photomylars of the Map properly sealed and signed by the Engineer/Surveyor of Work and notarized and signed by all required parties.
- ☐ 5. One (1) copy of City Treasurer's clearance for special assessment and reimbursement fees (if applicable)
- ☐ 6. Two (2) copies of the Subdivision Guarantee and Tax Deposit Certificate dated within 10 days of submittal
- ☐ 7. Two (2) copies of Preliminary Title Report dated within 10 days of submittal
- ☐ 8. Final signed and notarized original of City Standard CC&R, Private CC&R, Agreements, Etc. (Any document that will have to be recorded concurrently with the Map).
- ☐ 9. All previous check prints of Map, Traverse Calculations, City Standard CC&R, Private CC&R, Agreements, Etc. (As applicable)
- ☐ 10. Letter describing how all required conditions of approval are met
- ☐ 11. Proof of approval of Improvement Plans, Grading and Erosion Control Plans, Offsite Easements, Dedications, required securities and agreements, and verification of payment of balance of fees
- ☐ 12. Recording Instruction: Letter to Title Company providing; Title Co. and Title Officer name, Address, Phone number, Order/Case No. and detailed recording instruction on how and in what order to record the Map and all the attached documents.

SUBMITTAL COMPLETE: Yes ___ No ___ **Date Submitted** _____ **Received By** _____

Recorded Map and digital format Submittal:

- 1- One (1) mylar copy of the recorded Map
- 2- One (1) copy of digital ACAD/GIS format file of the Map on CD per City of Oceanside GIS Standard