



## FINAL/PARCEL MAP SUBMITTAL

## FORMS MS-1, MS-2, MS-3, CS-1 & CS-2

### DIGITAL SUBMITTALS ARE REQUIRED

Submittals must be made digitally and adhere to the City's [Digital Submittal Standards](#). Staff will review for compliance and completeness prior to initiating each review cycle. Obtain prior approval for deviations and omissions to ensure prompt intake. Staff will advise of any need for printed plans and documents. Please contact [engineeringdivision@san-marcos.net](mailto:engineeringdivision@san-marcos.net) and/or the assigned staff with questions.

### FINAL/PARCEL MAP INTAKE SCREENING

Prior to the acceptance of the initial submittal, staff will screen the submittal, which may take up to five (5) business days from the date of applicant's submittal. Staff will notify the applicant regarding the completeness of the submittal, submittal acceptance, and commencement date for the plan review.

### COORDINATION OF REVIEW WITH OTHER AGENCIES OR DISTRICTS

The applicant shall coordinate with servicing water and sewer agency and other agencies, as applicable, to ensure timely processing of the final or parcel map review. For the initial submittal of the final or parcel map, the applicant shall provide satisfactory proof of review submittal to the appropriate agencies for signature omission letters and agency easements.

### FINAL/PARCEL SUBMITTAL CHECKLISTS & APPLICATION

Checklists are provided as a general guide for typical items required at [Final/Parcel Map review submittal](#):

**FORM MS-1:** [Final/Parcel Map Application](#)

**FORM MS-2:** [Plancheck Submittal Checklist](#)

**FORM MS-3:** [Mylar Submittal Checklist](#)

For [Certificate of Compliance](#) in lieu of a Parcel Map review submittal:

**FORM CS-1:** [Plancheck Submittal Checklist](#)

**FORM CS-2:** [Final Submittal Checklist](#)

### HELPFUL LINKS

[Fee Schedule](#)

[Digital Submittal Standards \(Form DS-1\)](#)



# FINAL/PARCEL MAP APPLICATION

FORM MS-1

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*Additional contact information and parcel information may be placed as an attachment to this application*

## SUBDIVIDER INFORMATION

SUBDIVIDER NAME:	COMPANY:		
ADDRESS:	NUMBER	STREET	STE
	CITY	STATE	ZIP CODE
PHONE #:	CELL PHONE #:		
EMAIL:			

## PROPERTY OWNER INFORMATION (if different than Subdivider)

OWNER NAME:	COMPANY:		
ADDRESS:	NUMBER	STREET	STE
	CITY	STATE	ZIP CODE
PHONE #:	CELL PHONE #:		
EMAIL:			

## SURVEYOR INFORMATION

SURVEYOR NAME:	COMPANY:		
LICENSE #:			
ADDRESS:	NUMBER	STREET	STE
	CITY	STATE	ZIP CODE
PHONE #:	CELL PHONE #:		
EMAIL:			

## PROJECT INFORMATION

PROJECT NAME:						
SUBDIVISION'S ASSESSOR PARCEL NUMBER(S):						
PLANNING PERMIT NUMBER:						
COUNCIL/PLANNING COMMISSION/ADMINISTRATIVE RESOLUTION OF APPROVAL NO.:						
NUMBER OF LOTS/PARCELS BEING CREATED:						
ARE THERE OPEN SPACE LOTS?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
MAP TYPE:	<input type="checkbox"/>	FINAL MAP	<input type="checkbox"/>	PARCEL MAP	<input type="checkbox"/>	CERTIFICATE OF COMPLIANCE IN LIEU OF PARCEL MAP

**SIGNATURE & ACKNOWLEDGEMENT**

Projects that successfully reach approval within three planchecks routinely demonstrate the following characteristics:

- They include a complete and thorough initial submittal and subsequent resubmittals;
- They provide comprehensive engineering design and all supporting information;
- They maintain a consistent design throughout the review process, avoiding changes;
- They thoughtfully and completely address all City staff review comments; and
- They initiate timely plan review and coordination with the servicing water and sewer district and/or other agencies.

I understand that if my project does not achieve one or more of these characteristics, it is at an increased risk of requiring more than three plan review cycles to reach approval.

Furthermore, I confirm that I have read and understood the instructions provided and that all information provided is correct and complete. I agree to comply with all federal, state, and city laws, ordinances, regulations, and policies relating to the work being performed as part of this permit. I understand that submitting an application does not guarantee permit approval.

By submitting this application, I acknowledge and understand the foregoing:

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Signature of Subdivider\*

Date

***\*If Subdivider is not the property owner, separate letter of permission signed by the Owner must be provided to allow Subdivider to sign.***



# FINAL/PARCEL MAP SUBMITTAL CHECKLIST

## PLANCHECK SUBMITTAL CHECKLIST

FORM MS-2

Required if Checked	Submittal Items	Accepted by City	
<input type="checkbox"/>	1 Pay review fee deposit with initial submittal and balance prior to mylar approval. Pay a deposit to reimburse City costs for any consultant expert third-party reviews, as applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	2 Completed Final/Parcel Map Application <a href="#">Form MS-1</a> including this Final/Parcel Map Submittal Checklist Form MS-2	<input type="checkbox"/>	
<input type="checkbox"/>	3 Surveyor of Work's transmittal: detail all submittal items and quantities	<input type="checkbox"/>	
<input type="checkbox"/>	4 Traverse calculations for boundary, new streets, lots, and easements, signed and sealed by surveyor	<input type="checkbox"/>	
<input type="checkbox"/>	5 Set of reference maps and recorded documents	<input type="checkbox"/>	
<input type="checkbox"/>	6 Preliminary title report dated within 6 months of the application date. Title company shall include in report hyperlinks and copies of all referenced documents.	<input type="checkbox"/>	
<input type="checkbox"/>	7 Final Conditions of Approval letter or entitlement resolution	<input type="checkbox"/>	
<input type="checkbox"/>	8 Approved entitlement exhibits (i.e., TSM, TPM, SDP)	<input type="checkbox"/>	
<input type="checkbox"/>	9 Final/Parcel Map per <a href="#">Digital Submittal Standards</a>	<input type="checkbox"/>	
<input type="checkbox"/>	10 Signed and sealed legal descriptions and plats for all required off-site easements to be recorded prior to or concurrently with map	<input type="checkbox"/>	
<input type="checkbox"/>	11 Proof of signature authority if property owner is a legal entity (i.e. LLC, corporation, LP). Proof of signature authority is also required for beneficiaries or trustees	<input type="checkbox"/>	
<input type="checkbox"/>	12 Proof of review submittal (receipt or correspondence) of easements dedicated to servicing water and sewer agency for signature omission letter or new easements	<input type="checkbox"/>	
<input type="checkbox"/>	13 Other as specified by City:	<input type="checkbox"/>	

### Items Required Only After Initial Submittal

<input type="checkbox"/>	14 Resubmittal response: Surveyor of Work's written response itemizing responses to each review comment and identifying any map features that have significantly changed.	<input type="checkbox"/>	
<input type="checkbox"/>	15 Letter for cost estimate of deferred monumentation, signed and sealed by surveyor	<input type="checkbox"/>	
<input type="checkbox"/>	16 Additional plan check fees equal to 33% of the initial final/parcel map plan check fee due at the 4 <sup>th</sup> and each subsequent plan review	<input type="checkbox"/>	
<input type="checkbox"/>	17 City satisfaction of Community Facilities District(s) annexation requirements	<input type="checkbox"/>	
<input type="checkbox"/>	18 Copy of signed signature omission letter	<input type="checkbox"/>	
<input type="checkbox"/>	19 City review letter with acknowledgement signed by Developer	<input type="checkbox"/>	



# FINAL/PARCEL MAP SUBMITTAL CHECKLIST

## MYLAR SUBMITTAL REQUIREMENTS

FORM MS-3

Submit final/parcel map mylar only once City approves plan check as noted. The mylar package shall include the items indicated below.

<b>Required if Checked</b>	<b>Submittal Items</b>	<b>Accepted by City</b>	
<input type="checkbox"/>	1 Resubmittal response: Surveyor of Work's written response itemizing responses to each review comment and identifying any design features that have significantly changed.	<input type="checkbox"/>	
<input type="checkbox"/>	2 Surveyor of Work's transmittal: detail all submittal items and quantities	<input type="checkbox"/>	
<input type="checkbox"/>	3 Final/Parcel Map Mylar Submittal Checklist Form MS-3	<input type="checkbox"/>	
<input type="checkbox"/>	4 Original of any dedications, easements, or other required agreements, with ink signature and notary acknowledgement. <i>Submit in print (not electronically).</i>	<input type="checkbox"/>	
<input type="checkbox"/>	5 Fully signed, notarized, and sealed original final/parcel map mylars in 18" by 26" (C-Size)	<input type="checkbox"/>	
<input type="checkbox"/>	6 Complete digital submittal including final CAD files. Refer to City's <a href="#">Digital Submittal Standards</a>	<input type="checkbox"/>	
<input type="checkbox"/>	7 Subdivision Guarantee dated within last 30 days	<input type="checkbox"/>	
<input type="checkbox"/>	8 Preliminary Title Report dated within last 30 days	<input type="checkbox"/>	
<input type="checkbox"/>	9 Complete Tax Collector Ownership Affidavit Form (Tax Clearance Certificate)	<input type="checkbox"/>	
<input type="checkbox"/>	10 Early assignment of APNs from San Diego County Assessor	<input type="checkbox"/>	
<input type="checkbox"/>	11 8.5" x 11" Vicinity Map for City Council	<input type="checkbox"/>	
<input type="checkbox"/>	12 Copies of recorded off-site easements or recording instructions to the title company that will be recording concurrently with the map	<input type="checkbox"/>	
<input type="checkbox"/>	13 Additional plan check fees equal to 33% of the initial final/parcel map plan check fee. (Applicable to the 4 <sup>th</sup> plan check and each review beyond the 4 <sup>th</sup> )	<input type="checkbox"/>	
<input type="checkbox"/>	14 Verification of securities and agreements with ink signatures and notary acknowledgements. <i>Submit in print (not electronically).</i>	<input type="checkbox"/>	
<input type="checkbox"/>	15 Other as specified by City:	<input type="checkbox"/>	



# CERTIFICATE OF COMPLIANCE IN LIEU OF A PARCEL MAP SUBMITTAL CHECKLIST

## CERTIFICATE OF COMPLIANCE IN LIEU OF A PARCEL MAP REQUIREMENTS

FORM CS-1

<b>Required if Checked</b>	<b>Submittal Items</b>	<b>Accepted by City</b>	
<input type="checkbox"/>	1 Pay review fee deposit with initial submittal and balance prior to mylar approval. Pay a deposit to reimburse City costs for any consultant expert third-party reviews, as applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	2 Completed Final/Parcel Map Application <a href="#">Form MS-1</a> including Certificate of Compliance in lieu of Parcel Map Checklist Form CS-1	<input type="checkbox"/>	
<input type="checkbox"/>	3 Surveyor of Work's transmittal: detail all submittal items and quantities	<input type="checkbox"/>	
<input type="checkbox"/>	4 Traverse calculations for boundary, lots, and, easements, signed and sealed by surveyor	<input type="checkbox"/>	
<input type="checkbox"/>	5 Set of reference maps and recorded documents	<input type="checkbox"/>	
<input type="checkbox"/>	6 Preliminary title report dated within 6 months of the application date. Title company shall include in report hyperlinks and copies of all referenced documents.	<input type="checkbox"/>	
<input type="checkbox"/>	7 Final Conditions of Approval letter or entitlement resolution	<input type="checkbox"/>	
<input type="checkbox"/>	8 Approved entitlement exhibits (i.e., TSM, TPM, SDP)	<input type="checkbox"/>	
<input type="checkbox"/>	9 8.5" x 11" legal description of each newly created lot (Exhibit 'B') and plat (Exhibit 'C') per the <a href="#">Digital Submittal Standards</a>	<input type="checkbox"/>	
<input type="checkbox"/>	10 Signed and sealed legal descriptions and plats for all required off-site easements to be recorded prior to or concurrently with Certificate of Compliance in lieu of a Parcel Map	<input type="checkbox"/>	
<input type="checkbox"/>	11 Proof of signature authority if property owner is a legal entity (i.e. LLC, corporation, LP).	<input type="checkbox"/>	
<input type="checkbox"/>	12 Other as specified by City:	<input type="checkbox"/>	
<b>Items Required Only After Initial Submittal</b>			
<input type="checkbox"/>	13 Resubmittal response: Surveyor of Work's written response itemizing responses to each review comment and identifying any map features that have significantly changed.	<input type="checkbox"/>	
<input type="checkbox"/>	14 Additional plan check fees equal to 33% of the initial Certificate of Compliance plan check fee due at the 4 <sup>th</sup> and each subsequent plan review	<input type="checkbox"/>	



# CERTIFICATE OF COMPLIANCE IN LIEU OF A PARCEL MAP SUBMITTAL CHECKLIST

## FINAL SUBMITTAL REQUIREMENTS

## FORM CS-2

Submit Final Certificate of Compliance in lieu of Parcel Map items only once City approves plan check as noted. The final submittal package shall include the items indicated below.

<b>Required if Checked</b>	<b>Submittal Items</b>	<b>Accepted by City</b>	
<input type="checkbox"/>	1 Resubmittal response: Surveyor of Work's written response itemizing responses to each review comment and identifying any design features that have significantly changed	<input type="checkbox"/>	
<input type="checkbox"/>	2 Surveyor of Work's transmittal: detail all submittal items and quantities	<input type="checkbox"/>	
<input type="checkbox"/>	3 Certificate of Compliance in lieu of Parcel Map Final Submittal Checklist Form CS-2	<input type="checkbox"/>	
<input type="checkbox"/>	4 Original of any dedications, easements, or other required agreements, with ink signatures and notary acknowledgements. <i>Submit in print (not electronically).</i>	<input type="checkbox"/>	
<input type="checkbox"/>	5 Originals signed and sealed legal description (Exhibit 'A') and plat (Exhibit 'B') for Certificate of Compliance in lieu of Parcel Map. <i>Submit in print (in addition to electronically).</i>	<input type="checkbox"/>	
<input type="checkbox"/>	6 Complete digital submittal including final CAD files. Refer to City's <a href="#">Digital Submittal Standards</a>	<input type="checkbox"/>	
<input type="checkbox"/>	7 Subdivision Guarantee dated within last 30 days	<input type="checkbox"/>	
<input type="checkbox"/>	8 Preliminary Title Report dated within last 30 days	<input type="checkbox"/>	
<input type="checkbox"/>	9 Complete Tax Collector Ownership Affidavit Form (Tax Clearance Certificate)	<input type="checkbox"/>	
<input type="checkbox"/>	10 Early assignment of APNs from San Diego County Assessor	<input type="checkbox"/>	
<input type="checkbox"/>	11 Copies of recorded off-site easements or recording instructions to the title company that will be recording concurrently with Certificate of Compliance in lieu of Parcel Map	<input type="checkbox"/>	
<input type="checkbox"/>	12 Additional plan check fees equal to 33% of the initial Certificate of Compliance plan check fee. (Applicable to the 4 <sup>th</sup> plan check and each review beyond the 4 <sup>th</sup> )	<input type="checkbox"/>	
<input type="checkbox"/>	13 Verification of securities and agreements with ink signatures and notary acknowledgements.	<input type="checkbox"/>	
<input type="checkbox"/>	14 Other as specified by City:	<input type="checkbox"/>	