



Public Works Department
 Land Development Section
 500 Castro Street, P.O. Box 7540
 Mountain View, CA 94039-7540
 650-903-6311 | MountainView.gov

PARCEL MAP AND FINAL TRACT MAP SUBMITTAL CHECKLIST

Project Address: _____

Parcel Map Name: _____

TO BE COMPLETED BY THE REGISTERED CIVIL ENGINEER(RCE) OR LAND SURVEYOR (LS) PREPARING THE MAP
 The map being submitted with this checklist has been checked by me or under my direction for conformance to the items of this checklist.

Contact Person: _____

Company or Organization: _____

Contact Telephone: _____

Contact Email Address: _____

LS or RCE Name: _____

LS or RCE Number: _____

LS or RCE Signature: _____

Developer/Owner Contact: _____

Company or Organization: _____

Developer/Owner Telephone: _____

Developer/Owner Email: _____

A complete submittal to the ePermitsMV system* includes the following:

I. Initial Plan Check Submittals	Comply	Not Applicable
1. The Findings Report and Subdivision Conditions of Approval . Both documents can be obtained from the City Planning Division (650-903-6306 or planning.division@mountainview.gov). Provide a separate letter showing how compliance was achieved on each item of the Public Works conditions and where it can be located on the plans or identify the applicable document(s).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A
2. Stamped and approved preliminary parcel map or tentative map by City Council	<input type="checkbox"/> OK	<input type="checkbox"/> N/A

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|-----|--|-----------------------------|------------------------------|
| 3. | This completed map submittal checklist | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 4. | Parcel or Final map prepared by a Licensed Land Surveyor or Registered Civil Engineer qualified to prepare maps. The map should include standard map statements per "Subdivision Map Statements and Monument Requirements". | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 5. | All documents referenced on the map. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 6. | The Map Check Fee. Complete "Section IV Subdivision Map and Legal Plan Review" of the PW Fee Schedule. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 7. | Current Grant Deed and/or Preliminary Title Report covering all properties. The Title Report must be dated within the last six months. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 8. | All copies easements, agreements, documents noted within the title report. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 9. | Individual letters from PG&E, Comcast, and AT&T confirming that they have reviewed the parcel/tract map and approve of the changes applied to the utility easements | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 10. | Closure calculations, which include the following: | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| | a. Boundary Closures | | |
| | b. Boundary Ties | | |
| | c. Block Closures | | |
| | d. Street Closures (dedications) | | |
| | e. Individual Lot Closures | | |
| | f. Monument to monument closures | | |
| | g. Monument line increments and ties to side line closures | | |
| | h. Easement closures (if not concentric or parallel) | | |
| 11. | Soils and geotechnical report signed and stamped by a professional engineer authorized to practice soils engineering in the State of California | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 12. | Concurrent Public improvement plans submitted for reference | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 13. | A letter certifying that the project complies with the requirements of the State Seismic Hazards Mapping Act | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 14. | A letter certifying that the project has obtained Geologic Hazard Clearance | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 15. | If required by the conditions of approval, submit the draft CC&Rs (with the sections required by Public Works highlighted and tagged) and appropriate fees to the Project Planner for review and coordination with the City Attorney's Office. | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |
| 16. | Signature Authority documents (i.e. Resolution, Operating Agreement, etc.) | <input type="checkbox"/> OK | <input type="checkbox"/> N/A |

*SB9 parcel maps should be sent directly to the Land Development Engineer or e-mail to public.works@mountainview.gov