



TOWN OF YUCCA VALLEY
Engineering Division

Application for Final Subdivision Map Approval

TO BE USED FOR ALL PROPOSED FINAL TRACT AND PARCEL MAPS OR WHERE OTHERWISE REQUIRED BY THE TOWN OF YUCCA VALLEY.

THIS FORM IS NOT A PERMIT – NO LAND ALTERATIONS ARE TO BE PERFORMED UNTIL GRADING AND/OR STREET IMPROVEMENT PLANS ARE SUBMITTED AND APPROVED AND PERMITS ARE ISSUED.

PROCESSING INFORMATION

To conduct business in the Town of Yucca Valley, the Engineer or other person(s) preparing Engineering Plans/Reports must have an authorized Business Registration Certificate. The application can be found on our website at www.yucca-valley.org under Quick Links.

Plan Check Fees are due at the time plans are submitted along with four (4) copies of each of the following: Final Subdivision Map Plans, Approved Tentative Map, Conditions of Approval, Preliminary Title Report prepared/updated within the past sixty (60) days, Preliminary Soils Report.

In order to expedite and properly process the submittal, complete copies of the following items referenced on the map will be necessary: All Deeds, All Field Book Pages, an exact scale duplicate of the most recent Assessor's Map Book Page or Pages with the boundary of the proposed division of land outlined in red, and all other documents and information referenced on the full size map

Final Tract Map and Parcel Map Plans submitted for Plan Check shall be submitted on bond paper and shall be blue or black line.

The Initial Plan Check Process takes a maximum of thirty (30) calendar days, re-submittals take a maximum of twenty (20) calendar days, and it typically takes two (2) revisions before plans are approved. Revisions will be sent directly to the applicant's Engineer/Surveyor. All Corrections must be resubmitted to the Town of Yucca Valley Engineering Division and two (2) copies of the Corrected Plans along with the Redlines are required.

In the case of plan check submittals, the initial deposit shall cover the cost of the initial plan check and two (2) re-submittals. An additional per sheet charge of one-half (1/2) of the original fee shall be paid on the third submittal for plan check. The Plan Check process will be placed on hold until the fees have been submitted to the Town.

For any questions, please contact the Engineering Division at (760) 369-6575.

PROJECT INFORMATION

Project Name			
Project Address			APN
<input type="checkbox"/> Single Family Dwelling	Planning Commission Approval Date		
<input type="checkbox"/> Commercial/Industrial/Multifamily	Planning Project Number		
<input type="checkbox"/> Parcel Map	Parcel Map #		
<input type="checkbox"/> Residential Tract Map	Tract Map #		
<input type="checkbox"/> Unclassified Miscellaneous Project	Building Permit #		
<input type="checkbox"/> Tract Map Plans	<input type="checkbox"/> Parcel Map Plans		

DEVELOPER INFORMATION

Owner Info. _____	Engineer Info. _____
Name _____	Contact _____
Mailing Address _____	Mailing Address _____
City, State, Zip _____	City, State, Zip _____
Phone # _____	Phone # _____
E-mail _____	E-mail _____

Print Applicant Name _____

Print Applicant Title _____ E-mail _____

Signature _____ Date _____

Application for Final Subdivision Map Plan Approval – Fee Calculation

Fees are in the form of a deposit. In the event the deposit is exhausted while additional Plan Check, Inspection or Permit Services are required, additional funds to cover the cost of the required services must be placed on deposit.

FINAL SUBDIVISION MAP PLAN CHECK FEES

Initial Plan Check Fees:

The initial deposit shall cover the cost of the initial plan check and two (2) submittals.

Fixed Base Fee (Duties: Administration, Files, Invoices, Transmittals, Conditions & Document Review, Applicant Inquiries, Town Approval of Staff Reports, Certificate Sheet, Etc.)

of
Pgs.

Final Map Plan Per Sheet Cost - number of sheets including Title Sheet

Preliminary Soils Report*

TOTAL FINAL SUBDIVISION MAP PLAN APPLICATION FEE:

Additional Fees such as Inspection Fees, Impact Fees, Bonds and/or Other Fees may be required at permit issuance.

***NOTE-PRELIMINARY SOILS REPORT:**

1. A preliminary soils report for the site shall be submitted for review prior to approval of the final/tract map or parcel map.
2. If the map is associated with a grading plan then the soils report may be submitted with the grading plan. Upon Presentation of a receipt showing that the soils report fees have been paid with the grading plan, the soils report Fee may be waived.

ENGINEERING DEPARTMENT

TRACT & PARCEL MAPS SUBMITTAL SHEET

1. Prints of final maps.
2. Copy of approved tentative map.
3. Copy of the conditions of approval.
4. Preliminary title report/guarantee or the name and order number of company who will prepare said report.
5. Complete copies of all deeds referenced on the map or required for the interpretation of deeds referenced on the map.
6. Complete copies of all field book pages referenced on the map.
7. Complete copies of all other documents and information referenced on the full size map.
8. Mathematical traverses of the boundary of the division of land, block boundaries, not-a-part areas, centerline loops, easements, and each lot or parcel shown on the map. The mathematical traverses can be copies of hand run or computer/calculator print-outs and must show latitudes and departures or coordinates, areas in square footage, curve data (including tangents), and errors of closures. Traverses are also required for any revisions made on the map after first submittal.
9. One (1) exact scale duplicate of the most recent Assessor's Map Book page or pages with the boundary of the proposed division of land outlined in red.
10. The following items must be shown on the final map:
 - Labeling of all boundary lines with the reference that established the line.
 - Record data note for compiled parcel maps.
 - Basis of bearings for surveyed maps.
11. Town Signatures:
Noel Owsley P.E., PLS, Town Surveyor
Town of Yucca Valley, California
P.L.S. 6972

Janet M. Anderson, CMC
Town Clerk
Town of Yucca Valley, California

TOWN OF YUCCA VALLEY ENGINEERING DIVISION

TRACT MAP AND PARCEL MAP CHECK SHEET

I. MAP BODY

1. North arrow and scale
2. Map and legal description
3. Sheets numbered
4. Refer to adjacent maps of record
5. Must be legible and drawn in ink
6. Street names must appear on map
7. Conform to tentative map
8. Reference for all found monuments
9. Dedication(s) must be shown
10. All lots numbered
11. Street widths and centerline shown
12. Common access agreements
13. Utility easements
14. Distinctive border line
15. All lettering to be capitals and 1/8 inch in heights (1/10 inch if mechanically lettered, and lettering is clear and legible)

II. NOTES

1. Basis of bearings
2. Symbols and abbreviations identification
3. Gross area to be shown

III. SURVEY PROCEDURES

1. Proportioning correct
2. Section breakdown correct
3. Refer to recorded deeds
4. Monumentation to Town standards
5. Agrees with recorded data

IV. MATHEMATICAL ACCURACY

1. Overall bearings and distances
2. Closure of blocks
3. Closure of lots
4. Totals of all parts
5. Curve data
6. Radial bearings

V. CERTIFICATES

1. Owner's
2. Acknowledgment
3. Trustee/Beneficiary
4. Engineer's
5. Town Engineer's
6. Town Clerk
7. Tax Collector
8. Tax Bond
9. Auditor
10. Signature Omissions
11. Soils Report
12. County Recorder