



City of Scotts Valley

FINAL PARCEL MAP APPLICATION

INFORMATION AND INSTRUCTIONS FOR APPLICANTS

- Final/Parcel Map Application will be accepted to Public Works by appointment only.
- When original Final Map is submitted with all signatures, an electronic copy of the FM shall also be submitted on a CD saved as an AutoCAD 2016 Lt or earlier version.
- Incomplete submittal will not be accepted.
- All documents to be recorded have to comply with the requirements for recording established by the Santa Cruz County Recorder's Office.
- Applicant shall file the Final/Parcel Map Application with the City 12 weeks (minimum) before the expiration of Tentative Map.

CONTACT INFORMATION

Assessor's Parcel Number(s)			
Applicant's Name			
Mailing Address / City / State / Zip			
Phone Number	<input type="checkbox"/> Cell <input type="checkbox"/> Work	Fax Number	
E-Mail Address			
Property Owner			
Mailing Address / City / State / Zip			
Phone Number	<input type="checkbox"/> Cell <input type="checkbox"/> Work	Fax Number	
E-Mail Address			
Engineer / Surveyor			
Mailing Address / City / State / Zip			
Phone Number	<input type="checkbox"/> Cell <input type="checkbox"/> Work	Fax Number	
Email Address			

New street name(s), if any: _____

If so, have they been approved by the County? **Yes** **No**

The following documents are required with the application submittal:

- Six** of assessor's parcel map showing land involved
- Six** copies of City Council approved Resolution and Conditions of Approval
- Six** copies of Tentative Parcel Map
- One** copy of Tentative Parcel Map must be sent to Pacific Gas & Electric Company (PG&E), Land Department, 356 E. Alisal Street, Salinas, CA 93901 Attn: Christian Kuhn
- Two** copies of Preliminary Soils Report
- Two** copies of Preliminary Title Report
- Show roadway areas offered for dedication
- Locate the 100-year flood plain if applicable
- Eight** copies of on-site and off-site improvement plans
- Two** copies of storm drain plans and two copies of stamped design report containing geometric and drainage calculations
- One** copy Engineer's cost estimate for on-site and off-site improvements
- Eight** copies of Parcel/Final map
- Two** copies of computer printout of closure calculations
- One** copy of each adjacent deeds and maps used in exterior boundary calculations
- Three** unbound copies of CC&R's (only if required by Planning Department)

Fees:

- Application Intake fee is \$372
- Final/Parcel Map (1-4 lots): Public Works processing fee is **\$2,169 (\$960 + \$1156)** plus any actual surveyor costs over \$1,209. If surveyor's fee exceeds \$1,209, applicant must pay the balance.
- Final Subdivision Map (5+ lots): Public Works processing fee is **\$960** add \$960 per lot, over 4 lots, included in fee is surveyor's costs of \$1209 add \$186 per lot, over 4 lots. If surveyor's fee exceeds this amount, applicant must pay the balance prior to recording.
- Engineering plan check fee is \$558 per page of improvement plans.
- Recording fee \$489 for recording Map, Improvement Agreement and other agreements \$1488 ea., if any.
- Planning review fee is **\$1308** (4 lots & under) minimum fee for processing, \$327/hour to be charged after first 4 hours.
- Planning review fee is **\$2616** (5 lots and up) minimum fee for processing, \$327/hour to be charged after first 8 hours.

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OWNER'S STATEMENT/AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING):

I/We have read and understand the above process. As owner(s) of the property, I/We consent to the processing of a land division of the above listed property. If owner is unavailable to sign, attach a signed authorization letter from owner.

OWNER'S SIGNATURE:**DATE:****RETURN APPLICATION:**

Kimarie Jones, Engineering Associate
 City of Scotts Valley
 Public Works Department
 701 Lundy Lane
 Scotts Valley, CA 95066

FOR MORE INFORMATION CONTACT:

Kimarie Jones, Engineering Associate
 Scotts Valley Public Works Department
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 Tel: 831-438-5854 / Fax: 831-438-9748
 Email: kjones@scottsvalley.org

OFFICE USE ONLY – DATE RECEIVED**FOR OFFICE USE ONLY****Approved/Processed by:****Name/Title:****Date:****Fees:****Document Recording Information:**