CITY OF VENTURA PUBLIC WORKS

TRACT MAP – PARCEL MAP CHECKLIST
INITIAL MAP SUBMITTAL

Questions please call Chandra @ (805-654-7714)
Email: cchandrashaker@cityofventura.ca.gov

Tract Map No. _____ **Date:** _____

Parcel Map No. _____ **Property Owner:** _____

(Please provide a digital copy of all items listed below with your submittals)

M	☐	6 copies of map – signed and stamped
M	☐	MAP CHECK DEPOSIT - $3,170 + 30.00 per parcel (lot, private streets) $ _____ (Payable to County of Ventura)
M	☐	Final Map Processing Administrative Fee $717.00 (Payable to City of San Buenaventura)
M	☐	Preliminary Title Report (2 copies)
M	☐	Preliminary Subdivision Guarantee (2 copies)
M	☐	Copies of all deeds, maps and documents used in the preparation of the map
M	☐	Copies of calculations showing closure and area
M	☐	2 copies Tentative Map (copy stamped approved, full-size)
M	☐	Conditions of Approval (final approved)
O	☐	Copies of office sketches used in the preparation of said map
O	☐	Evidence of compliance with Section 66436 (a)(3)(A) of the Subdivision Map Act (Certified mail for omitted signatures)
M	☐	Assessor's Parcel Map
M	☐	Digital copy of all submittals on CD or Thumb Drive.

M = Mandatory **O =** Optional

Received by: _____

Note: Revised copy of map shall be provided to City Surveyor concurrently with each subsequent check submitted to County.

Distribution:

City Survey – copy of map
File – copy of Preliminary Title Report, sub Guarantee, map, and tentative map
Collections – Map Processing Fee
County – Remainder of submittal