



# CITY OF DANA POINT

## PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern, Suite 212

Dana Point, Ca 92629

949.248.3574

([www.danapoint.org](http://www.danapoint.org))

### FINAL MAP Submittal Guide & Checklist(s)

The following actions are required upon or prior to the 1<sup>st</sup> submittal for all Final Map Applications. Public Works Staff will work with applicants to assist as needed in preparing documents for a complete submittal. **No Partial Submittals will be accepted.**

No. Of  
COPIES

Release from Planning Department prior to 1<sup>st</sup> submittal

Approval is indicated by completion of Planning review section on the Grading application.

1 EA

Completed and Signed Final Map Application

See attached application **ATTACHMENT 010**. Fill in "NA" for all sections not applicable.

1 EA

Transmittal Letter listing out all contents of submittal package

At each re-submittal include Permit Record number on all Transmitted items to the city. For 1<sup>st</sup> submittal it can be handwritten when the number is issued.

- Include a copy of the engineering plan check list with each submittal.
- Status each item on the **Final Map Checklist (ATTACHMENT 020)** at each submittal by checking appropriate box. You may contact Engineering prior to submittal if it is not clear whether a particular item is applicable to your project.

Wet-signed sets of applicable Documents

3 EA

FINAL MAP (Bond)

1 EA

Traverse Calculations

1 EA

Cost Estimate of any pertinent public improvements. \*\*

(See Attachment 035)

1 EA

Soils Report

1 EA

Engineers / Land Surveyors  
Certification of Established  
Monuments \*\*\*

1 EA

Hold Harmless Agreement \*\*

\*\* As Required by Conditions of Approval

\*\*\* Applicant may provide surety per §66496 of the 2003 Subdivision Map Act in lieu of establishing interior monuments at this time

2 EA

Conditions of Approval (Signed Copy)

1 EA

All other applicable documents

- Current Preliminary Title Report
- Approved Tentative Tract Map
- (1) set of reference Maps or Documents as needed for thorough plan check.
- Documentation proving authority to sign the map, if other than an individual.
- Concurrent submittal of any related improvement or grading plans, including off-site easements.
- Current Codes, Covenants, & Restrictions (CC&Rs)

FEES & Deposits

- **TRACT MAPS:** Time & material deposit \$4513.00
- **PARCEL MAPS:** Time & material deposit \$6874.00

**Note: Complete Fees will be determined during permit processing on a time and materials basis**

**THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER APPROVAL OF THE FINAL AND BEFORE THE MAP PACKAGE IS SCHEDULED FOR CITY COUNCIL ACTION, IF APPLICABLE:**

(Project Engineer / Planchecker will mark items not required with N/A)

**Final SUBMITTAL REQUIREMENTS**

Required      Not Applicable

- Transmittal letter on company Letterhead
- Digital Copy of Final Map in DWG and PDF format
- Payment of any remaining fees due to the city for the Map or related projects.
- Original mylars signed and sealed by the engineer or surveyor of
- (3) Copies of Subdivision agreements properly signed and notarized when applicable.
- (3) Copies of the Preliminary Title Report dated within 10 days of Council Meeting.
- All required subordination agreements properly signed and notarized when applicable.
- Proof of approval of any related improvement, grading, or landscaping plans, off-site easements, and required securities / agreements.
- (3) sets of Bond Prints of the corrected Map wet-signed and sealed by the engineer or surveyor of work.
- Additional Requirements by Plan Check Engineer

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