



City of San Clemente Engineering Division

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ENGINEERING DIVISION PLAN CHECK SUBMITTAL REQUIREMENT CHECKLIST- FINAL MAPS*- Tract Map, Parcel Map, & Lot Line Adjustment

To ensure timely processing, applicants should check their submittal packages for completeness and compliance to the following checklist. City staff will inventory these items upon submittal and mark either N/A or T.B.D. for any items not submitted.

Fee schedules and current versions of the required forms are located on the Engineering page of the City's website at www.san-clemente.org

Tract Map, Parcel Map, and Lot Line Adjustment application packages for first submittal shall consist of the following items and forms in order to be considered complete, unless otherwise specified by the City Engineer:

- This Submittal Checklist. *(staff use)*

- Completed and signed City Engineering Plan Check Application form. _____
- **Three** blueline prints of Final Tract Map, Parcel Map or Lot Line Adjustment (see Planning Department LLA filing instructions for details on Tentative Approvals). _____
- **Two** prints of approved Tentative Map or Tentative Parcel Map and any referenced maps. _____
- **Three** copies of any City Conditions of Approval for the project. _____
- **Two** copies of Traverse Calculations for boundary, street centerline, blocks, lots, and easements. _____
- **Two** copies of Preliminary Title Report (issued within 6 months of application) that includes a legal description and all easements. _____
- **Two** copies of the all documents listed in the Preliminary Title Report, including Vesting Deeds, if applicable. _____
- **Two** copies of documentation proving authority to sign Map, if applicable. _____

- **One** Digital submittal of plans, prior to review approval. _____
- Payment of plan check fees. _____

Maps are planchecked at actual cost:

- Minimum Deposit \$5,000

*Tentative Tract Maps, Tentative Parcel Maps, and Lot Line Adjustments are approved through the Planning Department prior to submitting of Final Maps to Engineering for review. A Tract Map is required for all subdivisions creating five or more parcels, five or more condominiums. A Parcel Map is required for all subdivisions creating four or less parcels.