



## Final Map Checklist

**Pre-Application Meeting:** Prior to a formal map submittal, a pre-application meeting with a staff planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, General Plan and zoning requirements along with any potential development issues.

**Application Intake Meeting:** All applications **require** a submittal meeting with a staff planner to be sure each of the below-stated application requirements have been completed. A complete application will expedite the initial planning & engineering review process. *Fold all plans.*

### APPLICATION CHECKLIST:

#### FIRST SUBMITTAL

- Completed Application Form & Fees:** Property owner must complete and sign form. Fees must be paid upon submittal. Contact the City of Atascadero at (805) 461-5000 for a fee estimate.
- Complete Final Map Set:** Initial submittal - three (3) full sized (ARCH D 24"x36") copies of all final map sheets to be provided. Each full-sized plan set must be **edge bound** (stapled) and **folded**. *Rolled copies will not be accepted.*
- Reduced Final Map Set, 11"x17" (required at intake)
- Preliminary title report (current within six months)
- Applicable record information.
- Survey lot closure calculations.
- Method and Reasoning Statement.
- Electronic PDF copy of all plans and supporting documents

#### FINAL SUBMITTAL, (WHEN REQUESTED BY THE CITY)

- Original Mylar final map with applicable signatures.
- Two (2) full size copies of final map.
- Preliminary Subdivision Guarantee.
- County Tax Certificate.
- Electronic 8-1/2 x 11 PDF format reduction of final map on CD, USB Flash Drive, or E-mail.
- Electronic CAD files on CD, USB Flash Drive, or e-mail.
- Other information as needed (See correction list from first submittal).
  - Engineer's Estimate
  - Bonding/Letter of Credit
  - Signed Subdivision Improvement Agreement
  - Codes, Covenants and Restrictions (CC&R)
  - Condo Plan

**Applicants:** This checklist includes all the items you must submit for a complete application. Planning staff will use a copy of this list to check your application for completeness after it is submitted. Other items may be required as necessary as each project and project site is unique. If the application is not complete a notice of incompleteness will be sent within 30 days of application submittal. If you have any questions please call (805) 461-5035 and ask to speak with a Planner.

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