



## Final Map Checklist

### **INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.**

**MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.**

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

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

**Application Intake Meeting:** All applications require a submittal meeting with a staff planner to ensure application requirements have been fulfilled. A complete application expedites the initial planning review process.

**Digital Submittals:** **Fully digital submittals are encouraged**, with the exception of mylar copies of the map upon final submittal. Paper copies of plans and supporting documents will be accepted but are not required. Fold or roll all plans if submitting materials on paper. **Digital copies are required even if the original submittal is on paper.** Please contact Planning staff for a digital folder link prior to intake meeting.

#### **I. Review Submittal(s):**

- Complete Planning Application** – Signed by Property Owner and the Applicant/Representative if applicable. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Applicable Record Information**
- Survey Lot Closure Calculations**
- Method and Reasoning Statement**
- Title Report** – Must be current within six months.
- Full Payment of Applicable Fees** – Contact [planning@atascadero.org](mailto:planning@atascadero.org) for fee calculation. We accept in-person payment via cash, debit/credit card (under \$5,000), or check. Mailed checks are also accepted. Do not mail cash.

#### **II. Final Submittal (when requested by the City):**

- Original Mylar Final Map** – With applicable signatures.
- Preliminary Subdivision Guarantee**
- County Tax Certificate**
- Electronic PDF Final Map**
- Electronic CAD Files**
- Other Information as Requested**
  - Engineer's Estimate
  - Bonding/Letter of Credit
  - Signed Subdivision Improvement Agreement
  - Covenants, Conditions, and Restrictions (CC&Rs)
  - Condo Plan(s)
  - City Agreements/Covenants (City to provide forms if required)