



Public Works & Engineering Department
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DEVELOPERS SUBDIVISION CHECKLIST FINAL MAP & IMPROVEMENT PLANS

After the Subdivision Tentative Map has been approved, the following steps must be completed in order for the Final Map to be filed (recorded) and construction permits to be issued.

SUBMITTALS REQUIRED

The following information must be submitted with the completed Planning Application form and required fees:

1. City review and approval of Final Map and Improvement Plans.

A. Final Map – submit to City Engineer for checking

- Six sets checkprints
- Survey calculations
- Current Title Report including Owner’s and surrounding owners’ deeds
- Easement Documents
- Reference Maps (Adjacent Record Maps in establishing boundary)
- Preliminary Subdivision Guarantee
- City Approval with Conditions
- CC&R
- \$5,205.00 Minimum Deposit

B. Improvement Plans – Submit to City Engineer

- Six sets checkprints
- Soils Report
- Fire flow, hydrology, pipe sizing calculations or any other applicable data needed to justify design
- Engineer’s or Contractor’s Estimate
- City Approval with Conditions
- CC&R
- \$5,205.00 Minimum Deposit

C. Improvement Plans – submittals to other agencies. It is the developer’s or his engineer’s responsibility to see that improvement plans are also submitted to the following agencies for review:

- City Planner
- City Building Inspector
- Fire Department*
- Police Department*
- State Department of Transportation*
- Sonoma County Water Agency
- Sonoma County Department of Environmental Health*
- City of Santa Rosa – Water Department – Environmental Compliance Section

(* if applicable, depending on conditions or approval)

D. Checking fee: A deposit of \$5,205 is required for map and plan checking. This must be paid to the City Engineering Department prior to review of plans by the City Engineer. If cost of checking is less than deposit, the balance will be refunded. If cost of checking exceeds \$5,205 the difference will be billed to the developer and must be paid prior to sign-off and final map.

E. CC&R’s must be submitted to City Planner for review, if applicable.

2. Subdivision Agreement and Final Processing of Improvement Plans.

A. Subdivision Agreement will be prepared by the City Planner and City Engineer, once the Improvement Plans have been reviewed and approved. The following items are required:

Contractor's Bid or Engineer's Estimate reflecting final cost based on improvement plans as approved by City Engineer which will be used to determine required bonding amounts.

Raw land appraisal by Certified Appraiser (submit to City Planner) which will be used to determine Park in Lieu (Quimby Act) fees to be paid at time of occupancy.

B. After City Engineer has approved Improvement Plans, one original mylar and four paper originals shall be submitted for signature. If the applicant wants a signed set of their records, a fifth paper original shall be provided.

C. City Engineer shall submit one set of signed Improvement Plans, one set approved final map and copy of the Subdivision Agreement to City Council for approval and acceptance.

3. Final Map processing for recordation. The following must be completed prior to City Engineer's signing of the Final Map:

Improvement Plans signed by City Engineer and accepted by City Council

All fees paid and bonds filed with City

Clearances from all applicable departments for fulfillment of conditions of approval

Signatures on Final Map by Owners/Notaries, Trustees/Notaries, Engineer or Surveyor

Final Map submittal to City Engineer shall consist of One (1) set of mylar copy of map*, Two (2) sets paper prints, Final Subdivision Guarantee

(*If desired an additional duplicate may be submitted for return to developer's engineer)

NOTE: ALL MAP SIGNATURES MUST BE MADE IN PERMANENT, BLACK, OPAQUE INK. NO BALL POINT PENS. MAPS WITH SIGNATURES WHICH ARE ILLEGIBLE OR WHICH WILL NOT REPRODUCE ON PRINTS WILL BE RETURNED.

After City Engineer has signed map it shall be submitted to Deputy City Clerk for signature.

Developers/Owner submits map to County Tax Collector, County Clerk and Recorder for filing after City Clerk has signed map. All filing fees are paid by developer/owner.