



Subdivision Map Submittal Checklist

Marin County Project ID No: _____

Project APN: _____

Project Name: _____

Check No: _____ Receipt No. if Paid Online: _____

= Missing/Deficient Item = OK

Required items in map submittal package

- Subdivision Map (Parcel Map or Final Map)
 - Must be substantially in conformance with tentative map (SMA 66442(a)(2))
 - Ink must be black, opaque, and permanent in nature (SMA 66434(a))
 - Ensure all sheets are 18" by 26" overall with a blank 1" margin on all sides, with sheet number and total number of sheets on each page (SMA 66445(b))
 - All map submittals must be signed, sealed, dated, and marked 'preliminary' as applicable (see PLS Act 8761(b) and (c))
 - Ensure Surveyor's license is valid and clear (SMA 66434, MMC 22.86.020(B))
- Tentative Map (SMA 66442 (a)(2)), (SMA 66426)
- Conditions of Approval (COA) (SMA 66462)
- Traverse Closure Calculations (MCC 22.86.020 (B), & (C))
 - Must include closure calculations for the boundary being subdivided, each proposed lot/parcel, streets, and all proposed and existing easements, and GPS ties. Additional closures may be requested during the review.
 - Dimensions shown on closures must match values shown on map and must reasonably close
- All references cited on map (Subdivision Maps, Records of Survey, Corner Records, Unrecorded Surveys, etc.) (MCC 22.86.020)
- Assessors Map(s)

- Preliminary Title Report or Preliminary Subdivision Guarantee
 - Must be no older than 6 months
 - All support documents as listed in the exceptions and exclusions section of the PTR
- Vesting Deed(s)
- Deed(s) of Trust (if any)
- Completed Subdivision Map Submittal Checklist
- Certified letters, A.K.A. Non-Interference Letters (NILs), sent to public utilities and agencies with sketch of final map and copy of SMA section 66436 (SMA 66436(a)(3)(A)(i))
- All public utility or agency acknowledgment letters that were provided to the subdivider (SMA 66436(a)(3)(A)(ii))

NOTE: During the map review process, additional materials may be requested that are not listed hereon.