



**CITRUS
HEIGHTS**

Solid roots. New growth.

6360 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-4770 TDD 7-1-1
www.citrusheights.net

Final Parcel and Subdivision Maps

Please submit the following items in your submittal packet:

- Initial Map Review **Deposit** (the total fee is based on actual time and materials used)
Parcel Maps (4 or less parcels) - \$7,000.00
Final Maps (more than 4 parcels) - \$10,000.00
(NOTE: The City uses an outside consultant for map checking):

The following items are required:

- Application with Owner's signature
- Final Map – Two (2) hard copies + pdf file (reduced size).
- All conditions of approval from the Planning Commission, including rezoning agreements, map approval conditions, variances and use permits pertaining to the property.
- Copy of approved tentative map – 1 hard copy + pdf file (reduced size).
- Copy of current improvement plans (if applicable).
- Title report (current within 60 days of submittal) (1 hard copy + pdf file).
- Copies of existing easement documents (1 hard copy + pdf file).
- Traverse closures (lot closure calculations in sf & acres, street centerline calculations, boundary closure calculations, etc.); (pdf file).
- "Tax Paid" Statement letter from Tax Collector [needed prior to release of map]
- "Estimated Tax" letter from Assessor's Office [needed prior to release of map]
- Tax Security (if any) required by "Estimated Tax Letter"
- Copy of receipt for Quimby Act Park Fees and/or any applicable Park In-Lieu Fees paid from:
Sunrise Parks and Recreation District
7801 Auburn Blvd.
Citrus Heights, CA 95610
Contact: Margaret Hatton @ 916-725-1585
- Any required agreement documents (street agreement, lateral sewer participation agreement, lot reduction agreement, subdivision agreement, etc.).
- All referenced maps or referenced monuments used in the description of the land.

NOTE: You must complete the contact information and provide an initial deposit for plan check.

Return completed package to:

Citrus Heights General Services Department
Development Division
Attention: Ardelyn Flores, P.E.,
6360 Fountain Square Drive
Citrus Heights CA 95621



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Final Parcel and Subdivision Maps Applicant Agreement

TO BE COMPLETED BY APPLICANT:

Applicant agrees to pay plan check and inspection fees, and to allow the city engineer to access the project site

PROJECT NAME: _____

PROJECT ADDRESS: _____

ASSESSOR PARCEL NO.: _____

_____ (applicant) agrees to pay all personnel, consultant and related direct and indirect costs (including 100% of direct personnel costs for employee benefits and overhead) for review and processing necessary for the subject property, in an amount and at such time as requested by the General Services Department.

Payments are due and payable within thirty (30) days. Interest will accrue on all costs unpaid thirty (30) days after billing at the maximum legal rate and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts.

If the City is unable to collect all costs from the applicant or authorized agent, the property owner will be responsible for the amount due. Delinquent accounts may result in a lien being placed on the property and applicant consents to the filing of a lien in that situation.

Applicant agrees to hold City harmless from all costs and expenses, including attorney's fees, incurred by City or held to be the liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project, except as caused by City's sole or gross negligence.

Applicant or authorized agent's name

Telephone

Business Address

city and state

zip

Signature of Applicant or Authorized Agent

Print Name

Property Owner's name

Telephone

Property Address

city and state

zip

Signature of Property Owner

Print Name

CITY # _____ CITY PLANNING TENTATIVE MAP #: _____

Contact Information:

PROJECT ADDRESS _____

PROJECT APN _____

APPLICANT/AGENT

Name _____

Address _____

Phone _____

Email _____

OWNER (if different from applicant)

Name _____

Address _____

Phone _____

Email _____

ENGINEER

Name _____

Address _____

Phone _____

Email _____

ARCHITECT (Commercial Project)

Name _____

Address _____

Phone _____

Email _____

INVOICING INFORMATION:

(Circle one) APPLICANT OWNER

Name _____

Attention _____

Address _____

Phone _____

Email _____