



CITY OF EI CENTRO

City of El Centro  
Engineering Division  
1275 West Main Street  
El Centro, CA 92243  
(760) 337-5182  
(760) 337-3856 - FAX

# Subdivision or Parcel Map Check List

FORM  
ED-021  
Sept. 2015

Project Name: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Project Address: \_\_\_\_\_

Map Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**The final map shall be accompanied by the following items listed below. If all the items are not received then the application will be deemed not complete and shall be returned to the applicant. State N/A where appropriate.**

- (1) Two copies of the Final Map (including Owner's certificate Engineer's Statement, City Engineer's Statement, City Clerk's Statement, Legal Description, Signature Omissions Note 66436, Map Name clearly visible along with appropriate notary acknowledgements)
- (2) Traverse and work sheets. Traverse sheets and work sheets showing the closure within allowable limits of error, of the exterior boundaries and of each irregular block and lot of the subdivision.
- (3) A current title report; including all easements of record.
- (4) Subdivision guarantee. A report from a title company certifying that the subdivider is the current property owner, and identifying all existing liens on the property.
- (5) Owner's Certificate from land owner
- (6) A statement, signed and acknowledged by all parties having any record title interest in the real property subdivided, consenting to the preparation and recordation of the parcel map.
- (7) Easements and certificates for off-site dedications.
- (8) Dedication. The area in parks, school sites or other lands offered for dedication or reserved for future public or quasi-public use.
- (9) Covenants. A copy of the protective covenants to be recorded.
- (10) Tax certificate.
- (11) Subdivision agreement.
- (12) Monument bonds.(may be deferred submittal)
- (13) Labor/Materials and Faithfull performance securities. (may be deferred submittal)
- (14) Memorandum. A memorandum in duplicate showing:
  - i. The total area of the subdivision.
  - ii. The total area in streets.
  - iii. The total area in lots.
- (15) Plans and specifications of proposed improvements.
- (16) Soil report.
- (17) Applicable Fees.
- (18) Copy of Approved Tentative Map, Conditions of Approval.
- (19) Survey Swing Tie Cards.