

# Application for FINAL MAP APPROVAL

For Staff Use	
Date:	_____
Rec. by:	_____
Fee:	_____
App. #	_____

Town Council  
Town of Corte Madera  
Tamalpais Dr. & Willow St.  
Corte Madera, Ca. 94925

Owner of property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Applicant  
(other than owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Engineer or Surveyor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

License or Registration #: \_\_\_\_\_

Please indicate with an asterisk (\*) person(s) to whom all correspondence should be sent.

Tract number, name or designation: \_\_\_\_\_

Date of approval of tentative map: \_\_\_\_\_

I, the undersigned owner (or authorized agent with a letter of approval from owner of property stating that said agent may act on owner's behalf) of the property herein described, hereby make application for approval of the final map described, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Application for Final Map Approval  
Submittal Requirements**

Within 18 months of the date of approval or conditional approval of the tentative map, the subdivider may cause the proposed subdivision or any part of it to be surveyed and a final map to be prepared, conforming with the tentative map as approved and with the provisions of the Subdivision Ordinance given here.

The subdivider shall cause all certificates to be executed except those to be executed by the Town Engineer, the Town Clerk and the County Recorder, and shall file with the Town Engineer one complete set of the original tracings and as many prints of it that may be required, accompanied by the data and material prescribed here, and the required checking fee.

A final map shall not be considered as having been filed unless and until it complies with all provisions of this chapter, the data and material required to accompany the final map have been submitted in a form acceptable to the Town Engineer, and the required fee has been paid.

The final map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor.

It shall be clearly and legibly drawn on high quality tracing cloth, Mylar, or equivalent material approved by the Town Engineer. All lines, letters, figures, certificates, acknowledgements, and signatures shall be made in black, water-proof india ink, except that certificates, affidavits, and acknowledgements may be legibly stamped or printed on the map with opaque ink. The map shall be so made and shall be in such condition when filed that readily legible prints and negatives can be made therefrom.

The size of each sheet shall be 18 by 26 inches, with a line drawn completely around each sheet, leaving an entirely blank margin of one inch. The scale of the map shall be no smaller than one inch equals 100 feet unless a smaller scale is authorized by the Town Engineer, but in any case the map shall show clearly all details of the subdivision. Each sheet shall be numbered, the relation of one sheet to another clearly shown, and the total number of sheets shall be indicated on each sheet. The tract name, scale, and northpoint shall be shown on each sheet, and if more than three sheets are necessary to show the entire subdivision, an index map indicating the relation of the sheets shall be placed on the first sheet. A title sheet, designated as "Sheet No. 1", shall be provided, except that where the size of the subdivision permits, the information required to be shown thereon may be shown on the same sheet as the map of the subdivision.

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The title sheet must contain the following information:

- (1) Subdivision title, consisting of the name of the tract which shall not be the same as any other in Marin County for which a map has been recorded, or so nearly the same as to mislead the public or cause confusion as to the identity thereof, followed by the words "Town of Corte Madera" if the property is located entirely within the Town, or by the words "Partly in the Town of Corte Madera and partly in unincorporated territory of the County of Marin" if the property is located partly in unincorporated territory adjoining the Town.
- (2) Below the title, a subtitle consisting of a description of all property being subdivided by reference to recorded deeds or to maps which have been previously recorded. References to tracts or subdivisions in the description must be worded identically with original records and shall include complete references to book and page of record. The subtitle of maps filed for the purpose of reverting subdivided land to acreage shall be conspicuously designated "Reversion to Acreage Map".
- (3) The affidavits, certificates, acknowledgements, endorsements, acceptances, dedications, and notarial seals required by law and by this title.
- (4) The basis of bearings used in the field survey, making reference to a recorded subdivision map or other record acceptable to the Town Engineer.

The final map must show this information:

- (1) The boundary line of the subdivision designated by an approximately one-eighth inch border of light blue ink applied on the reverse side of the tracing and inside the boundary line, of such density as to appear on a print or negative of the map without obliterating any figures, lines, or other data.

Town boundaries crossing or adjoining the subdivision shall be clearly designated and tied in. All areas on the map which are not included in the subdivision shall be labeled "Not a Part of this Subdivision", and the lines delineating such areas shall be dashed.

- (2) The exact location of all permanent monuments required to be set shall be shown. The adjoining corners of all adjoining subdivisions shall be identified by lot and block numbers, tract name, and place of record, or by section, township, and range, or other proper designation.
- (3) Where the Town has established a system of coordinates within one-quarter mile of the subdivision, the survey shall be tied into such system. Where there has been established the centerline of a street, alley, pedestrianway, or other right of way, the information shall be shown on the final map, indicating all monuments found and making reference to a field book or map. If the points were reset by ties, that fact shall be stated.

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(4) Sufficient data must be shown to determine readily the bearing and length of every lot line, block line, and boundary line. Dimensions of lots shall be given as total dimensions, corner to corner, as well as point to point dimensions, and shall be shown in feet and hundredths of feet. No ditto marks shall be used. Bearings and distances of straight lines, and such radii and arc length for curves as necessary to determine the location of the centers of curves, shall be shown.

(5) The line of higher high water where the subdivision is adjacent to tide-water and any area subject to flood hazard or periodic inundation clearly shall be shown by a prominent note on each sheet whereon any such area is shown.

(6) The title, date of preparation, file number if applicable, and author of any preliminary soils report, soils investigation report, and/or geological report prepared for the subdivision shall be prominently noted. If any lot or parcel or portion thereof is subject to a geological hazard, such fact shall be noted, and such hazardous area shall be shown on each sheet where it occurs.

(7) All lots shall be numbered consecutively with no omissions or duplications throughout the entire subdivision, starting with the number "1", including all units of any subdivision which has the same tract name but is designated by different units. Identification of blocks by number or letter is not required, but if shown on the map, shall be in consecutive order. Each lot shall be shown in its entirety and shall not be divided onto separate sheets.

(8) The side lines and total width of all streets, alleys, pedestrianways, bicycle paths, trails, and railroad rights of way, the names of streets, the width of any portion being dedicated, and the width of any existing dedicated area shall be shown.

(9) All pertinent data concerning any easement to which the lots are subject, including the side lines and width of the easement, shall be shown. Each easement shall be clearly labeled and identified as to nature and purpose, and if already of record, its recorded reference given. If any easement is not definitely located on record, a statement of such easement shall appear on the title sheet. Easements shall be shown by fine, dashed line.

Where a property line is intersected by an easement, the distances and bearings of the property line shall be so shown, and sufficient ties indicated, that the easement definitely can be located. If the easement is being dedicated, it shall be clearly so stated in the owner's certificate of dedication.

(10) The location and width of any nonaccess strip and any limitations on rights of access to and from streets, lots, or other parcels shall be shown.

(11) The final map shall particularly define and designate all lots or parcels intended for sale or reserved for private purposes, and all parcels, areas, or strips offered for dedication for any public purpose, with all dimensions, areas, boundaries, and courses clearly shown and defined in every case.

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Any and all of the parcels of land intended for any public use except those parcels intended for the exclusive use of the lot owners in the subdivision and their licensees, visitors, tenants, and servants shall be offered for dedication. Parcels offered for dedication but not accepted shall be clearly designated as such.

The following certificates, where pertinent, must appear on the final map:

- (1) A certificate signed and acknowledged by all parties having any record title recordation of the final map, subject to those exceptions stated in Chapter 66436 of the Government Code.
- (2) A certificate signed and acknowledged as in (1), with the same exceptions, offering for dedication for public use those certain parcels of land shown on the final map which are intended to be dedicated, including any rights of ingress to and egress from prescribed streets and parcels of land.
- (3) A certificate of the civil engineer or the licensed surveyor responsible for the survey and final map. The signature of such civil engineer or surveyor shall be attested unless accompanied by his seal.
- (4) A certificate for execution by the Town Engineer.
- (5) A certificate for execution by the Town Clerk pursuant to authorization by the Town Council attesting that the final map has been approved and accepting or rejecting the dedication for public use of all parcels of land, streets, alleys, pedestrianways, bicycle paths, trails, drainage channels, easements, and other interests.
- (6) A certificate for execution by the County Tax Collector stating that according to official records as of the execution date there are no liens against the property for unpaid state, county, municipal, or local taxes, or special assessments collected as taxes, except taxes and special assessments that are liens but are not yet payable, and stating the estimated amount thereof.
- (7) A certificate for execution by the Clerk of the Board of Supervisors attesting that a tax bond, cash, or other security guaranteed in payment has been filed to cover taxes and assessments that are liens against the property but are not yet payable.
- (8) A certificate for execution by the Planning Director stating that the tentative map was approved by the Planning Commission and giving the date of the meeting at which the approval was given.
- (9) If a soils report was required for the subdivision, a certification signed, stamped, and dated by the soils engineer shall appear on the map. The certification shall read, "A soils report for the subdivision \_\_\_\_\_ was prepared by me (or under my direction) and was filed with the Town on \_\_\_\_\_ (Date) \_\_\_\_\_."

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(10) A certificate for execution by the County Recorder.

(11) Any other affidavit, certificate, acknowledgement, endorsement, or notarial seal now or hereafter required by law.

In addition to the Title Sheet, final map and accompanying certificates, the following information must be submitted:

(1) Evidence of title issued by a competent title company, showing the names of all persons having any right, title, or interest in the lands proposed to be subdivided and whose consent is necessary to convey clear title to such land. Such evidence of title shall be filed with the final map for recordation in the office of the County Recorder.

(2) A traverse sheet or sheets in a form approved by the Town Engineer giving latitudes and departures and coordinates of the boundaries of the subdivision, blocks, and lots therein, showing the mathematical closure, checked as required by the Town Engineer.

(3) The improvement agreement and security required by this title covering any improvements not completed in a satisfactory manner prior to filing the final map.

(4) All protective covenants, conditions, restrictions, affirmative obligations, and other organizational documents in a form as prescribed by Section 1355 of the Civil Code of the State of California. All documents shall be subject to review by the Town Engineer and Town Attorney.

(5) A statement from the Marin Municipal Water District certifying that satisfactory arrangements have been made for the installation of an adequate and safe water supply to each lot in the subdivision, and that an adequate supply of water will be provided.

(6) A statement from Marin Sanitary District No. 2 certifying that satisfactory arrangements have been made for the provision of an adequate sewage disposal system, and that adequate capacity is available in the District's facilities.

(7) A statement from all utility companies which are to provide service to the subdivision that satisfactory arrangements have been made for the provision of service.

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(8) The proposed declaration of covenants and all other organizational documents for the subdivision in a form as prescribed by Section 1355 of the Civil Code of the State of California. All documents shall be subject to review by the Town Engineer and Town Attorney.

(9) Any other evidence or material now or hereafter required by law or required by the conditions of approval of the tentative map.

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Information for Applicants

1. General Procedures

Within ten working days of acceptance of the final map and its accompanying documents, materials and fees, the Town Engineer will examine the materials. If they are found to be complete and in conformance with the requirements of the Subdivision Ordinance and state law, the Town Engineer's Certificate will be issued. If the map or any of the accompanying data is found to be incomplete or incorrect, the subdivider will be notified in writing of the revisions or additions necessary before the map can be certified.

Within five working days after receiving the certified final map from the Town Engineer, the Planning Director will review it for conformity with the approved tentative map and prepare a report verifying its conformity or describing any non-conforming features found. The Planning Director will prepare a report and send the final map, the report, title evidence, the improvement agreement, evidence of security, and the protective covenants, conditions, restrictions or affirmative obligations to the Town Council.

2. The Council Meeting

At its next regular meeting, or within 10 working days of its receipt of the final map and report, the Town Council will consider the map and if it is found to be in conformity with the approved tentative map and in compliance with the provisions of the Subdivision Ordinance and state law, will approve the map and instruct the Town Clerk to execute the approval certificate. At this time the Council will accept, accept subject to completion of improvements or reject any offers of dedication.

3. After the Meeting

The time limit for approval of the final map by the Town Council may be extended by mutual consent of the subdivider and the Council.

Following approval of the final map and execution of the Town Clerk's Certificate, the Town Clerk will file the final map with the County Recorder. The subdivider will be liable for all recording fees payable to the County Recorder and must file with the Town Engineer a durable duplicate transparency of the recorded map.



Approval Deadline. The Town must inform applicants within 30 days as to whether their applications are complete. In addition, the Town must act on an application within certain deadlines, as follows:

- For applicants which require an environmental impact report, the Town must act on the application within one year from the date the application was accepted as complete.
- For applications which require a negative declaration or which are categorically exempt, the Town must act on the application within six months from the date the application was accepted as complete.

At the applicant's request, the Town may grant one 90-day extension to these deadlines.

Notification of Changes In Town Regulations: Pursuant to Sections 65945 and 65945.3 of the California Government Code, you may make a written request to receive notice from the Town regarding changes in Town regulations which are reasonably related to your project.

If you wish to receive this notice, please return the form below to Planning Department, Town Hall, P.O. Box 159, Corte Madera, CA 94925.

I wish to receive notice of proposals to adopt or amend any of the following which are reasonably related to my project.

- \_\_\_\_\_ General Plan
- \_\_\_\_\_ Zoning Ordinance
- \_\_\_\_\_ Specific Plan
- \_\_\_\_\_ Any ordinance affecting building, grading, or occupancy permits
- \_\_\_\_\_ Rule or regulations affecting the issuance of development permits

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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