



City of Santa Barbara  
Public Works Department  
**PARCEL AND FINAL MAP HANDOUT**

In accordance with and the Subdivision Map Act (SMA) and Santa Barbara Municipal Code Section 27.09, the new subdivision map shall contain and/or conform to the following:

- ☐ Submit a completed Application.
- ☐ Please note the subdivision map will not be signed by the County Clerk of the Board without a memo or letter from the County Tax Assessor's Office indicating that property taxes have been paid for the current year and for the next fiscal year. (2010 SMA 66492.) (*see Other Requirements below*)
- ☐ Identify PLN number from LDT review on the Master Application when requesting a subdivision map review. This number will be used to create a new PBW case number to begin the review. In addition, include the SHO or PC Resolution Number on the application.
- ☐ Submit a copy of the PC approved Tentative Map as a part of application packet.
- ☐ Have Surveyor call City staff and request a new Parcel or Final Map number from the City's numbering database. Indicate the number of lots/units for the subdivision as well as the PC/SO Resolution Number when you call.
- ☐ The Parcel or Final Map shall be clearly and legibly drawn by a State of California licensed surveyor.

Other Requirements for preparation and submittal of the Map:

- ☐ Obtain a copy of the County of Santa Barbara's Standard Statements and Certificates. The wording in this document is the basis of the City's plan checking procedure for the title page when maps are submitted to Public Works for review. This information is on-line at the County's website.
- ☐ Submit electronic version of the map submittal packet to Public Works.
- ☐ Submit the appropriate map check fee *per the current Fee Resolution*
- ☐ Submit Closure Calculations for the entire subdivision.
- ☐ Submit Closure Calculations for each individual lot.
- ☐ Submit Closure Calculations tying the new subdivision into the City's Control Survey Network, per Santa Barbara Municipal Code Section 27.10.080.
- ☐ Show a detail of the City's Control Survey Network points in relationship to the subdivision with measured connections.

- ❑ Submit a recent (*within 3 months of submittal date*) Preliminary Title Report (PTR), *or* if a PTR was previously submitted as a requirement of the DART review, provide an Updated PTR with a current date.
- ❑ Submit a copy of the State of California filed Statement of Information for Limited Liability Companies to verify company name and managers.
- ❑ Provide copies of all Official Record Instrument numbers identified in the PTR and clearly identify in the lower right hand corner of each copy, “R1, R2...” etc., include these reference numbers in a legend on sheet 2 of the Subdivision Map.
- ❑ Indicate all existing and offered easements on the subdivision map.
- ❑ Reference all agreements to be recorded concurrently with the subdivision map.
- ❑ *After* staff approves plan check corrections, surveyor will be notified to plot and submit mylars for signature.

If you have questions, please see the last LDT letter you received for the name and phone number of the Engineering staff person who will be doing this review.

*For information call (805) 564-5388*

*City of Santa Barbara Public Works Department*

*630 Garden Street, Santa Barbara, California, 93101*