



## Parcel Map Submittal Checklist

The Parcel Map submittal package must include the items listed below:

1. Initial map checking minimum deposit in the amount of \$1,128.00 plus \$75 per parcel (Engineering) plus \$20 per parcel (GIS) plus \$50 per map (Environmental Health).
2. Two full-sized (18"x26") paper copies of the map (or a full-sized 18"x26" PDF of the map and one full-sized paper copy).
3. Current Title Report (Issued within six months of submittal).
4. A copy of the project Final Conditions of Approval and Approved Tentative Map.
5. Legible copies of all deeds and maps needed for the resolution of the boundary (vesting deed, adjoining's deeds, easement exception documents and any documents cited on the map).
6. Legible copies of all maps and deeds needed for boundary resolution that are not Plumas County Official Records (unrecorded surveys, Railroad maps, Highway Right-of-Way maps, maps/deeds from adjoining counties if property abuts an adjoining county, etc.).
7. Complete set of closure calculations for all closed figures depicted on the map.
8. Property owner's contact information (mailing address, phone number and email address).
9. Surveyor's contact information (name, phone number and email address).