



Subdivision Map Submittal Checklist

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

- ☐ Initial map checking minimum deposit in the amount of \$2,917.00 plus \$96.00 per parcel (Engineering) plus \$20 per parcel (GIS) plus \$54 per map (Environmental Health). Make one check payable to Plumas County Engineering Department.
- ☐ 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).
- ☐ Two full-sized (24"x36") paper copies of the improvement plans (or a full-sized 18"x26" PDF of the plans and one full-sized paper copy).
- ☐ Current Title Report (Issued within six months of submittal).
- ☐ A copy of the project Final Conditions of Approval and Approved Tentative Map.
- ☐ Legible copies of all deeds and maps needed for the resolution of the boundary (vesting deed adjoiner's deeds, easement exception documents and any documents cited on the map).
- ☐ 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.).
- ☐ Complete set of closure calculations for all closed figures depicted on the map.
- ☐ Property owner's contact information (mailing address, phone number and email address).
- ☐ Surveyor's contact information (name, phone number and email address).