



Town of Tiburon
1505 Tiburon Boulevard
Tiburon, California 94920
(415) 435-7373 | www.townoftiburon.org

FINAL MAP OR PARCEL MAP APPLICATION

Complete the following and provide the specific information requested below:

1. Application proposes ____ lots or units and constitutes a (check one):
____ Final Map (5 or more lots or units) ____ Parcel Map (4 or fewer lots or units)
2. Total site area: In square feet: _____ in acres: _____

The following additional materials shall accompany the Final Map or Parcel Map application:

3. A completed Town of Tiburon Land Development Application form and this Final Map or Parcel Map Application form.
4. Filing fees as shown on the latest Town of Tiburon Fee Schedule(s).
5. A completed Town of Tiburon Cost Recovery Agreement (short form).
6. For **Final Maps**, all items listed in Chapter 14, Sections 14-2.212 through 14-2.214 of the Tiburon Municipal Code. For **Parcel Maps**, all items listed in Sections 14-3.302 through 14-3.304 (which references the above sections and Section 14-2.203). All are attached hereto.
7. A narrative describing how each of the “conditions of approval” contained within the Tentative Subdivision Map Resolution, and if applicable, the Precise Development Plan Resolution, have been or will be fulfilled.
8. If applicable, a narrative describing how each of the mitigation measures required pursuant to an Environmental Impact Report or a Mitigated Negative Declaration for the project, have been or will be fulfilled.
9. Recent photographs of the site from multiple vantage points.
10. Other information as may reasonably be required by the Town to establish conformance with Town policies and regulations.

In addition to the above, it may be necessary for applicants to enter into a "Subdivision Improvement Agreement" with the Town to ensure that all required subdivision improvements will be installed. Monetary security (e.g. bonds, cash) for the installation of required subdivision improvements must be provided prior to application approval.

Fees and exactions (e.g. housing in-lieu fees, transportation mitigation fees, parks and recreation in-lieu fees) and security deposits (e.g. street/curb damage, dust control) may also be required prior to approval of the Final or Parcel Map application.

PROJECT TECHNICAL CONSULTANT LIST

CIVIL ENGINEER: _____

Name: _____

Address: _____

Phone: _____

Email: _____

GEOTECHNICAL/SOILS ENGINEER(S): _____

Name: _____

Address: _____

Phone: _____

Email: _____

SURVEYOR: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Excerpted from Tiburon Municipal Code, Title IV, Chapter 14 (Subdivision of Land)

Final Maps

14-2.212 Final Maps: Filing.

Fifteen (15) paper “check print” copies of a final map conforming to the approved or conditionally approved tentative map, prepared as described in Section 14-2.213 and accompanied by data and reports as set forth in Section 14-2.214, shall be filed with the Director of Community Development for review in association with a *Final Map or Parcel Map Application* form provided by the Director. The subdivider’s engineer, surveyor, or other professional shall make any corrections and/or additions to application materials as required by the Town Engineer and/or Director of Community Development until the final map application meets the requirements of the approved or conditionally approved tentative map and related Town requirements and is deemed complete and accepted for filing. If the subdivision lies partially within two (2) or more cities, the map shall be filed with each Town and acted upon by each as provided in Section 66457(b) of the Subdivision Map Act.

14-2.213 Final Maps: Form and Contents.

The form and content of a final map shall conform to the requirements of this section and Section 66443 of the Subdivision Map Act, and shall be the same as that of a tentative map, as set forth in Section 14-2.203, except as follows:

(a) **Permanence.** A final map shall be legibly drawn, printed, or reproduced by a process guaranteeing a permanent record in black on polyester base film. Certificates, affidavits, and acknowledgments may be legibly stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.

(b) **Monuments.** At least one (1) exterior boundary line shall be marked with a standard Town monument prior to recording the final map. Other monuments shall be set as required by the Town Engineer at or on approved offsets from the following locations:

- (1) The intersection of street centerlines;
- (2) Beginning and end of curves or intersection of tangents on centerlines; and
- (3) Other locations as required by the Town Engineer.

(c) **Abandonment of Streets and Easements.** The filing of the final map shall constitute abandonment of all public streets and public easements not shown on the map; provided that written notation for each abandonment is listed by reference to the recording data or other official record creating these public streets or public easements and certified on the map by the Town Manager. Before a public easement vested in another public entity may be abandoned pursuant to this section, that public entity shall receive notice of the proposed abandonment. No public easement vested in another public entity shall be abandoned pursuant to this section if that public entity objects to the proposed abandonment.

(d) **Engineer’s/Surveyor’s Statement.** The final map shall contain a statement by the engineer or surveyor responsible for the preparation of the map that states that all monuments are of the

character and occupy the positions indicated, or that they will be set in those positions on or before a specified date, and that the monuments are, or will be, sufficient to enable the survey upon which the final map is based to be retraced.

(e) **Town Engineer’s Statement.** The final map shall include a statement to be signed by the Town Engineer confirming that he or she has examined it and found it to be technically correct, consistent with the approved tentative map, and in compliance with these subdivision regulations and the Subdivision Map Act.

(f) **Director of Community Development’s Statement.** The final map shall include a statement to be signed by the Director of Community Development confirming that he or she has examined it and found it to be in compliance with the tentative map as approved by the Planning Commission or Town Council, indicating the date of such approval, and indicating that the map is in compliance with the Tiburon General Plan and all other planning requirements.

(g) **Additional Information.** The Town may require additional information to be recorded simultaneously with the final map. Whenever additional information is made by a separate document, there shall appear on the final map a reference to the separately recorded document. This reference shall be completed by the Marin County Recorder according to Section 66468.1 of the Subdivision Map Act. Additional information may include the following:

- (1) Covenants, conditions and restrictions (CC&Rs).
- (2) Regulatory agreements.
- (3) Property maintenance agreements.
- (4) Other documents or agreements required by the Planning Commission or Town Council as conditions of approval on the tentative map.
- (5) Additional survey and map information including, but not limited to, information related to any associated precise development plan or other zoning permit requirements or conditions. The additional information shall be in the form of an additional “public information” map sheet or sheets, labeled as such, which shall indicate the relationship of the information to the final map, and shall contain a statement that the additional information is for public information purposes, describes conditions as of the date of the recording, and is not intended to affect record title interest. The additional map sheet or sheets may also contain a notation that the additional information is derived from public records, or reports, and does not imply the correctness or sufficiency of those records or reports by the preparer of the document or additional map sheet.

14-2.214 Final Maps: Accompanying Data and Reports.

The final map shall be accompanied by the following data or reports as may be required by the Director of Community Development or Town Engineer:

- (a) Title Report. A current title report, showing the legal owners at the time of filing the final map, shall be submitted with the final map, accompanied by copies of all deeds and easement descriptions referenced in the report.
- (b) Guarantee of Title. A guarantee of title, in a form acceptable to the Town Engineer and Town Attorney, shall be issued by a competent title company to and for the benefit and protection of the Town and shall continue up to the instant of recording of the final map, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easements being offered for dedication, and all acknowledgments thereto, appear on the proper certificates and are correctly shown on the map, both as to consents to the making thereof and affidavits of dedication where necessary.
- (c) Deeds and Maps. The final map shall be accompanied by copies of deeds for all adjoining property, and copies of all maps referenced in the title report.
- (d) Easements. The final map shall be accompanied by written evidence of rights of entry or permanent easements across private property outside of the subdivision that permit or grant access to perform necessary construction work or permit the maintenance of any sewer, water, electric and/or other facility.
- (e) Improvement Plans and Agreement. Improvement plans and an improvement agreement as required by Article 6 of this chapter shall accompany the final map.
- (f) Soils Report. If the Director of Community Development or Town Engineer required a preliminary soils report with the filing of the tentative map, and if the preliminary soils report indicated the presence of critically expansive soils, slides, slide plains or other soil problems which, if not corrected, could lead to structural defects, or site problems, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision. The Director or Town Engineer may require additional information or reject the report if it is found to be incomplete, inaccurate or unsatisfactory.
- (g) Traverse Closures. Traverse closure calculations for the subdivision boundary, lot blocks, all lots and parcels (including remainder parcels), road rights-of-way, and proposed non-parallel easements (including private easements), shall be submitted with the final map.
- (h) Hydrology and Hydraulic Calculations. Complete hydrology and hydraulic calculations of all storm drains shall be submitted with the final map unless waived in writing by the Town Engineer. These calculations shall include, at a minimum, analyses for the two (2) year and one hundred (100) year storm events sufficient to demonstrate the adequacy of existing and/or proposed drainage facilities. Stormwater runoff from the subdivision shall be treated on-site in accordance with the stormwater management requirements of chapter 20A of the Tiburon Municipal Code, and shall be collected and conveyed by an approved storm drain system designed in accordance with Article 6 of this chapter.
- (i) Covenants, Conditions and Restrictions. If required by the Town, the submittal of the final map for a common interest development within the meaning of California Civil Code Section 4000 et seq. shall include the proposed declaration of covenants, conditions and restrictions, containing the provisions

described in currently applicable provisions of the California Civil Code, and all other governing documents for the subdivision. The submittal of the final map for all subdivisions other than a common interest development shall include any proposed declaration of covenants, conditions and restrictions, including provisions assigning maintenance responsibility for privately-maintained improvements. All documents shall be subject to review and approval by the Director of Community Development, Town Engineer, and Town Attorney.

(j) **Electronic Copy.** In addition to paper copies as required, the final map shall also be submitted in an approved electronic format as required by the Director of Community Development and Town Engineer.

(k) **Other Reports.** Any other data or reports deemed necessary by the Director of Community Development and/or the Town Engineer shall be submitted with the final map.

Parcel Maps

14-3.302 Parcel Maps: Filing.

The filing of a parcel map, in conformance with an approved or conditionally-approved tentative map obtained pursuant to Article 2 of this chapter, shall be a condition of approval of any minor subdivision except as otherwise provided herein. Fifteen (15) paper “check prints” of a parcel map and one electronic copy, prepared as described in Section 14-3.303, shall be filed with the Director of Community Development, accompanied by a *Final Map or Parcel Map Application* form provided by the Director, data and reports as set forth in Section 14-3.304, and the fees as set forth in the applicable Town fee schedule(s). If the subdivision lies partially within two (2) or more municipalities, the parcel map shall be filed with each municipality and acted upon by each.

14-3.303 Parcel Maps: Form and Contents.

The form and content of a parcel map shall be the same as that of a final map, as set forth in Section 14-2.213. If the subdivider does not have a record title ownership interest in the property to be divided, the subdivider shall provide the Town with satisfactory evidence that the persons with record title ownership have consented to the proposed division. For purposes of this subsection, “record title ownership” means fee title of record unless a leasehold interest is to be divided, in which case “record title ownership” means ownership of record of the leasehold interest.

14-3.304 Parcel Maps: Accompanying Data and Reports.

The parcel map shall be accompanied by the same data and reports as may be required by the Director of Community Development and Town Engineer for a final map pursuant to Section 14-2.214.

Tentative Map (As referenced within Final Map and Parcel Map requirements above)

14-2.203 Tentative Maps: Form and Contents.

(a) **General.** A tentative map shall be based upon a field survey made in conformity with the Land Surveyors Act, shall be prepared by or under the direction of a land surveyor registered in the State of California or a civil engineer registered in the State of California who is authorized to perform land surveying, shall be legibly drawn, shall include a description of the real property being subdivided and

the names, addresses, telephone numbers, and email addresses of the persons preparing and filing the map, and shall conform to the requirements of this section and the Subdivision Map Act.

(b) **Map Sheets.** The size of each sheet shall be twenty-two inches (22") by thirty-four inches (34"). A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch (1"). The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this. The number of each sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown. The subdivision number shall be shown on each sheet. One (1) or more reduced sets of the map sheets may also be required to be submitted, as specified by the Director of Community Development.

(c) **Scale, North Arrow, Basis of Bearings, and Elevation Datum.** Each sheet shall include a scale, north arrow, and basis of bearings based on previously recorded final maps, parcel maps, or records of survey in the vicinity of the site. The basis of bearings shall be approved by the Town Engineer. Elevation datum shall be NAVD 1988 unless specifically authorized in writing by the Town Engineer.

(d) **Boundaries and Monuments.** The exterior boundaries of the land included within the subdivision shall be clearly indicated by distinctive symbols. The map shall show the definite location of the subdivision, and its relation to surrounding surveys. Town boundaries that cross or join the subdivision shall be clearly designated. The location of all existing and proposed monuments shall be shown based on the required survey. The map shall include a sufficient legal description, including all bearings, tract and lot identification, and distances, of the land as to define the boundaries of the area to be divided, including and describing all monuments found or set. The engineer or surveyor shall set sufficient durable monuments to conform to the standards described in California Business and Professions Code Section 8771 so that another engineer or surveyor may readily retrace the survey.

(e) **Linear, Angular and Radial Data.** Sufficient linear, angular and radial data shall be shown to determine the bearings and lengths of monument lines, street centerlines, the boundary lines of the subdivision, the boundary lines on every lot and parcel which is a part of the subdivision, and ties to existing monuments used to establish the boundary. Bearing and distance of all straight lines, and arc length, radius, total central angle and radial bearings of all curves shall be shown. Ditto marks shall not be used in the dimensions and data shown on the map.

(f) **Parcels.** The location of each parcel shall be shown, including the exact layout, bearings, dimensions and area of each parcel. New lot lines shall be shown as solid lines, and original lot lines shall be dashed lines. Each parcel shall be numbered or otherwise designated. Each parcel must be shown completely on one (1) sheet; if more than one (1) sheet is required to show a parcel, the first sheet shall contain a small-scale, un-dimensioned map of the entire parcel. The location of any remainder of the original parcel shall be shown, but if such remainder has a gross area of five (5) acres or more, then it need not be shown as a matter of survey, but only by reference to the existing record boundaries of such remainder. Minimum lot size and width shall be in conformance with the requirements of Chapter 16 of the Municipal Code, and as set forth in Section 14-6.609(c).

(g) **Streets.** The locations, names, and widths of all existing adjacent highways, streets, and ways and

the width of all proposed highways, streets, and ways within the subdivision shall be shown. Each proposed highway, street, and way shall be named or otherwise designated, and a cross-sectional drawing of each shall be provided on the map.

(h) Easements. The widths and locations of all existing and proposed easements for drainage, sewers, and public utilities shall be shown. Easements for roads or streets, paths, stormwater drainage, sanitary sewers, or other public use as may be required, shall be dedicated to the public for acceptance by the Town or other public agency, and the use shall be specified on the map.

(1) All easements of record shall be shown on the map, together with the name of the grantee and sufficient recording data to identify the conveyance, such as the County Recorder's serial number and date, or book and page of official records.

(2) Easements not disclosed by the records in the office of the County Recorder and found by the surveyor or engineer to be existing shall be specifically designated on the map, identifying the apparent dominant tenements for which the easement was created.

(3) The sidelines of all easements of record shall be shown by dashed lines on the final map with the widths, lengths and bearings of record.

(4) The width and location of all proposed easements shall be approved by the Town Engineer.

(i) Existing Drainage Courses. All existing drainage courses, creeks and waterways shall be identified and shown.

(j) Existing Buildings and Improvements. The location of existing buildings and improvements and their relationship to the existing and proposed lot lines shall be shown.

(k) Adjoining Properties. All adjoining property shall be identified by subdivision number, or name when not identified by official number, and by reference to the book and page number of the filed map showing such subdivision. If no such subdivision is adjacent, the adjoining property shall be identified by the name of the owner and by reference to the recorded deed by book and page number for the last recorded owner of such adjacent property.

(l) Owners' Consent. The tentative map shall indicate the names, addresses, telephone numbers and email addresses of all parties having any record title interest in the real property to be subdivided, and shall include a certificate, signed and acknowledged by all such parties, consenting to the preparation and recordation of the final map, except as provided in Section 66436 of the Subdivision Map Act.