



Town of Apple Valley

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ENGINEERING DEPARTMENT

TRACT & PARCEL MAPS SUBMITTAL SHEET

Surveyor/Engineer: _____

Submittal No. 1 2 3 4 5 6

Phone #: _____

Date submitted: _____

TM/PM#: _____ Map reviewer: _____

Project Name: _____

In order to expedite and properly process your submittal, the items below are necessary. It is our policy to review only complete submittals.

- ___ 1. Fees \$ _____
- ___ 2. All previously reviewed and marked up documents.
- ___ 3. Prints of revised final maps: Two (2) sets.
- ___ 4. Copy of approved tentative map.
- ___ 5. Copy of the conditions of approval.
- ___ 6. Preliminary title report less than 90 days old.
- ___ 7. Vesting Deed(s).
- ___ 8. Procedure of survey map sheet (if applicable).
- ___ 9. Complete copies of all deeds referenced on the map or required for the interpretation of deeds referenced on the map.
- ___ 10. Complete copies of all field book pages referenced on the map.
- ___ 11. Complete copies of all other documents, maps and information referenced on the map.
- ___ 12. Mathematical traverses of the boundary of the division of land, block boundaries, not-a-part areas, centerline loops, easements, and each lot or parcel shown on the map. Traverses are also required for any revisions made on the map after first submittal.
- ___ 13. One (1) exact scale duplicate of the most recent Assessor's Map Book page or pages with the boundary of the proposed division of land outlined in red.
- ___ 14. Wet signed and stamped mylars – do not submit until requested by map reviewer.