



Solid roots. New growth.

6360 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-4770 TDD 7-1-1  
www.citrusheights.net

PROJECT NAME & NUMBER \_\_\_\_\_

## Final Parcel and Subdivision Maps

Please submit the following items in your submittal packet:

- ☐ **Deposit:** – [See Master Fee Schedule](#) - Engineering Fees (All maps are deposit plus actual cost.)  
(NOTE: There is an additional 4% Tech Fee collected at initial deposit. Example \$5,718.00 + 4% = \$5,946.72).  
Parcel Maps (less than 4 parcels)                      Subdivision Maps (5-25 parcels)  
   Subdivision Maps (26 or more parcels)

### The following items are required:

- ☐ Application with Owner's signature
- ☐ Final Map – Two (2) hard copies + pdf file (reduced size).
- ☐ All conditions of approval from the Planning Commission, including rezoning agreements, map approval conditions, variances and use permits pertaining to the property.
- ☐ Copy of approved tentative map – 1 hard copy + pdf file (reduced size).
- ☐ Copy of current improvement plans (if applicable).
- ☐ Title report (current within 60 days of submittal) (1 hard copy + pdf file).
- ☐ Copies of existing easement documents (1 hard copy + pdf file).
- ☐ Traverse closures (lot closure calculations in sf & acres, street centerline calculations, boundary closure calculations, etc.); (pdf file).
- ☐ "Tax Paid" Statement letter from Tax Collector [needed prior to release of map]
- ☐ "Estimated Tax" letter from Assessor's Office [needed prior to release of map]
- ☐ Tax Security (if any) required by "Estimated Tax Letter"
- ☐ Copy of receipt for Quimby Act Park Fees and/or any applicable Park In-Lieu Fees paid from:  
**Sunrise Parks and Recreation District**  
**7801 Auburn Blvd.**  
**Citrus Heights, CA 95610**  
**Contact: [sunrise@sunriseparks.com](mailto:sunrise@sunriseparks.com) or 916-725-1585**
- ☐ Any required agreement documents (street agreement, lateral sewer participation agreement, lot reduction agreement, subdivision agreement, etc.).
- ☐ All referenced maps or referenced monuments used in the description of the land.

**NOTE:** The City uses an outside consultant for map checking. You must complete the contact information and provide an initial deposit for plan check/map review.

### **Return completed package to:**

City of Citrus Heights  
General Services Department  
Engineering & Development Division  
6360 Fountain Square Drive  
Citrus Heights CA 95621

## Final Parcel and Subdivision Maps Applicant Agreement

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### TO BE COMPLETED BY APPLICANT:

Applicant agrees to pay plan check and inspection fees, and to allow the city engineer to access the project site

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

ASSESSOR PARCEL NO.: \_\_\_\_\_

\_\_\_\_\_ (applicant) agrees to pay all personnel, consultant and related direct and indirect costs (including 100% of direct personnel costs for employee benefits and overhead) for review and processing necessary for the subject property, in an amount and at such time as requested by the General Services Department.

Payments are due and payable within thirty (30) days. Interest will accrue on all costs unpaid thirty (30) days after billing at the maximum legal rate and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts.

If the City is unable to collect all costs from the applicant or authorized agent, the property owner will be responsible for the amount due. Delinquent accounts may result in a lien being placed on the property and applicant consents to the filing of a lien in that situation.

Applicant agrees to hold City harmless from all costs and expenses, including attorney's fees, incurred by City or held to be the liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project, except as caused by City's sole or gross negligence.

\_\_\_\_\_  
*Applicant or authorized agent's name*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Business Address*

\_\_\_\_\_  
*City*                      *State*                      *Zip*

\_\_\_\_\_  
*Signature of Applicant or Authorized Agent*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Property Owner's name*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Property Address*

\_\_\_\_\_  
*City*                      *State*                      *Zip*

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Print Name*

## Final Parcel & Subdivision Map Project and Invoice Contacts

DEVELOPMENT # \_\_\_\_\_ CITY PLANNING TENTATIVE MAP #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT APNS: \_\_\_\_\_

### Contact Information:

#### APPLICANT/AGENT/CONTRACTOR

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### OWNER (if different from applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### ENGINEER

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### ARCHITECT (Commercial Project)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### INVOICING INFORMATION:

(Circle one)      APPLICANT      OWNER

Name \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_