



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

**Submittal Requirements
for
FINAL (TRACT) MAP or PARCEL MAP**

PURPOSE

The review of the Tract (Final) Map (5 lots or more) or Parcel Map (4 lots or less) is to verify final mapping is in substantial conformance with the Subdivision Map Act, tentative map and conditions of the project's Subdivision (SD) application approval.

SUBMITTAL REQUIREMENTS

An application shall be made by the property owner or agent thereof and must be accompanied by the following information to be accepted for processing:

1. Application – Engineering Review
2. Copy of Development Agreement, if applicable (signed by owner)
3. Copy of Tentative Map Subdivision (SD) Approval – Conditions (signed by owner)
4. Copy of Tentative Map with Planning approval signature.
5. Final Map or Parcel Map – **Two (2)** full size sets
6. Title Report – Preliminary report not more than 3 months old
7. Provide Title Report Backup Documents
 - Copy of the recorded deed
 - Copy of easements and dedications
 - Copy of recorded maps
8. Copy of adjoining deeds, recorded maps, easements used as reference
9. Out-of-tract easements/dedications to record concurrently with Map
10. Closure Calculations – All lots, overall parcel, streets
11. Surveyor Set – Provide an additional copy of items 3, 4, 5, 6, 7, 8, 9, and 10
12. Digital copies (to include AutoCAD file) of ALL submittal items by download submitted in a flash drive
13. Map Review Fee
 - **\$9,039 – Parcel Map (effective 07/01/2023, Service No. 101, AC#206-38716)**
 - **\$10,680 – Final/Tract Map (effective 07/01/2023, Service No. 101, AC#206-38716)**

FINAL SUBMITTAL REQUIREMENTS

14. Map Recordation Fee (to be calculated by Land Development Engineering)
15. Title Company contact information who will record Map at County Recorder's Office
16. Subdivision Guarantee by Title Company
17. Santa Clara County Tax Clearance Letter
18. Map on mylar paper signed by Surveyor of Record and owner (notarized).
19. Digital copies of ALL final submittal items (except items 14 & 15) by download or submitted in a flash drive