



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763

Information Packet (Vesting) Final Map Application

Purpose:

This packet has been prepared to assist applicants to apply for final map approval. The full requirements for the review and approval of subdivision maps can be found in the Seal Beach Municipal Code. Chapter 10.25, *Parcel Maps and Final Maps*, of the Municipal Code sets forth the City's requirements for review and approval of Final Maps. The City's General Plan, Subdivision Code, and Zoning Code can be viewed at City Hall and online at www.ci.seal-beach.ca.us.

Final Maps:

State law authorizes local governmental agencies to regulate and control the design and improvement of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. The State Subdivision Map Act ("Map Act") provides general regulations and procedures that local governments must follow in the regulation of subdivisions (the Government Code can be viewed online at <http://www.leginfo.ca.gov/calaw.html>).

Subdivision regulations and review procedures vary between subdivisions that result in four or fewer lots, which require tentative "parcel map" approval, and subdivisions that result in five or more lots, which require tentative "tract map" approval.

The Final Map review procedure is designed to insure that the Final Map is technically correct, conforms to the Tentative Map, and that all conditions of approval have been completed, or the appropriate improvement agreements and security documents have been approved.

Processing Timelines:

Once an application for a final map has been accepted as complete, the City will schedule the final map approval for consideration by the City Council within 50 days. The approval of a final map is a ministerial action not subject to additional environmental review pursuant to Section 15268 of the Guidelines for the California Environmental Quality Act.



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(Vesting) Final Map Application Packet

Application Deposit:

The cost of processing a final map is charged according to the hours spent by staff in reviewing the project application materials, reviewing map plan submittals, writing required staff reports, and attending the public meetings. The applicant will also be billed for project related costs such as City Attorney fees if these are required for your project. The "Application Deposit" account established for the Tentative Parcel/Tract Map application will also be utilized for processing the Final Map, and all project costs will be charged to this account. The Project Manager may require additional fees to be deposited. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.



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Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

Review Process

Submittal Requirements Checklist:

Step 1 – Filing of Required Improvement Plans

At least 60 days prior to submitting any Final Map, the applicant should submit any required Improvement Plans to the City Engineer for review and preliminary approval. Typical improvement plans may include, but are not limited to, new sidewalk, curb, gutter, street trees, street resurfacing, street lights, traffic signals, street striping and signage, and utility line upgrades, including fire hydrants, that are adjacent to and/or that service the project site.

Step 2 - Filing of Final Map

The applicant should submit the completed Final Map and other required information, including final Improvement Plans to the City Engineer in the Public Works Department. The Final Map shall be prepared pursuant to and in conformance with the approved Tentative Map. A "Subdivision Improvement Agreement," which requires the applicant to construct any required off-site public improvements after the Final Map is recorded and any necessary material and labor payment bonds, faithful performance bonds, or other acceptable securities, should also be submitted for review at this time.

It is important to submit a complete packet. Incomplete packets will delay processing of the Final Map.

Step 3 – City Staff Review of Final Map Application Packet

The City Engineer and any other appropriate City departments or other reviewing agencies will review paper copies of the Final Map, Improvement Plans and Subdivision Improvement Agreements and Bonds for conformity to the approved Tentative Map and the conditions of approval.

Upon City staff determination that the Final Map, Improvement Plans and Bonds are accurate and complete, the City will inform the applicant and project engineer that the required Mylar Final Map and Improvement Plans can be prepared.

Step 4 – Submission of Mylar Final Map and Improvement Plans

The project engineer and applicant will then prepare the required mylars of the Final Map and any required Improvement Plans. The Project Engineer will sign



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

the Final Map and Improvement Plans, and the applicant will sign the “Subdivision Improvement Agreement,” which requires the applicant to construct the off-site public improvements after the Final Map is recorded and any necessary material and labor payment bonds, faithful performance bonds, or other acceptable securities. The applicant will also submit any other required documents in accordance with the conditions imposed on the Tentative Map.

Step 5 – City Staff Approvals of Final Map

The City Engineer and any other appropriate City departments will review the signed Mylar Final Map, signed Improvement Plans and Subdivision Improvement Agreements and Bonds for conformity to the approved Tentative Map and the conditions of approval. Upon determination that all conditions of the Tentative Map are met and the Final Map and all required Improvement Plans and Subdivision Improvement Agreements and Bonds are acceptable, the Final map will be scheduled for City Council consideration. The City Engineer will execute any required Improvement Plans prior to City Council consideration.

Step 6 - City Council Approval of Final Map

The City Clerk will place the Final Map approval on the next available City Council Meeting Agenda as a “Consent Calendar” item. Upon City Council approval of the Final Map, the City Clerk will execute the Final Map and arrange for recording of the Final Map and any Improvement Agreements.

A General Note About Meeting Schedules

The City Council generally meets the 2nd and 4th Monday of each month. The schedule for your project can be affected by these established meeting dates. To allow City staff to process the Final Map as expediently as possible, please make sure the application package is complete and that information requested by staff is provided by indicated deadlines. For further information regarding the review of your project and processing time frames, please contact the project manager assigned to your application.

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(Vesting) Final Map Application Packet

INITIAL SUBMITTAL

The following Sections outline the submittal requirements and the review process and are designed to determine whether the Final Map conforms to the Tentative Map.

THE FINAL MAP MUST CONFORM TO THE APPROVED TENTATIVE MAP.

Compliance with all the requirements in the review process and a timely response to City staff requests will expedite the project through the review, approval, and recording process.

The project submittal does not imply acceptance or approval of the Final Parcel Map or Final Tract Map.

If the application is for a “**Vesting Map**,” please refer to Section 1.5, below for additional submittal requirements that pertain only to Vesting Map applications.

Section 1 – Submittal Requirements:

1.1 Review Fee:

- Deposit amount based on current fee resolution provisions (minimum deposit plus time and materials).
- All fees will be finalized before City Council consideration of the final parcel/tract map, in accordance with provisions of the current City of Seal Beach Fee Schedule.
- The “Application Deposit” account established for the Tentative Map application will also be utilized for processing the Final Map application, and all project costs will be charged to this account. The Project Manager may require additional fees to be deposited. At the close of your case, any remaining funds will be returned to you. At the City’s sole discretion, a planning consultant may process your application.

1.2 Application:

- Application** form must be filled out completely, signed by all owners of title, and notarized. If the record owner(s) is/are a corporation the signing officer’s name and title must appear below the signature for each corporation. (See pages 9-14 of this Information Packet.)



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

The applicant must show the City proof that he/she is the property owner. For example, by providing a copy of the Grant Deed and a picture I.D., such as a driver's license.

If the applicant is not the legal property owner, the property owner must authorize the applicant to act as his/her agent by signing the **Owner's Affidavit**. The Owner's Affidavit must be signed in the presence of a Notary Public or a Department of Development Services staff person. Proper identification will be required in both instances. If the property owner does not sign the Owner's Affidavit, the application is incomplete.

1.3 Title Report:

- Must be dated no more than 90 days prior to the submittal of complete package and must remain no more than 90 days old throughout the review process.
- Must cover all existing parcels and name current owner(s) of record.
- Any delinquent taxes must be paid and receipts submitted to the City.
- Any liens by public agencies must be cleared and a copy of a letter of release or other accepted proof of payment submitted to the City.

1.4 Final Parcel/Tract Map (5 Paper Sets):

Unless exempted by the City Engineer or otherwise indicated in this form, all of the following plans and related materials shall be provided as part of the Final Map submittal. Only map plans conforming to the following guidelines will be deemed complete by the project manager and forwarded to the appropriate reviewing bodies.

The Final Parcel/Tract Map must be prepared in conformance with the Subdivision Map Act, Land Surveyor Act, and Title 10 of the Seal Beach Municipal Code. Also refer to the Orange County Subdivision Manual for additional mapping information, which can be accessed at <http://www.ocplanning.net/Documents/pdf/subdivisionManual.pdf>:

The Final Parcel Map or Final Tract Map shall be prepared by a registered civil engineer or licensed land surveyor and shall comply with the provisions of the State Subdivision Map Act. The map must show the information requested in the "Final Map Submission Checklist" included as part of the Application.

1.5 Additional Submittal Materials – Vesting Final Map

Approval of a Vesting Final Map vests the application with development standards and requirements in place at the time of approval, even if



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

building permits are not immediately obtained. ***Filing of a Vesting Final Map requires submittal of the following additional items (in addition to all other applicable items).***

- A. At the time a Vesting Final Map is filed, it shall have print conspicuously on its face "Vesting Map." ***This requirement is mandatory*** and failure to comply with it will prevent the subdivider from obtaining the benefits of a vesting map.
- B. The subdivider/applicant must provide the following additional information at the time the Vesting Final Map is filed:
- The maximum height, total square footage, and location of all future buildings on the subject property (include one 11" x 17" site plan containing this information);
 - The location and size of connections to sewer, water, storm drain, and roadways;
 - A final grading plan indicating reasonable cut and fill (cubic yards) along with any required geological studies;
 - Methodology of satisfying storm water runoff and the estimated amount of stormwater runoff in CFS (cubic feet per second);
 - School impact analysis for grades K through 12;
 - Traffic impact analysis;
 - Building signing program; and
 - Any other materials considered essential to the project (i.e., open space maintenance responsibilities, provisions made for trails and/or parks and their maintenance responsibilities).
- C. A Vesting Final Map cannot be accepted for filing unless all other discretionary land use approval applications are already approved or are approved concurrently with the Vesting Final Map. Please meet with the project manager to ensure that all applicable discretionary land use approvals have been obtained, or will be scheduled for final approval, concurrent with Vesting Final Map approval by the City Council.



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

Attached Sheets

- Application: Final Map - (6 pages)
- Exhibit A: Standard Conditions of Approval for Final Maps – (2 pages)
- Exhibit B: Conditions Approval Form – (1 page)
- Exhibit C: Seal Beach Municipal Code, Title 10: Subdivisions, Chapter 10.25: Parcel Maps and Final Maps

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 211 Eighth Street, Seal Beach, CA 90740
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 (Vesting) Final Map Application Packet**

**APPLICATION
 (VESTING) FINAL PARCEL/TRACT MAP**

Note: Prior to submittal of this Application, please read the “*Information Sheet – (Vesting) Final Map*” available from City Staff or on the City website.

TYPE OR PRINT LEGIBLY – SHOW ALL INFORMATION – use additional pages if necessary

Date of Submittal: _____

PROJECT		
ADDRESS		
LOCATION (INCLUDE CROSS STREETS)		
TYPE OF PROJECT (Circle Project Type)	PARCEL MAP	TRACT MAP
APN (ALL PARCELS)		

LEGAL OWNER		
NAME OF LEGAL OWNER(S) (AS SHOWN IN TITLE REPORT)		
MAILING ADDRESS, CITY, STATE, ZIP		
NAME OF CONTACT PERSON		
PHONE	FAX	E-MAIL

SURVEYOR / ENGINEER		
NAME OF CONSULTING FIRM		
MAILING ADDRESS, CITY, STATE, ZIP		
NAME OF CONTACT PERSON		
PHONE	FAX	E-MAIL



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

PROJECT CONTACT			
WHO WILL BE THE CONTACT FOR THIS PROJECT? (Circle as appropriate)	OWNER	SURVEYOR	OTHER, IDENTIFY BELOW
NAME OF CONTACT PERSON			
MAILING ADDRESS, CITY, STATE, ZIP			
PHONE	FAX		E-MAIL



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

FINAL MAP SUBMITTAL CHECKLIST:

A FINAL MAP APPLICATION IS NOT CONSIDERED AS FILED AND COMPLETE UNTIL ALL OF THE FOLLOWING HAVE BEEN PROVIDED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

If a box is not checked for any item, please provide a written explanation.

Final Map(s)

- 18" X 26" Reproducible with 1" Margin
- Legibly drawn
- Sheets Numbered and Number of Sheets
- North Arrow
- Correct Scale
- Title Block
- Surveyor / Engineer Seal with Signature and Expiration Date
- Engineer Registration # Less Than 33966
- Parcels Numbered Only
- Block May be Numbered or Lettered
- Exterior Boundary Legend
- Designated Remainder Less Than 5 Acres or "Not a Part Of" Must Be Shown
- Adjacent Property Lines / Identification - Owner, Subdivision Name
- Print Out of Closure Sheets
- Closure for Resultant Properties
- Closure for New Public Utility Easement's
- Tie to Island Type Public Utility Easement's
- Curve Data
- Radius
- Arc Length
- Central Angle
- Radius Bearing Cord Distance for Non Tangent Curves
- All Curves have Sufficient Data Shown (3)
- All Straight Lines Labeled with Bearing and Distances
- Monuments are Shown and Dimensioned - 5 Foot Offset
- Basis of Bearing Defined and Shown



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

STATEMENTS

- Owners, Name(s) as Shown on Recorded Document
- Surveyor / Engineer
- Recorder
- City Clerk
- City Engineer
- Beneficiary Statement
- Acknowledgement Statements
- Offers of Dedications
- Street Names - Widths - Centerline - Monument Line
- Easement Locations and Width - Show Book and Page
- Legend of Symbols
- Building Setback Lines
- Lot Area
- Flood Zone Notation
- Street Monuments - Property Corners to be Set
- This Subdivision is Transferable Subject to a Subdivision Agreement which is on File with the City Engineer, City of Seal Beach
- If abandoning any Encumbrances, Public Utility Easement, Street, Alley, etc, submit the Record Document which created said Public Utility Easement, Street, Alley, etc.
- Statements should reflect the Name of either the Tentative Parcel Map or Tentative Tract Map that was Approved
- Provide copy of document that Authorizes the Person Signing the Map on behalf of the Company or Partnership
- Show Tie to NAD @ 3 Control Points

ADDITIONAL DOCUMENTS (where applicable)

- Copy of approved Tentative Map and signed copy of the resolution of approval for the Tentative Map with conditions of approval
- Conditions Approval Form for all Tentative Map conditions of approval
- Agreement and Security for Improvements
- A guarantee of title issued by a title company to and for the benefit and protection of the City and shall be continued complete up to the instant of recording of the Final Map, guaranteeing that the names of all persons whose consent is necessary to pass clear title to the land being subdivided, and all public easements being offered for dedication, and all acknowledgements thereto, appear on the proper certificates and are



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

correctly shown on the Final Map, both as to consents as to the making thereof and affidavits of dedication where necessary

- A signed deed for each required off-site easement or right-of-way which has not been offered for dedication on the Final Map
- Preliminary Title Report with each Offer of Dedication
- Instrument Prohibiting Right of Access across Non Access or Planting Strips
- Calculation and Traverse Sheets used in computing Distance, Angles and Course, and Ties to Monuments - 2 Copies
- Evidence from the various utility companies that the utility easements are acceptable.
- Proposed CC&Rs - 2 Copies
- Soils Report - 2 Copies
- Improvement Plans and Specifications and Cost Estimates for Improvements
- Street Name Approval request with Exhibit Map

SUPPLEMENTAL INFORMATION SHEETS

Pursuant to Section 10.25.055, *Supplemental Information Sheets*, the City may require the recordation of additional information as follows:

- Location Map.
- Identification of all lands within identified flood zones.
- Reference to any Soils or Geologic Hazards Report, together with the date of the report and the name of the engineer making the report.
- Any information required by the approval body to be included on the supplemental sheet(s) because of its importance to potential successors in interest to the property, including any other easements or dedications.

OTHER

- Submit AUTOCAD File

ADDITIONAL INFORMATION:

- As requested by Project Manager

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Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

OWNER'S CERTIFICATION (Notary required for all signatures)

The undersigned hereby acknowledges being the record owner(s) of the property contained within this project and hereby consents to the processing of this Final Map application; and further acknowledges that they understand the Final Map Application Process and Requirements associated with this application.

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

Use additional page if more space is required for Owner's Certification (Attach notary acknowledgement(s) for each signature)



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

EXHIBIT A

STANDARD CONDITIONS OF APPROVAL FOR FINAL MAPS



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

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City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

**STANDARD CONDITIONS OF APPROVAL FOR
FINAL MAPS**

1. A final map prepared by or under the direction of a registered civil engineer or licensed land surveyor shall be submitted to and approved by the City of Seal Beach prior to being filed with the Orange County Recorder.
2. A preliminary map guarantee shall be provided that indicates all trust deeds (to include the name of the trustee), all easement holders, all fee interest holders, and all interest holders whose interest could result in a fee. The account for this title report shall remain open until the final map is filed with the Orange County Recorder.
3. Easements shall not be granted or recorded within any area proposed to be dedicated, offered for dedication, or granted for use as a public street, alley highway, right of access, building restriction, or other easements until after the final map is approved by the City of Seal Beach and filed with the Orange County Recorder, unless such easement is subordinated to the proposed dedication or grant. If easements are granted after the date of tentative map approval, the easement holder shall execute a subordination prior to the filing of the final map.
4. All required off-site improvements shall be completed prior to the recordation of the final map. (Unless the aggregate cost of all off-site improvements exceed \$125,000.00). Should any required off-site improvement not be completed within a 36-month period, an improvement security bond pursuant to the regulations of Chapter 5 of the Subdivision Map Act with denomination to be determined by said Chapter thereof shall be issued to ensure that all the improvements will be completed in a timely manner.
5. All conditions from the City of Seal Beach Departments and Divisions shall be incorporated into the parcel/tract map prior to submitting the parcel/tract map for review.
6. Documentation shall be provided indicating the mathematical accuracy, title information, and survey analysis of the parcel/tract map and the correctness of all certificates. Proof of ownership and proof of original signatures shall also be required.
7. Proof of Tax clearance shall be provided at the time of parcel/tract map review submittal.



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

8. Upon submittal of the parcel/tract map for review by the City of Seal Beach, a letter signed by both the subdivider and the engineer shall be provided, which indicates that these individuals agree to submit 5 blueprints, one 8 ½" x 11" copy, and one mylar of the recorded parcel/tract map to the City of Seal Beach Public Works Department.



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

EXHIBIT B

CONDITIONS APPROVAL FORM



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

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**City of Seal Beach
 Department of Public Works/Engineering
 211 Eighth Street, Seal Beach, CA 90740
 Information: (562) 431-2527 FAX: (562) 430-8763
 (Vesting) Final Map Application Packet**

**CONDITIONS APPROVAL FORM
 Approval of Other Agencies / Departments**

DATE: _____
 CONSULTANT/OWNER: _____
 PHONE: _____
 PROJECT NAME: _____
 CITY CONTACT: _____

THE INSTRUCTIONS LISTED BELOW MUST BE FOLLOWED IN ORDER FOR THIS FORM TO BE VALID.

1. This form must be filled out **completely by a consultant or owner**.
2. A copy of all pages of **approved resolutions, notices of decision, or Planning Department** approval (conditions of approval) must be attached to this form.
3. After signatures are obtained, return this form with the attached resolutions, notices of decision, or Planning Commission's approval and any other required documents to:

Seal Beach City Hall
 Attn: City Engineer
 211 Eighth Street
 Seal Beach, CA 90740

SATISFACTION OF CONDITIONS:

Condition # _____ Agency / Department: _____
 Approved By: _____
 Date: _____
 Comments: _____

Condition # _____ Agency / Department: _____
 Approved By: _____
 Date: _____
 Comments: _____

Condition # _____ Agency / Department: _____
 Approved By: _____
 Date: _____
 Comments: _____

Use Additional Sheets as Necessary



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

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City of Seal Beach
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211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

EXHIBIT C

**SEAL BEACH MUNICIPAL CODE, TITLE 10:
SUBDIVISIONS, CHAPTER 10.25: PARCEL
MAPS AND FINAL MAPS**



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
(Vesting) Final Map Application Packet

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