CITY OF ORANGE

PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

FILING INSTRUCTIONS FOR PARCEL MAP

Rev. January 2013

THE APPLICANT SHOULD FIRST DISCUSS THE POINTS INVOLVED IN THE PROPOSED APPLICATION WITH A MEMBER OF THE STAFF.

TENTATIVE PARCEL MAP

Each person filing a Tentative Parcel Map (TPM) must certify that he is the record owner of the property or that the record owner of the property consents to the filing of the Map. All information shall be submitted on the application forms. Print or type with black ink only. Signatures shall be in black ink only.

The Tentative Parcel Map shall show, contain or be accompanied in writing by the following information:

1. A Plot Plan drawn to suitable scale showing the following:

    a. The exterior boundaries of the property including all bordering streets or easements.
    b. The location of the property in relation to the nearest street intersection.
    c. The layout of the proposed parcels, the dimensions of each, and a number on each parcel.
    d. The location of each existing building or structure and the distance of each from the nearest parcel line.
    e. The location of existing wells, cesspools, septic systems. Irrigation lines and underground structures and the distance of each from the nearest parcel line.
    f. The location of existing and/or proposed easements including those which cross adjacent properties to serve the proposed parcels.

2. A full legal description of the property to be divided, including the legal description of any easements or right-of-way necessary to provide vehicular access thereto or affecting the usability of the property.

3. The name, address, telephone number, and email address of both the person filing the Map and the record owner of the property.

4. The source, name of supplier, quality and an estimate of available quantity of potable domestic water.

5. Method of sewage disposal proposed and, if by sanitary sewer, the name of the sewering agency.

6. Type of street improvements and utilities proposed.

7. Proposed method for the control and disposal of runoff water. (Note: A supplementary topographic map showing existing watercourses and existing and proposed drainage facilities may be necessary.)

8. Proposed use of parcels. (Note: Proposed uses must conform with the uses permitted in the zoning district in which the property is located.)

Each Tentative Parcel Map submitted will be checked for completeness and accuracy prior to being accepted for filing. The Tentative Parcel Number must be obtained from the County of Orange.

Applications for a Tentative Parcel Map must include a completed application form, Fifteen (15) copies of the Tentative Parcel Map and a Plan Check deposit. The current **Tentative Parcel Map deposit is $500*.**

The Staff Review Committee will review the Map within 14 days after the Map has been accepted for filing. Final action on Map depends on complexity of project as discussed in Orange Municipal Code Chapter 16.12.

FILING INSTRUCTIONS
FOR

PARCEL MAP

FINAL PARCEL MAP

When the Tentative Parcel Map has been approved, the applicant should submit four (4) copies of the Final Parcel Map for plan check and **deposit $2,500 plan check deposit**. The City plan check deposit is to be charged by City staff on actual time spent and the deposit amount may vary depending on the complexity of the particular map.

At the same time, the applicant should also submit Final Map directly to the County Surveyor for technical plan check.

The City will check for map conformance to approved tentative map, project conditions of approval, map format, certificate statements, dedications of right-of-way and easements, and other non-technical components. All City corrections shall be incorporated in the plan check submittal to the County Surveyor.

Once the County Surveyor's office issues the review letter stating that the map is "***technically correct and acceptable for recordation pursuant to a final linen review***", submit the Mylar to the City for signature by the City Engineer and the City Clerk (if approved by City Council). The applicant should then pick up and deliver the city approved map to County Surveyor for final review and signature.

A Final Parcel Map must be recorded within **24 months** and/or prior to the sale or lease of any new parcels.

Once the map is recorded, the applicant shall deliver 2 printed copies of the final map with County recordation stamp to the City for filing. A digital scanned file shall be delivered at the same time to the City. No building permits will be issued on any new parcels prior to Recorded copies of the Final Parcel Map being on file in the Office of the City Engineer.

After receiving copies of the recorded Final Map, any remaining plan check deposit will be refunded.

FILING INSTRUCTIONS
FOR

PARCEL MAP

CERTIFICATE STATEMENTS

CITY ENGINEER'S CERTIFICATE

I hereby state that I have examined this map and have found it to be substantially in conformance with the tentative map, if required, as filed with, amended and approved by the [City Council, City Planning Commission, or City Staff Review Committee]; that all provisions of the Subdivision Map Act and City Subdivision Regulations have been complied with.

Dated This _____ Day of _____, 20___

(Stamp)

_____
Frank Sun, City Engineer, City of Orange

R.C.E. No. 52835
Expiration Date 12/31/2014

COUNTY SURVEYOR'S STATEMENT

I hereby state that I have examined this map and have found that all mapping provisions of the Subdivision Map Act have been complied with and I am satisfied said map is technically correct.

Dated This _____ Day of _____, 20___

(Stamp)

_____
Kevin R. Hills, County Surveyor

L.S. No. 6617
Expiration Date 12/31/2013

FILING INSTRUCTIONS
FOR

PARCEL MAP

CERTIFICATE STATEMENTS

OWNERSHIP CERTIFICATE

(Dedication Statements)

We hereby dedicate to the public for street purposes: _____ Street.

We hereby dedicate to the City of Orange an easement over [Parcel 'A'[, [or, _____ Street (private street),] as shown on said map, for emergency vehicular access and public utility purposes, an easement for the right of access over _____ Street, a private street, for the purposes of trash collection, police services, fire safety, health protection and general welfare,. This easement for the right of access shall include a right of access by any owned vehicle authorized by the City of Orange to perform functions on behalf of the City, such as trash collection and public utility.

We also hereby dedicate to the City of Orange an easement for the right of access as shown as easement note_____ hereon for the purpose of trash collection, police service, fire safety, health protection and general welfare. This easement for a right of access shall include a right of access by any owned vehicle authorized by the City of Orange to perform functions on behalf of the City, such as trash collection and public utility.

The ____-foot easement for sanitary sewer [storm drain] purposes as shown on said map.

An easement for traffic signal purposes [sidewalk purpose] as shown on said map.

An easement shown as easement note_____ hereon for domestic water service.

The domestic water system and appurtenances shown on the improvement plans for this Tract.

We also hereby release and relinquish to the City of Orange all vehicular access rights to _____ Street, except at approved access locations.

FILING INSTRUCTIONS
FOR

PARCEL MAP

CERTIFICATE STATEMENTS

CITY CLERK'S CERTIFICATE

(Only if the Parcel Map requires City Council approval)

I hereby certify this map was presented for approval to the City Council of the City of Orange at a regular meeting thereof held on the _____ day of _____ 20___ and that thereupon said Council did, by an order duly passed and entered, approve said map.

And did accept on behalf of the Public subject to improvements, the dedication for street purposes of _____ Street. [Reject dedication for street purposes of _____ Street.]

And did accept on behalf of the Public an easement over [Parcel 'A'], [or, _____ Street (private street),] for emergency vehicular access and public utility purposes, an easement for the right of access over _____ Street for the purposes of trash collection, police services, fire safety, health protection and general welfare. This easement for the right of access shall include a right of access by any owned vehicle authorized by the City of Orange to perform functions on behalf of the City, such as trash collection and public utility.

And did accept on behalf of the City of Orange:

1. *The _____-foot easement for sanitary sewer [storm drain] purposes as dedicated.*
2. *The easement for traffic signal purposes as dedicated.*
3. *The easement for sidewalk purposes as dedicated.*

And did also accept on behalf of the City of Orange, all vehicular access rights to _____ Street except at street intersection as released and relinquished.

And did also approve the subject map pursuant to Section 66436(a)(3)(A) of the Subdivision map Act.

Dated This _____ Day of _____, 20___

_____

Mary E. Murphy
City Clerk, City of Orange