CITY OF POMONA - PUBLIC WORKS DEPARTMENT
SUBMITTAL PROCEDURE
FOR TRACT/PARCEL MAP

The following documents are required before the plan check fees can be received and the plan check procedures can be implemented.

☐ 1. One (1) e-copy of the conditions of approval (Planning Commission Resolutions for the map and CUP, if applicable)

☐ 2. One (1) e-copy of the Tract/Parcel Map

☐ 3. One (1) e-copy of the traverse closures

☐ 4. One (1) e-copy of the Preliminary Subdivision Report

☐ 5. One (1) e-copy of the easement(s) and deed(s) pertinent to the map

☐ 6. One (1) e-copy of an adjacent recorded subdivision map

☐ 7. One (1) e-copy of the approved Tentative Tract/Parcel Map

☐ 8. One (1) e-copy of the Los Angeles County Tax Assessor Maps with property outlined in red

☐ 9. One (1) e-copy of Completed Submittal Information Sheet

NOTE: Neither a Tract/Parcel Map submittal, nor a payment for plan checking fees can be received or receipted until ALL of the above documents and information have been submitted.

For inquiries regarding the Tract/Parcel Map submittal and recordation procedures, call 909/620-2285.

PLAN CHECK FEE - TRACT MAP: $5,094.00, plus $142.00 per lot, plus $3.91 processing fee; payment is required at the time of the 1st submittal.

PLAN CHECK FEE - PARCEL MAP: $4,526.00, plus $142.00 per lot, plus $3.91 processing fee; payment is required at the time of the 1st submittal.

Public Works Department/Engineering Division

SUBMITTAL INFORMATION SHEET

PLEASE FILL IN THIS INFORMATION SO WE MAY QUICKLY REFERENCE YOUR PROJECT.

LOCATION OF PROJECT: _____

APPLICANT

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: ( ) _____ FAX: ( ) _____

OWNER

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: ( ) _____ FAX: ( ) _____

ENGINEER/CONSULTANT

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: ( ) _____ FAX: ( ) _____

APN NO: _____

TRACT MAP, PARCEL MAP, LOT LINE ADJUSTMENT, LOT MERGER NO: _____

GRANT DEED NO: _____ DATE FILED: _____

PLANNING RESOLUTION NO: _____ DATE: _____

CITY ATLAS MAP NO: _____