



City of Victorville

Department of Development

Planning • Building • Code Enforcement

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PARCEL MAP SUBMISSION CHECKLIST

Following is a list of items required for the initial submission of Parcel Maps. Incomplete submittals will not be accepted. Projects shall have Planning Commission approval or submittal will not be accepted. Other items may be required through the approval process specific to your project, as listed in the Conditions of Approval and/or as required by the Planning Director. The improvement plans (when required), must meet the minimum requirements as shown on the City Improvement Plans Checklist available on the City Web Site or Development Counter. Subsequent submissions of check prints must include the previous check print (redline) and any other items requested on the transmittal. Mylar is only to be submitted when requested.

- Completed Application and Application Fees (see current fee schedule)
- 3 sets of parcel map check print and 1 digital copy (see digital submission requirements)
- Latest grant deed for property to be subdivided
- Title report (dated within 60 days of the map submission)
- Copies of all recorded documents referenced by the title report
- Copies of all record maps adjacent to and that are referenced by the final map
- Copy of the Tentative Map and Conditions of Approval for the project
- 2 sets of computer generated closure reports (see Part IV-City Standards & Specifications)
- Copy of County Assessor's map of the property