



City of Victorville

Department of Development

Planning • Building • Code Enforcement

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TRACT MAP SUBMISSION CHECKLIST

Following is a list of items required for the initial submission of Final/Tract Map projects. Incomplete submittals 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 referenced by this checklist must meet the minimum requirements as shown on the City Improvement Plans Checklist available on the City Web Site or at the 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)
 - Approved Drainage Study
 - Approved Traffic Study (if required)
 - Approved Sewer Feasibility Study (prepared by Engineering Dept.)
 - Approved Water Feasibility Study & Will Serve Letter (prepared by Engineering Dept.)
 - 3 sets of final map 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
 - 1 Copies of Soils and/or Geological Report prepared for the subdivision
 - 3 Sets of Rough Grading and Erosion Control Design Plans and 1 digital copy (pdf)
 - 3 Sets of Street Improvement and Striping Plans and 1 digital copy (pdf)
 - 3 Sets of Sewer Improvement Plans and 1 digital copy (pdf)
 - 3 Sets of Water Improvement Plans and 1 digital copy (pdf)
 - 3 Sets of Street Lighting Improvement Plans and 1 digital copy (pdf)
 - 3 Sets of Storm Drain Improvement Plans (if applicable) and 1 digital copy (pdf)
 - 1 Sets of Storm Water Pollution Prevention Plans (SWPPP) and 1 digital copy (pdf)
 - 3 Sets of Landscape Design Plans (for landscape easement areas) and 1 digital copy (pdf)
 - 2 Sets of Subdivision Improvements Cost Estimate, 1 digital copy in (MS Excel format)
- The following items are to be submitted if applicable:
- 1 Petition package requesting to be annexed into a Landscape Maintenance Assessment District
 - 1 Petition package requesting to be annexed into a Street Lighting Assessment District
 - 1 Petition package requesting to be annexed into a Drainage Facility Assessment District