

CITY OF MILPITAS
ENGINEERING DIVISION
455 E. CALAVERAS BLVD.
MILPITAS, CA 95035
408-586-3329
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TRACT OR PARCEL MAP SUBMITTAL REQUIREMENTS

Project Address: _____ **Date:** _____

In order to process and expedite your request for review of tract or parcel map, please submit the applicable items listed below.

- 5 Prints of each title sheet and map
- 2 Prints of traverse calculations
- 2 Prints of the current preliminary title report (not over 90 days old)
- 2 Prints of separate mutual ingress / egress and other easements (when applicable)
- 2 Prints of record statement of partnership if partnership is to execute the map
- 2 Prints of any recorded maps, records of survey, or other reference material used
- 2 Prints of other studies/calculations
- 2 Prints of the preliminary soils report
- 1 Transmittal letter containing instructions

Notes:

1. All drawings and calculations must be signed and sealed by a Land Surveyor or qualified Civil registered Civil Engineer as required by California Business and Professional Code prior to approval.
2. If one or more of the required items are not submitted, the application will be considered incomplete and will not be processed.

The submittal of tract/parcel map for plan check also requires the submittal of all associated improvements plans including, grading, utilities, and landscaping plans.