



**CITY OF MORGAN HILL**  
**DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING**

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17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236  
Website Address: [www.morgan-hill.ca.gov](http://www.morgan-hill.ca.gov)

**FINAL (TRACT) MAP OR PARCEL MAP  
APPLICATION COMPLETENESS CHECKLIST**

**APPLICATION PURPOSE**

The review of the Final (Tract) Map (5 lots or more) or Parcel Map (4 lots or less) is to verify mapping is in substantial conformance with the Subdivision Map Act, tentative map, and conditions of the project's Subdivision (SD) application approval.

**SUBMITTAL CHECKLIST**

The following checklist must be completed and submitted with each application. Please check **every** item as either “Y” for items that are included with the application, “N” for items that are not included with the application, or “NA” for items that are not applicable to the application. Items without an “N” checkbox are minimum requirements initially due with the application.

	<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>N/A</u></b>	<b><u>Submittal Item (application will be rejected if items are incomplete)</u></b>
P1.	<input type="checkbox"/>			Concurrent submittal of private improvement plans to Building Division
P2.	<input type="checkbox"/>			Concurrent submittal of Map to Engineering Division
1.	<input type="checkbox"/>			Completed Engineering Review Application
2.	<input type="checkbox"/>			Obtain and provide proof of the services of a Title Company that will facilitate the recordation of map with the Santa Clara County Recorder's office.
3.	<input type="checkbox"/>			Final or Parcel Map – <b>Two (2)</b> full size sets (size 18" x 26")
4.	<input type="checkbox"/>			Closure Calculations – All lots, overall parcel, streets
5.	<input type="checkbox"/>			Title Report – Preliminary <b>report dated not more than 3 months old</b>
6.	<input type="checkbox"/>			Title Report Backup Documents <ul style="list-style-type: none"><li>• Copy of the recorded deed</li><li>• Copy of easements and dedications</li><li>• Copy of recorded map</li></ul>
7.	<input type="checkbox"/>			Topographic Survey - <b>One (1)</b> set (24" x 36") <ul style="list-style-type: none"><li>• Survey of site showing all existing structures located relative to proposed lot line adjustment</li></ul>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of adjoining deeds, recorded maps, easements used as reference
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Development Agreement, if applicable (signed by owner)
10.	<input type="checkbox"/>			Copy of Tentative Map Subdivision (SD) Approval – Conditions (signed by owner)

11.	<input type="checkbox"/>			Copy of Tentative Map with Planning approval signature and stamp.
12.	<input type="checkbox"/>			Copy of Site/Design Review (SR) Approval – Conditions (signed by owner)
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Out-of-tract easements/dedications to record concurrently with Map
14.	<input type="checkbox"/>			Digital copies (include AutoCAD file) of <b>ALL hard copy submittal items above</b> , by download or submitted in a flash drive
15.	<input type="checkbox"/>			<p>Parcel Map Review Fee: <b>\$15,511*</b>                  Final (Tract) Map Review Fee: <b>\$18,357*</b>  <i>Check made payable to City of Morgan Hill</i>  <b>*(Effective 07/01/25, Service No. 92, AC# 206-38716)</b></p> <p><b>Note:</b> (a) the review fee covers three (3) plan reviews; additional fees will be charged at an hourly rate of \$230 per hour, starting with the 4<sup>th</sup> plan review.</p> <p>(b) Approved reviews, which resubmits for changes (revisions), are also subject to additional review fees at \$230 per hour.</p>

### **FINAL SUBMITTAL AND RECORDATION REQUIREMENTS**

1.	<input type="checkbox"/>	Map – <b>One (1)</b> Mylar set signed by owner and Land Surveyor or Registered Civil Engineer with license number below 33966 (licensed before January 1, 1982)
2.	<input type="checkbox"/>	Authorization to record map by Title Company
3.	<input type="checkbox"/>	Subdivision Guarantee from Title Company
4.	<input type="checkbox"/>	County Tax Clearance Letter
5.	<input type="checkbox"/>	Title Company contact information who will facilitate the coordination and recordation of the Map
6.	<input type="checkbox"/>	Digital copies of ALL final submittal items by download or submitted in a flash drive

OFFICE USE ONLY	
Date Received:	
PW File Number:	
Project Address or APN:	