

**Sacramento City Code**

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Title 16 SUBDIVISIONS

**Chapter 16.28 FINAL MAPS**

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**16.28.010 Timing.**

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Within thirty-six (36) months of the date of approval or conditional approval of the tentative map, or within any further time period for which an extension has been granted, the subdivider may cause the proposed subdivision or any part thereof to be surveyed and a final map to be prepared and recorded in accordance with the provisions of this chapter and the Subdivision Map Act. (Ord. 2005-050 § 21; prior code § 40.07.701)

**16.28.020 Preparation and form of final map.**

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The final map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor in the manner required by the Subdivision Map Act, and shall conform to all of the following provisions:

- A. The general form and layout of the map, including but not limited to the size and type of lettering, and the drafting and location of acknowledgements, shall be as determined by the city manager's designee.
- B. The scale of the map shall be one inch equals one hundred (100) feet, unless otherwise permitted by the city manager's designee, but in any case the map shall show clearly all details of the subdivision.
- C. All dimensions shall be shown in feet and hundredths of a foot. No ditto marks shall be used.
- D. If more than three sheets are necessary to show the entire subdivision, an index map shall be included on one of the sheets.
- E. The subdivision designation, scale and north point shall be shown on each sheet except the endorsement sheet.
- F. A title sheet, designated as page number one of the final map, shall be provided; except that, where the size of the subdivision permits, in lieu of a separate title sheet, the information required to be shown thereon may be shown on the same sheet as the map of the subdivision.
- G. The final map shall be so made and shall be in such condition when filed that legible prints and negatives can be made therefrom. (Ord. 2004-033 § 1; prior code § 40.07.702)

**16.28.030 Title sheet of final map.**

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The title sheet shall contain the following information:

- A. Title followed by the words "City of Sacramento."
- B. Below the title shall be a subtitle consisting of a description of all property being subdivided to such map or maps or property shown thereon as shall have been last previously recorded or filed in the county recorder's office, or shall have been last previously filed with the county clerk pursuant to a final judgment in any action in partition, or shall have been previously filed in the office of the county recorder under authority of the Subdivision Map Act or by reference to the plat of

any United States survey. The description shall also include reference to any vacated area with the number of the ordinance vacating said area.

C. The subtitle of maps filed for the purpose of reverting subdivided land to acreage shall consist of the words "A reversion to acreage of \_\_\_\_\_."

D. References to tracts and subdivisions in the description must be worded identically with original records, and references to book and page of record must be complete.

E. Affidavits, certificates, acknowledgments, endorsements, acceptances, dedications and notarial seals required by law and by these regulations.

F. The basis of bearings used in the field survey, making reference to some recorded subdivision map or other record acceptable to the city manager's designee. (Ord. 2004-033 § 1; prior code § 40.07.703)

#### **16.28.040 Certificates on final map title sheet.**

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The title sheet of the final map shall contain those certificates required by the Subdivision Map Act. The form of the certificate shall be approved by the city attorney. (Prior code § 40.07.704)

#### **16.28.050 Information on final map.**

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The final map shall substantially conform to the tentative map approved or conditionally approved by the council (including all approved modifications) and shall contain the following information:

A. The boundary line of the subdivision shall be designated by a bold border line.

B. All areas shown on the map which do not constitute a part of the subdivision shall be labeled "Not a part of this subdivision," or "N.A.P.O.T.S." All lines delineating such areas shall be dashed.

C. All survey data and information required by Section 16.44.120, Survey data and information to be shown on final map or parcel map, of this title.

D. All lots or parcels intended for sale or reserved for private purposes and all parcels offered for dedication to the city or any other public agency for any purpose with all dimensions, boundaries and courses clearly shown and defined in every case.

Dimensions of lots shall be as total dimensions, corner to corner in addition to point to point dimensions.

E. All lots shall be numbered consecutively, without omissions or duplications, throughout the subdivision starting with the number "1," except units of a total development, which shall be numbered consecutively throughout the development. Only parcels offered for dedication other than for streets or easements shall be designated by letters; provided, however, in single-family subdivisions the parcels intended for other than single-family use may be designated by letters. Each numbered lot shall be shown entirely on one sheet.

F. The location and total width of all streets, alleys, pedestrian ways, equestrian and hiking trails and biking paths; the names of streets, and the width on each side of center line of each street, the width of the portion of the street, alley, pedestrian way, equestrian and hiking trail, and biking path being dedicated, and the width of the existing dedication, if any, within the subdivision.

G. The location and widths of any other rights-of-way within the subdivision.

H. Building setback lines, if they differ from the standard requirements established by the Planning and Development Code.

I. All necessary data including width and side lines of all public easements to which the lots of the subdivision are subject. Each easement shall be clearly labeled and identified as to nature and purpose and, if already of record, its recorded reference given. If any easement is not definitely located on record, a statement concerning the easement shall appear on the title sheet. Easements shall be denoted by fine, dashed lines.

J. All limitations on rights of access to and from streets and lots and other parcels of land.

K. The lines of any natural water course, channel, stream, creek or body of water in or adjacent to the subdivision.

L. The location, width and name of any street and the location and width of any alley, pedestrian way, equestrian or hiking trail, biking path, railroad right-of-way or other right-of-way adjacent to the subdivision.

M. Any city boundary crossing or adjoining the subdivision clearly designated and tied in.

N. In areas subject to one hundred (100) year flood hazard, base flood elevation or depth of flow and floodway boundary shall be indicated or a separate document shall be recorded with the final map indicating floodway boundary and base flood elevation or depth of flow. (Ord. 2013-0021 § 93; prior code § 40.07.705)

#### **16.28.060 Statements, documents and other data to accompany final map.**

The following statements, documents and other data, and as many additional copies thereof as may be required, shall be filed with the final map:

A. The names, addresses and telephone numbers of the record owners and subdivider and persons preparing the final map.

B. A guarantee of title or letter from a title company certifying that the signatures of all persons whose consent is necessary to pass a clear title to the land being subdivided and all acknowledgments thereto appear and are correctly shown on the proper certificates and are correctly shown on the final map, both as to consents for the making thereof and the affidavit of dedication.

C. A traverse sheet in a form approved by the city manager's designee giving lot areas, latitudes, departures and coordinates and showing the mathematical closures.

D. The engineer or surveyor under whose supervision the survey has been made shall furnish the city manager's designee field notes as required by Chapter 16.44, Surveys and Monuments, of this title.

E. The complete plans, profiles, cross sections, specifications and applicable permits for the construction and installation of improvements as required by Chapter 16.48, Improvements, of this title.

F. A final grading plan. Submission of a final grading plan may be waived by the city manager's designee when he or she determines that the submission of said plan is not required for proper grading, flood hazard mitigation and erosion control of the subdivision.

G. The agreement to make improvements and the security for such improvements as required by Chapter 16.48, Improvements, of this title.

H. All protective covenants, conditions, restrictions or affirmative obligations in the form in which the same are to be recorded when approval thereof by an officer of the city has been required as a condition of approval of the tentative map.

I. Any offer of dedication by separate instrument and accompanying title report as may be provided or required as a condition of approval of the tentative map. The dedication instrument and title report shall conform to the requirements of this section and shall be processed in accordance with the provisions of Section 16.32.110 of this title, Processing of parcel map, that relate to instruments of dedication and accompanying title reports.

Whenever an offer of dedication by separate instrument accompanies a final map, the final map shall not be accepted for filing by the city manager's designee unless and until the real estate supervisor notifies the city manager's designee that said offer of dedication has been approved for recordation as provided in Section 16.32.120 of this title.

J. All other data required by law or as a condition of approval of the tentative map, including plans, reports, agreements, permits, fees, security or other requirements.

K. If the final map creates one or more halfplex lots, the approved final inspection of the halfplexes constructed on each of the halfplex lots. (Ord. 2010-030 § 5; Ord. 2004-033 §§ 1, 4; prior code § 40.07.706)

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**16.28.070 Filing fee.**

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The final map shall be accompanied by a filing fee as established by resolution of the city council. (Prior code § 40.07.707)

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**16.28.080 Survey of final map.**

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A complete and accurate survey of the land to be subdivided shall be made by a registered civil engineer or licensed land surveyor in accordance with the provisions of Chapter 16.44, Surveys and Monuments, of this title. (Prior code § 40.07.708)

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**16.28.090 Filing of final map.**

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The subdivider shall cause all certificates to be executed except those to be executed by the city manager's designee, the city clerk and the county recorder, and shall file with the city manager's designee the original tracing of the final map and as many prints thereof as may be required. (Ord. 2004-033 § 1; prior code § 40.07.709)

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**16.28.100 Action by the city manager's designee.**

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Upon acceptance of the final map and accompanying documents, fees and materials for filing, the city manager's designee shall cause the same to be examined, and if found to be in substantial conformity with the approved tentative map and all amendments, conditions, modifications and provisions made or required by the city council, and if found to be complete, technically correct, in conformity with improvement plans and specifications, and in compliance with the requirements of these regulations, planned street lines and other applicable specific plans and ordinance, shall execute the city manager's designee certificate on the map for approval and acceptance, conditional acceptance or rejection of dedications. The city manager's designee shall submit the map to the city clerk for his or her certification. No final map shall be certified until the required improvements have

been installed or agreed to be installed in accordance with Chapter 16.48, Improvements, of this title.

Should the map or other accompanying documents, fees or materials be found to be incomplete or incorrect in any respect, the subdivider shall be advised in writing, by mail, of the changes or additions that must be made before the map may be certified. If the defect is the result of a technical and inadvertent error which, in the opinion of the city manager's designee does not materially affect the validity of the map, the city manager's designee may waive the defect and execute his certificate of approval.

The city manager's designee may refuse to approve the recording of a final map governing only a portion of a tentative map when, in the process of checking the final map he determines that said portion does not by itself provide adequate or satisfactory access, design or improvements and therefore does not conform to the design and improvement of the subdivision as indicated by the approved tentative map.

The city manager's designee must act on the final map within the time period prescribed by the Subdivision Map Act. (Ord. 2004-033 § 1, 5; prior code § 40.07.710)

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**16.28.110 Approval of final maps, execution of subdivision agreements and acceptance of dedications.**

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The city manager's designee shall notify the city council at its next regular meeting after the city manager's designee receives the map that the city manager's designee is reviewing the map for final approval.

The city clerk shall provide notice of any pending approval or disapproval by the city manager's designee, which shall be attached and posted with the city council's regular agenda and shall be mailed to interested parties who request notice.

The city manager's designee shall approve or disapprove the final map within ten (10) days following the meeting of the city council that was preceded by the notice in the paragraph above. The city manager's designee is authorized to execute subdivision agreements, as permitted by Government Code Section 66462(d), in accordance with the city's standard subdivision agreement.

As permitted by Government Code Section 66458(d), the city manager's designee may also accept, accept subject to improvement or reject dedications and offers of dedications that are made by a statement on the map.

The decisions of the city manager's designee to approve or disapprove the final map, to execute or not to execute subdivision agreements and to accept, accept subject to improvement or reject dedications and offers of dedications are final unless an interested party files a written appeal and accompanying fee with the city clerk within ten (10) days of receipt of the city manager's designee's decisions. The appeal will be considered by the city council at its next available regular meeting.

The city council shall review the delegation of authority to the city manager's designee every five years from the effective date of this section, or as soon thereafter as is practical.

Except as specifically authorized by this section, the processing of final maps shall conform to all procedural requirements of this chapter. (Ord. 2004-033 § 6; prior code § 40.07.711)

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**16.28.120 Multiple final maps.**

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Multiple final maps relating to an approved or conditionally approved tentative map may be filed prior to the expiration of the tentative map if:

A. The subdivider, at the time the tentative map application is filed, provides notice of the subdivision boundaries which will appear on said final maps and the sequence in which said final maps will be filed, in accordance with Section 16.24.060(S) of this chapter. In providing such notice, the subdivider shall not be required to define the number or configuration of the proposed multiple final maps; or

B. After filing of the tentative map application, the subdivider and the planning director and the city manager's designee concur in the filing of multiple final maps.

The filing of a final map on a portion of an approved or conditionally approved tentative map shall not invalidate any part of such tentative map. Each final map which constitutes a part, or unit, of the approved or conditionally approved tentative map shall have a separate subdivision number. The subdivision improvement agreement executed by the subdivider shall provide for the construction of improvements as required to constitute a logical and orderly development of the whole subdivision. (Ord. 2004-033 § 1; prior code § 40.07.712)

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