Development Services Department
Engineering - Land Development
311 Vernon Street
Roseville, California 95678-2649

Final/Parcel Map Document Submittal Checklist

Process:

Final and Parcel Map applications must include all the documents listed below in an electronic format, i.e. *.pdf, *.xls, *.dwg, etc. Applications will be reviewed for completeness. Upon acceptance, City staff will review the submitted documents within the designated review times. Final or Parcel Map comments can be expected in approximately twenty (20) business days for the first review, fifteen (15) business days for second review, and ten (10) business days for any additional reviews, however, review times can vary depending upon the number of applications before the City.

Applications submitted without the required documents and payments are not required to be accepted for processing.

Required Documents	Electronic Submittal Document Type
Map Review Application Form	Documents
Electronic/Digital Signature Disclosure Form*	Documents
Conditions of Approval	Documents
Approved Street Name Exhibit Form**	Documents
Signed Concurrent Review Application Form***	Documents
Preliminary Title Report **(NO OLDER THAN 6 MONTHS)**	Documents
Final or Parcel Map (w/planning file # & street names on map)	Plans
Boundary and Parcel Closure Calculations	Documents

***One form required for each different signature on the application form.**
** Provided by Development Services Business Services Division**
*** Only applicable when submitting an Improvement Plan to be reviewed concurrently with Planning Entitlement Review.**

FEES:
Please note: Applicable Surveyor Fee for Final/Parcel Map = $250
For all required permit fees, please refer to the City of Roseville website page: Applications, Forms & Handouts