



**CITY OF MADERA**  
**ENGINEERING DEPARTMENT**  
205 W. 4<sup>TH</sup> STREET MADERA, CA 93637  
**TEL:** (559) 661-5418 - **FAX:** (559) 675-6605

**PARCEL MAP**  
**PROCESSING PROCEDURES AND REQUIREMENTS**  
**Section 10-2.502 and Section 10-2701 M.M.C.**  
**Subdivision Map Act, Article 5, Section 66463**

The purpose of this document is to provide guidelines for the City of Madera's parcel map processing procedures. For fees associated with this process, please contact the City of Madera, Engineering at (559) 661-5418.

1. **Engineering Department** reviews with owner parcel map requirements, existing onsite improvements, future dedications and final lot sizes if requested by the Owner. Owner is then referred to Planning Department for filing of application.
2. Planning Department accepts and processes application with tentative map and forwards to Engineering Department for review. Tentative Map shall include but not limited to the following information:
  - Statement of owner authorizing submittal of tentative map.
  - Owner/subdivider name, address and phone number.
  - Site address if preaddressed
  - Assessor's parcel number
  - Original parcel area.
  - Parcel areas for each proposed parcel.
  - Zoning, existing and proposed
  - General Plan, existing and proposed.
  - Legal description of original parcel
  - Legend
  - Surrounding assessor' numbers or subdivisions
  - Street name, existing or proposed streets
  - Utilities, existing water, sewer street mains, onsite service lines, wells and septic tanks.
  - Street existing right-of-way width, future width dedications, setbacks to property line, curb and gutter, and any overhead utilities.
  - Structures with dimensions to property lines.
  - Flood zone classification with panel number.
3. **Engineering Department** reviews, comments and returns package to Planning Department with required development conditions.
4. Development Review Committee or Planning Commission approves conditions and tentative map. Owner accepts and signs conditions.
5. **Engineering Department** receives first submittal from owners engineer for plan check of Parcel Map. First plan check submittal requires the following:
  - Copy of signed conditions
  - Three copies of parcel map draft.
  - Lot traverses.
  - Preliminary title report or Performa Guarantee.
  - Supporting documents for undefined easements or other documents effecting parcel to be developed noted on schedule B of title report.
  - Easements deeds including legal description and exhibit for recording concurrently with parcel map.

7. **Engineering Department** request tax amounts from Madera County for required payment prior to recording parcel map.
8. **Engineering Department** informs engineering firm and owner of revisions and additional items required to be submitted prior to recording parcel map.
  - Notification from engineering firm stating date installation of monuments.
  - Updated title report if current title report will be less than 60-days at time of recording.
  - Tax amounts payable to Madera County.
  - Pay City of Madera parcel map and additional tax certification fees.
  - Deferral agreement (if required) to be recorded concurrently with parcel map.
  - Maintenance and Common Use Covenant (if required) to be recorded concurrently with parcel map.
  - Mylar parcel map shall be submitted after all revisions have been completed with stamps and signatures.
  - Submit check payable to Madera County, amount as required by Madera County Recorders Office as determined by number of map pages to be recorded.
9. Engineering firm and Owner submit all requested items to Engineering Department.
10. **Engineering Department** pays taxes for owner and makes copies of all documents to be recorded concurrently with parcel map. Documents may be recorded at an earlier time if desired and recording information noted on parcel map.
11. **Engineering Department** delivers to recorders office:
  - Mylar parcel map.
  - Title Report
  - Madera County taxes paid forms
  - Easements and/or dedications (if required) requiring recording prior to recording of parcel map, and noted on parcel map. Copy of parcel map and other documents to be recorded may be stamped confirmed by recorders off for engineering files.
12. **Engineering Department** notifies owner of recording information.

The Engineering Division is open Monday through Friday from 8:00am until 5:00pm. We are closed for lunch from 12:00pm until 1:00pm. The Finance window is open Monday through Friday from 9:00am until 4:00pm – if you need to pay fees, please plan your visit for this time.