



## COMMUNITY DEVELOPMENT DEPARTMENT

- Subject:** Procedures for Town Engineer Approval of Final Maps
- Issue:** What steps must be taken by Town staff to comply with the requirements of the Subdivision Map Act and Town Development Code for Town Engineer approval of final maps?
- Reference:** Section 18.98.100(B) Development Code; Section 66458(d) California Government Code
- Policy/Procedure:** The Town Engineer is authorized to sign final maps on behalf of the Town Council. However, before the Town Engineer may sign the map, the following procedures must be met:
1. Upon the Town Surveyor's final approval of the technical review of the map and the applicant's commitment that they will submit the signed mylar of the map and signed originals of all documents to be recorded concurrently within 10 days, the Town Engineer may prepare a notice of the pending action to approve the final map.
  2. The notice shall include the following information:
    - a) The application number, subdivision name, applicant's name, and a short description of the subdivision including its location;
    - b) A statement that the Town Engineer intends to approve the final map and includes the earliest and latest dates in which the Town Engineer may take action: the earliest date shall be no earlier than 10 days after the notice is published and posted and at least one day after the Council meeting; the latest date shall be no later than 10 days after the Council meeting;
    - c) A statement that the Town Engineer's action may be appealed to the Council within 10 days after the notice is published and posted at Town Hall;
    - d) A statement on where information on the final map may be reviewed.
  3. The Town Engineer shall forward the notice to the Town Clerk who will immediately post it at Town Hall as a public notice and

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attach it and post it with the agenda of the next available regular Town Council meeting.

4. Within the deadlines noted in Paragraph 2(b), the Town Engineer may approve and sign the final map and forward it to the applicant's title company who will coordinate the recordation of the map with the Town Surveyor. If the map is not signed within 10 days after the Town Council meeting, the notice is no longer valid and the Town Engineer must re-notice the action to approve the final map.

**Effective Date:** March 30, 2001

Approved by: \_\_\_\_\_  
Tony Lashbrook, Director

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Dan Wilkins, Town Engineer

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Patt Osborne, Town Clerk