




City of La Quinta

ENGINEERING BULLETIN #97-06

TO: All Interested Parties

FROM:  Timothy R. Jonasson, Public Works Director/City Engineer

REVISED EFFECTIVE DATE: July 13, 2015

EFFECTIVE DATE: December 19, 2006

SUBJECT: Filing Final Tract Maps & Parcel Maps for City Council Approval

This Engineering Bulletin supersedes the information contained in Engineering Bulletin #96-02, and incorporates the information previously contained in Engineering Bulletin #05-11.

There is an absolute deadline for filing a complete Final Tract Map or Parcel Map. The deadline is **NOON** on the **THURSDAY** occurring **TWELVE (12) DAYS prior to the City Council meeting**. The ensuing time is reserved for the following City functions: 1) staff review and approval of the last documents submitted; writing, management review, assembly, and reproduction of the staff report; public posting of the Council agenda; and 2) time for City Council members to read and evaluate all staff reports prepared for the forthcoming meeting. There are internal deadlines associated with most of these functions.

Map approval is made on the basis of documents having substantial legal and financial importance. It is essential that these documents be prepared and reviewed in a timely but unrushed environment.

The Final Tract Map or Parcel Map along with the following items must be submitted to, and accepted by, the Public Works Development Services Division prior to the filing deadline indicated in this bulletin:

1. One executed original of the Subdivision Improvement Agreement (SIA) if applicable.
2. Improvement security in the amount(s) shown on Exhibit A of the SIA, if applicable.
3. A letter from the City Surveyor/map check consultant giving technical approval of the map.
4. Substantial completion of all improvement plans (e.g. rough grading, street and storm drain, etc.) with signature blocks for the City Engineer, if applicable. Substantial completeness will ensure that design changes will not be encountered that result in material changes in lot or parcel configurations.
5. Park Dedications (Quimby Act), parkland dedication or in-lieu fees shall be reviewed and approved by the Director of Community Development. Dedications and/or payments shall be made prior to or concurrently with the recordation of the first final map within the tentative map. Please reference Municipal Code Section 13.48.080 for processing procedures on phased maps.

The sub-divider is encouraged to contact the Public Works Development Services Division staff early in the map preparation process concerning any questions on preparation of the listed items.