



Community Development Department  
Engineering Division  
(916) 355-7222



## Final Map Approval Requirements

The Community Development Department – Engineering Division (CDD – Engineering Division) processes final subdivision maps and is responsible for preparing staff reports to the City Council for approval of the final map. Below is a summary of the requirements which have to be satisfied prior to the final subdivision map being approved by the City Council.

All final subdivision maps are required to be accompanied by a subdivision improvement agreement (S.I.A.). The S.I.A. is prepared by the CDD – Engineering Division. In order to prepare the S.I.A., the subdivider must satisfy the following requirements:

1. All public and/or private improvement plans for the subdivision shall be reviewed and approved by the City. The required public and/or private improvement plans shall include, but not be limited to, streets, sidewalks, water, sanitary sewer and storm drain facilities, lighting, bikeways, landscape, and irrigation improvements.
2. Submittal of a detailed and itemized engineer's estimate of construction costs for all required public and/or private improvements. The cost estimate shall be prepared by and signed and stamped by a licensed professional engineer. The costs estimate shall be 8 ½ " x 11" in size and shall be titled "Exhibit A." In accordance with the terms of the S.I.A., the cost estimate shall also include costs for survey monumentation, public utilities, (e.g. joint trench) and landscape and irrigation. In addition, the estimate shall include a 10% cost contingency.
3. Submittal of the subdivider's and surety's name and address, and name and title of the person(s) who will be notified should the City of Folsom be requested to provide any notification to either the subdivider or surety.
4. Submittal of the signed and executed original Mylar of the subdivision final map. Prior to the execution of the subdivision final map by the subdivider, the map shall be reviewed and approved by the CDD – Engineering Division. The CDD – Engineering Division will retain the executed original Mylar of the map until the City Council approves the final map.

5. Payment of the required City fees for the preparation of the SIA.

At such time the above-listed items are submitted, the CDD – Engineering Division will prepare the S.I.A. (3 copies). The S.I.A. will include the performance and labor and materials bonds forms (1 copy each). The S.I.A. and the bond forms will be forwarded to the subdivider for execution. The subdivider will execute and have notarized the S.I.A. and the bond forms and return the fully- executed S.I.A. and bonds to CDD – Engineering Division. In accordance with the terms of the S.I.A., the subdivider shall also be required to submit the following items, together with the fully-executed S.I.A. and bonds:

1. Payment of the \$3,000.00 final map deposit.
2. Complete insurance forms and endorsements. The required insurance forms shall include separate endorsements naming the City of Folsom as an additional insured for both the automobile and general liability policies.<sup>1</sup>
3. Fully-executed notary acknowledgments for all persons signing the S.I.A. and performance and labor and materials bonds.

The CDD – Engineering Division will review the fully-executed S.I.A., the performance bond and labor and materials bond and the insurance forms and endorsements. Once these items have been reviewed and approved for accuracy, completeness, and compliance with City requirements, the CDD – Engineering Division will proceed with preparing the staff report to the City Council for approval of the subdivision final map.

The City has specific requirements for the preparation and content of staff reports which are presented to the City Council for approval. The City requires a written response to all conditions of approval. The subdivider will be required to provide a written response to all conditions of approval stating specifically how each condition was satisfied. The written response shall include specific information such as receipt numbers, dates of approval, etc. Please note that the CDD – Engineering Division will not proceed with approval of any final map until all applicable conditions of approval have been completed to the satisfaction of the City.

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\*Please note that the City of Folsom has very specific insurance requirements, and these insurance requirements shall be satisfied prior to the final map being scheduled for City Council approval.

The City also requires the subdivider to provide reduced copies (8 1/2 " x 11") of both the tentative subdivision map and the final map. The reduced copies may be submitted electronically in .pdf format. The reduced copies of the tentative subdivision map and the final map are required attachments to the staff report which will be presented to the City Council.

After receipt of the written responses to the conditions of approval, together with the reduced copies of the tentative subdivision map and final map, the CDD – Engineering Division will prepare the staff report to the City Council. The City requires the staff report, together with all the required attachments, to be completed approximately two (2) weeks prior to any regularly-scheduled City Council meeting. Failure to meet this deadline may result in a delay of up to two (2) weeks.

Once the final map is approved by the City Council at a regularly scheduled City Council meeting, the CDD – Engineering Division will:

1. Route the original signed Mylar of the final map to the City Engineer, the City Surveyor, and the City Clerk for approval. After approval of the original signed Mylar of the final map by the City Engineer, City Surveyor, and City Clerk, the CDD – Engineering Division will route the final map to the subdivider's title company. The final map will be routed to the title company within two (2) working days from the date of approval by the City Council. The subdivider's title company is required to have the final map recorded at the Sacramento County Recorder's Office within ten (10) days from the date of approval of the final map by the City Council.
2. Route the executed S.I.A. to the City's Community Development Director, City Attorney, City Clerk, and Mayor for approval. The City will route the fully executed S.I.A. to the Sacramento County Recorder's Office for recordation. The CDD – Engineering Division will provide one (1) original recorded copy of the S.I.A. to the subdivider and retain the other two (2) recorded original copies of the S.I.A. for City use.

The CDD – Engineering Division hopes that this information is helpful to the subdivider who will be processing a final map through the City of Folsom. If you have any questions regarding the final map approval, please feel free to contact the Community Development Department – Engineering Division at (916) 355-7222.