



TENTATIVE ADMINISTRATIVE PARCEL MAP CHECKLIST

This review allows for the creation of up to four new parcels in a location where all improvements and development have already taken place (i.e. within an existing shopping center). It is conducted at the staff level and does not require a public hearing.

ITEMS	
	Standard Application
	Notarized Owner's Affidavit
	Record Owner(s) Authorization
	Incorporation papers showing authorization of signature, if applicable
	Preliminary Title Report (within 60 days) and Complete Legal Description
	Financial Interest Disclosure
	Easements of Record Affidavit
	Notarized Certification of Survey (signed by Engineer)
	Tentative Map
	Submittal Fee

Submit Online:

A complete submittal package may be emailed to: planning@cityoflancafterca.gov

Submit in Person:

A complete submittal package may be mailed or delivered to City Hall. All plans must be individually folded prior to submittal.

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application. Additional materials may be required upon formal project review.

FOR STAFF USE ONLY:

Case No.: _____
 Received By: _____
 Date Filed: _____