

**City of Thousand Oaks**  
Public Works Department

**Requirements for FIRST Map Check**

**see PW-01 of the City of Thousand Oaks User Fee Schedule**

**Copies Needed:**

- 5 Tract or Parcel Map\* (PW, Utilities, Planning, Two for County)
- 2 Preliminary Title Report (Dated within one year)
- 2 Preliminary Subdivision Guarantee (Dated within one year)
- 1 Monument Cost Estimate (See attached form)
- 1 Grading Plans\* (For reference only)
- 1 Copies of all deeds, maps, & documents used in preparation (For reference only)
- 1 Calculations showing boundary, lot closure & area in acres
- 2 Conditions as approved by Planning Commission Resolution
- 2 Stamped and approved Tentative Map
- 1 Assessors Parcel Map (11" x 17" size)
- 1 Evidence of compliance with Section 66436(a)(3)(A)(i) of the Subdivision Map Act (Noninterference letter)
- 1 Pertinent data from surveyor that verifies method(s) used to establish the boundary (e.g. field notes, creating deeds, etc., if applicable)

**Condominium project only:**

- 1 Proposed Condo or Site plan with condo lines. The final Condo plan must be presented to the City prior to requesting Tract or Parcel Map to be put on City Council agenda.

\*The City of Thousand Oaks is firmly committed to recycling at the work place. Please submit recyclable xerographic or black-line prints. Sepias or diazo blue/brown lines are not recyclable.

# City of Thousand Oaks

## Public Works Department

### Requirements for SECOND Map Check

**Copies Needed:**

Backup information from last plan check

- 6 Copies of the Tract or Parcel Map (PW, Utilities, Fire Dept., Municipal Service center, Two for County)

### Requirements for THIRD Map Check

Backup information from last plan check

- 3 Copies of the Tract or Parcel Map, plus originals (PW, Utilities, County)

### Requirements for FORTH Map Check if necessary

- **Additional Fee Estimate:**

see PW-01 of the City of Thousand Oaks User Fee Schedule

Backup information from last plan check

- 3 Copies of the Tract or Parcel Map, plus originals (PW, Utilities, County)

All maps are reviewed and distributed by Public Works Department to various departments, divisions and to the County of Ventura Surveyor's Office through internal mail. For the final plan check the developer, its engineer or agent shall hand carry the original mylars, Tract or Parcel Map, to the County of Ventura Surveyor's Office.

For additional information please call Nahid Dey at (805) 449-2457, Fax (805) 449-2475