



Processing Final Tract and Parcel Maps (Unincorporated Areas) Checklists (Step-by-Step)

300 N. Flower Street

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1. Upon receipt of a Tract and/or Parcel Number Assignment Sheet from Survey, indicating that a tract or parcel is located in an unincorporated area, a tract and/or parcel file is created.
2. When the map is filed with the Survey Section, they will distribute a "First Check Print" to the various departments for comment. After the Survey Section receives all of the comments, they will contact the engineer. After making the required changes, the final check print/mylar is re-submitted to the Survey department. Copies of the mylar ("print of linen") are distributed by the Survey Section to the various departments, with a cover memo requesting that a "Clearance Memo" be sent to the Subdivision Section.
3. Upon confirmation of all bond amounts (streets, street lighting, water, sewer, storm drain, landscaping, monumentation), and receipt of a Title Letter (noting authorize signers), the clerk types the bonds and agreements, and calls the engineer/owner for pick-up.

NOTE: If the developer chooses not to post a bond, they can present any of the following as surety:

1. Letter of Credit * - Should be automatically renewable or the expiration date should be two (2) years and two (2) months after the execution of the subdivision Agreement, and then should be automatically renewable. It should be executed by a bank in Southern California.
2. Saving Passbook or Time Certificate of Deposit * – Should be made out to the County of Orange or be payable at a bank in Southern California.
3. Cashier's Check – Must be made out to the County of Orange. Write a receipt using the proper code. Make a copy of the check and the fee receipt for the pending file (Copies of both will also be included in the Board Package) and deliver the originals to the Cashier for processing.
5. When the executed bonds and agreements are returned, they are checked to make sure that all forms have been completed and are signed, (a Corporate Seal must included, if the developer is a Corporation), and a notarized jurat is attached for all signatures.
6. The package is then delivered to Risk Management for their review, and then forwarded to County Counsel for approval.
7. After approval by County Counsel, the package is returned to the Subdivision Section and a "draft" Agenda Staff Report (ASR) is typed, and a location map is prepared.
8. When the Subdivision Section receives the mylar from the Survey Section, and all clearances along with any other required documentation (i.e., Signature Omission Letter(s), the "draft" ASR can be finalized and given a Board Date.
9. The package is reviewed and approved by the Manager, Subdivision Section and the clerk prepares a memo to the County Surveyor indicating all conditions have been met. The

memo and mylar is delivered to the County Surveyor or his representative, who will sign the map and return it to the Subdivision Section.

10. All documents and attachments are scanned and attached to the ASR.
11. All documents are copied and the Board package assembled.
12. The ASR is submitted into "Workshare/CAMS" to begin the internal approval process.
13. The progress of the ASR is monitored by the clerk and once the ASR has been reviewed and downloaded by the Clerk of the Board, it is officially on the Board Agenda.