



County Administration South

601 North Ross Street
Santa Ana, CA 92701

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Santa Ana, CA 92702

(714) 667-8800

info@ocpw.ocgov.com

OCPublicWorks.com



Administrative
Services



OC Development
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OC Survey



This checklist is for Final Maps prepared for projects within the Ranch Plan Planned Community under a Reimbursement Agreement (RA). The application package will be electronically reviewed and must be submitted through the Land Management System (LMS): <https://myoceservices.ocgov.com>

LAND DEVELOPMENT – FINAL MAP SUBMITTAL CHECKLIST

Application:

- 1) The application must identify all related permits and/or approvals, including concurrent applications and permits. The application must also be accompanied by a designated Financially Responsible Party (FRP) and an active trust account. The FRP must match the owner or entity of the trust account specified in the application.

The review period begins once the required fee is paid and the application is deemed complete. The applicant will be notified about the status when the review begins.

2) Authorization Forms:

Agent Authorization Letter
Concurrent Processing Letter (if applicable)

3) Final Map:

- One Final Tract Map in PDF format. The PDF should be flattened to remove all layers, and should have Optical Character Recognition (OCR) enabled to allow for text recognition
- Final Tract Map components:
 - Location of project site in relation to existing streets and distance to the nearest cross street
 - Existing and proposed lot layout
 - Number/letter for each lot and the net area of each lot
 - Total net area of the project
 - Number of numbered lots and number of lettered lots
 - Location and width of all existing or proposed easements and/or rights-of-way
 - Proposed use of all lots/parcels
 - Location of any excavations on the site or within 200 feet of any portion of the site

4) Bond Estimates:

Electronic Bond estimate(s) and Bond Estimate Exhibit(s) in PDF format. Bond exhibit may reference the plan concurrently filed in plan check or approved plans on which estimate is based (for example, a Street Improvement Plan). Exhibit(s) must include the type and location of existing and proposed improvements, and the location of all areas subject to inundation or flood hazard and the location, width, and direction of flow for all water courses and flood control channels. Bond estimates must list public and private improvements and their totals, separately.

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5) **Reference Documents:**

OCFA Service Request Number (SR Number) – For more information, see the “OC Fire Authority” section at the end of this checklist.

6) **Deposits and Fees:**

The Final Tract Map deposit needs to be processed through myOC eService. <https://myoceservices.ocgov.com>. Please refer to the County’s latest Fee Schedule for the amount.

LAND DEVELOPMENT - PROCESSING INFORMATION

Land Development consultants will electronically stamp improvement bond cost estimate(s) during the plan check process for street and storm drain improvement plans. For the preparation of Subdivision Improvement Agreements, the Applicant must provide the following documents to Land Development’s Subdivision Improvement Agreement Processor:

- Stamped public street and storm drain bonds and private street and storm drain bonds
- Santa Margarita Watershed District (SMWD) approved improvement bond cost estimate for water, sewer and recycled water
- OC Survey approved monument bond cost estimate
- Project Title Letter provided by title company

Land Development’s Processor will prepare bond forms and a Subdivision Improvement Agreement based on the documents listed above. The documents will be provided to the Applicant to coordinate bond issuance and the execution of the Subdivision Improvement Agreement. The Processor will distribute the executed documents to other County Departments, including legal Counsel, for review. The Processor will convey any corrections or comments from other County Departments to the Applicant. The bonds and Agreement documents consist of:

- “Faithful Performance” and “Labor and Materials” bonds (provided by the Applicant) for each public and/or private improvement (streets, storm drains, streetlights, and water and sewer)
- Instructions to Applicant regarding proper bond execution and required signatories
- Monument bond (provided by the Applicant)

Board of Supervisors Agenda Process

All documents must be provided to the Land Development Division **a minimum of 10 weeks** prior to the Board of Supervisors (BOS) meeting consisting of:

- Signed and notarized bonds and Subdivision Improvement Agreement
- Signed Final Tract Map
- OCFA Clearance Letter
- Location map in PDF format
- Land Use Clearance Letter
- OC Survey Favorable Letter

Filing with the Tax Assessor:

Applicant must provide the following documents to the Tax Assessor’s Office:



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- Property Tax bond (signed)
- Corporate Secretary's Certificate confirming authority of signer(s)

Conditions of Approval (COAs):

Applicant shall work with the Land Development project manager (and RMV, if necessary) throughout the process to ensure that all COAs that must be cleared prior to Final Map approval, including those from the Vesting Tentative Tract Map and the Regulation Compliance Matrix are properly satisfied prior to scheduling the Final Map for a Board of Supervisors (BOS) hearing.

Other Reviews Required:

OC Survey and OCFA reviews are separate from the Land Development reviews. The applicant must submit to OCFA for review separately from Land Development.

Helpful Hints and Additional Information:

Final Map is reviewed for substantial conformance with the approved Vesting Tentative Tract Map (VTTM), per the Orange County Subdivision Manual (OCSM) Section 2.6. Changes to the Final Map may require approval of a Revision or Modification to the VTTM (per OCSM Section 2.7, 2.8) prior to scheduling of the Final Map for a BOS hearing.

Bonds and Agreements:

Land Development prepares bond and agreement package which consists of:

- Subdivision Improvements Agreement
- "Faithful Performance" and "Labor & materials" bonds for each improvement (streets & storm drain, streetlights, water & sewer). Note that improvements are bonded separately, based in part, on ownership, i.e., public or private.
- Instructions to builder regarding how to execute bonds and who is required to sign bonds
- Monument Bond

OC SURVEY – SEPARATE REVIEW REQUIRED – INFORMATIONAL ONLY

- OC Survey reviews Final Tract Map applications independently from Land Development.
- Deposits and Fees: OC Survey will send a request for the Applicant to pay the OC Survey review deposit through the myOC eServices portal. Verify the correct Final Tract Map plan check deposit amount on the OC Survey fee schedule.

OCFA REVIEW – SEPARATE REVIEW REQUIRED – INFORMATIONAL ONLY

- OCFA Review: OCFA does not follow Land Development's expedited review schedule; OCFA will provide the Applicant with the estimated review timeline
- Deposits and Fees: The OCFA plan check deposit for a Final Tract Map must be paid directly to OCFA
- Service Request (SR) Number: OCFA will assign a SR Number to the OCFA application