



MARIN COUNTY
COMMUNITY DEVELOPMENT AGENCY
BRIAN C. CRAWFORD, DIRECTOR

PARCEL/FINAL MAP FACT SHEET

DEFINITION

When dividing property into two or more parcels, a Parcel Map or Final Map is required following Tentative Map approval in order to complete the subdivision. Please see the separate fact sheet titled "Tentative Map" for further information regarding Tentative Map approval.

The primary difference between a Final Map and a Parcel Map is that a Final Map is required for all subdivisions creating five (5) or more parcels, condominiums, community apartment projects, or the conversion of a dwelling to a stock cooperative containing five (5) or more dwelling units; a Parcel Map is required for four (4) or fewer parcels. Only after a Parcel Map or Final Map is recorded can the newly created lots be sold.

ACTION AND TIME FRAME FOR PROCESSING

Before the Parcel Map or Final Map is recorded, the County will check the plans for technical and mathematical accuracy, conformance with the approved Tentative Map, County ordinances and the State Subdivision Map Act. Concurrent with the filing of the check print with the County Surveyor, please submit a copy of the Parcel Map or Final Map to the Community Development Agency along with a completed Subdivision Application Form and retainer fee.

A check print will be returned to the surveyor or engineer who prepared the plans indicating any deficiencies or corrections needed. The plan check often involves several exchanges of check prints, therefore it is difficult to determine a time frame for processing. Generally, it takes several weeks for small subdivisions and longer for larger subdivisions.

When the County Surveyor is satisfied that the Parcel/Final Map is correct, additional documents and materials must be submitted prior to further action on the map (see Submittal Requirements). These materials include bonding sufficient to guarantee the installation of all subdivision improvements, description(s) of open space easements (private or public), and any other easements.

After completion and receipt of all approved and signed documents and all required materials, the following action is taken:

- Parcel Map- If in substantial conformance with the approved Tentative Map, the Parcel Map is signed by the Tax Collector, the Clerk of the Board of Supervisors and the Community Development Agency Director (Director) and returned to the County Surveyor. The County Surveyor then signs and seals the Parcel Map and presents the document to the County Recorder for recording provided that the Board of Supervisors has executed any/all required improvement agreement.
- Final Map - If in substantial conformance with the approved Tentative Map, the Final Map is signed by the Tax Collector, the Clerk of the Board of Supervisors and the

Director and returned to the County Surveyor. The County Surveyor then signs and seals the Final Map and presents the document, together with the title evidence, improvement agreement and improvement bond to the Board of Supervisors. The Board of Supervisors shall act to approve the Final Map if the map conforms to all the requirements of the Subdivision Map Act and Marin County Code Development Code Chapter 22.86 (Interim Title 20 (Subdivision) for properties in the coastal zone). The Board of Supervisors will concurrently act to accept or reject any or all of the dedications. Upon Final Map approval, the County Surveyor will transmit the map to the County Recorder for recording.

After recordation, the newly created parcels can be sold.

FOR FURTHER INFORMATION

- Visit the Marin County Community Development Agency's public information counter at the Civic Center - Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. – 4:00 p.m., or call (415) 499-6269.
- Please refer to Marin County Development Code Chapter 22.84 and California Subdivision Map Act, Chapter 3, Articles 4 and 5. (For properties in the coastal zone, see Marin County Interim Title 20.)