Step 1: Submit Application

Submit completed application to DE@cityofsacramento.org

Step 2 – City Review Process (Components 1 & 2)

- City staff will review completed application and send an invoice to the Applicant
- Application review does NOT begin until invoice is paid.
- Review timelines:
  - ➢ Cycle 1 – varies 15-30 working days
  - ➢ Cycle 2 – varies 10-15 working days
  - ➢ Cycle 3 & beyond - 10 working days
- City will provide Applicant with redlined corrections on the map and a correction notice listing any COA that has not been satisfied at the end of each cycle review.
- City does not control the time the applicant takes to return the updated map for next cycle review.
- Cycle reviews continue until the map is technically correct and Applicant has provided documentation that all COA are satisfied.

Step 3 – Final Processing – Administrative Requirements (Component 3)

Upon completion of Step 2, City will notify Applicant of other administrative items required before the map can be scheduled for council agenda. Typical items include:
- ➢ Original mylars of the map signed & notarized
- ➢ Email ACAD file of the digital map
- ➢ Original executed documents to be recorded with the map (ie. Irrevocable offer of dedication, grant deed, easement, other)
- ➢ Payment of full cost recovery invoice
- ➢ Updated title report if the current title report on file is older than 90 days
- ➢ Proof of payment of taxes
- ➢ Parcel map or subdivision guarantee
- ➢ Other items

Step 4 – Scheduling Map for Council Agenda

City cannot prepare staff report for council agenda or select a council date until all components are complete. It takes approximately 1 month to get on the council agenda. Note – City Council does not meet every week and has a two-week break in July and in December.

Applicant Responsibilities

For map recordation, Applicant must complete three components:
1. Map is technically correct
2. Resolve all Conditions of Approval (COA) listed in the Record of Decision (ROD) approved by Planning
3. Administrative requirements

Step 2 – Applicant Resubmittal

- Redlines on map that are not addressed should include an explanation in the resubmittal.
- Correction Notice will provide Applicant with a list of open conditions from the ROD that require documentation to be submitted to the City.
- It is Applicant's responsibility to provide documentation (email, receipt for payment, etc) to the reviewer.

Red Flags

The following items will add delays in approving the map:
A. Monuments – Notify reviewer ASAP when monument is installed for city verification. Allow 2 weeks for City to inspect/verify.
B. Change in ownership – Requires new application, new review cycle, new title report, update to map, & new vesting deed.
C. Obtaining County tax estimate can take a month or longer.
D. Deviations in the lot layout from the Tentative Map that require a Substantial Conformance Review (SCR)
E. Lags in completing/satisfying the conditions listed on the ROD.

City contacts title company after City Council meeting to coordinate recordation of the map at the Sacramento County Recorder's office. Note – County typically halts creation of assessor parcels between May and June each year.