



City of Arts & Innovation

December 29, 2023

TO ALL ENGINEERS AND SURVEYORS DOING BUSINESS IN THE CITY OF RIVERSIDE

To expedite the processing of Tract and Parcel Maps the following items are required to be submitted as listed or emailed.

WITH FIRST CHECK

1. **Map Check Fee:**
Tract/Parcel Map: \$5117.46 base+\$61.56 per lot.

For determining the number of lots include:

- a. Each lot and parcel
 - b. Each lettered lot (street lots)
 - c. Any easement that is non-contiguous to a street or lot line.
2. **1 Complete Set** of the map is required for first check.
 3. **1 Complete Set** of all research including a Preliminary Title Report Package that includes one copy of each document referenced in the title exceptions.
 4. **1 Complete Set** of Calculations showing boundary and individual lot/parcel closures with area. Additional calculations may be required to justify your boundary and lot/parcel configurations.

WITH SECOND CHECK

(This may be submitted directly to Company providing Consultant Map Checking Services)

1. **1 Complete Set** of the Map, provided no major changes of the lots/parcels or alignment has taken place. You must also return the previous check sheets.

Note: Changes and revisions to the lot and or parcel configurations between map checks will result in additional Lot Check Fees being assessed.

2. **1 Complete Set** of Improvement Plans, when required, must be submitted to with the Second Map Check.

PLEASE NOTE: ALL STREET NAMES MUST BE APPROVED BY THE PLANNING DEPT.