



PUBLIC WORKS DEPARTMENT  
CITY OF BAKERSFIELD  
SUBDIVISIONS

**CHECKLIST FOR FINAL TRACT MAP RECORDATION**

Final Map No. \_\_\_\_\_ Phase No. \_\_\_\_\_

Agenda Date \_\_\_\_\_ Tract Deadline \_\_\_\_\_

**GENERAL INSTRUCTIONS**

**FOR AGENDA ITEMS**

Submit a copy of this checklist with your final map package. Include all items on this checklist with your package. If an item is already on file with the City, please so note. All items must be received by the Public Works Department NO LATER than the Wednesday three weeks prior to the desired Council meeting date. If any item is marked as NA (not applicable), provide a written justification or explanation. Failure to submit this checklist or to address all items on the checklist will result in the final map package being returned without review.

OK	NA	Checklist Item
		Signed Improvement Plans
		Signed and notarized Improvement Agreement
		Approved Engineer's Estimate signed and sealed by the Engineer preparing the estimate.
		Security
		Insurance Certificate
		Liability Endorsement in favor of the City, its mayor, council, officers, agents, employees, and volunteers as additional insured.
		Waiver of subrogation Endorsement for the Workman's Compensation in favor of the City, its mayor, council, officers, agents, employees and volunteers.
		Final Map, all corrections made and ready to be approved and signed by the Planning Director and City Surveyor
		Other items required by tract conditions:

