



Town of Atherton
Planning Division
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Urban Lot Split (SB9) Final Map Signature process

Once the Final Map is approved by reviewers, the next step in processing is detailed below:

SB9 Building applications can be applied for after the recording of the Final Map.

Urban Lot Split (SB9) Final Map Mylar Submittal Requirements **Town of Atherton Recordation Requirements**

- Tax Certificate (from County)
- 2 sets of Mylar prints of the Approved Final Map (signed by owner/surveyor)
- 1 set paper copy of the approved Final Map (also signed by owner)
- 1 digital copy of the Final Map uploaded to the e-portal and emailed to planner.
- Signed and notarized affidavit of ownership occupancy.
- Signed acknowledgement of Tentative Parcel Map certificate required.
- Bond Letter (from Town)

Recordation process below.

- a. Bond and Tax Lien clearance letter (if qualified)
- b. Signed maps (2 Mylars and 1 paper) *
- c. Staff releases signed map to Title Company for recordation.

Signature order for Town of Atherton for SB9 maps

Once owner and applicant engineer signs, kindly ship map to Town surveyor for signatures.

1. Town Surveyor is first signatory.

Contact Address for signed Mylar
- **Mr. Jon Crawford**
9300 W Stockton Blvd. Suite 105
Elk Grove, CA 95758

2. PW Director is second
3. Town Planner is third signatory.

Staff then releases map to applicant's Title Company.

NOTE: All map signatures need to be **in black waterproof ink only.**