



**San Bernardino
Recorder-County Clerk**

222 W. Hospitality Lane, 1st Floor
San Bernardino, CA 92415-0022

Phone: (909) 387-8306

Website: arc.sbcounty.gov

**APPLICATION FOR ISSUANCE OF TENTATIVE
PARCEL MAP OR TRACT MAP NUMBER**

Complete one application for each tentative number requested. Include a \$30 non-refundable fee for each request. The application must be legible and may be mailed to the above address or submitted in person.

MAP TYPE			
<input type="checkbox"/> Parcel Map <input type="checkbox"/> Tract Map <input type="checkbox"/> Official Map			
PROPERTY INFORMATION			
Subdivision will be located in <input type="checkbox"/> an Unincorporated Area of the County or <input type="checkbox"/> City of _____			
Legal Description: (Include additional sheet if needed).			
OWNER INFORMATION			
Owner's Name _____			
ENGINEER OR SURVEYOR INFORMATION			
Engineer/Surveyor/Company Name		Contact Person	
Street Address		Telephone Number including area code	
City	State	Zip Code	E-Mail Address
I hereby certify that I am the <input type="checkbox"/> Engineer or <input type="checkbox"/> Surveyor			
Signature: _____		Date: _____	
Print Name: _____			

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR ISSUANCE OF TENTATIVE PARCEL MAP OR TRACT MAP NUMBER

One of the many duties the San Bernardino County Recorder's Office is responsible for is the issuance of Tentative Parcel, Tract and Official Map Numbers referencing properties that are to be subdivided within the county. The tentative number issued shall become an official record upon recordation of the map.

Completion of Application:

1. Applications are to be completed and submitted by a Registered Civil Engineer, Licensed Surveyor or by a representative of the Engineering/Surveying company.
2. Please be specific when selecting the **Map Type**.
3. The information provided should be legible.
4. Complete the **Property Information** section and include the legal description of the underlying property. The legal description being provided will be the same description appearing on the preamble of the map. If necessary, please include an additional page for the legal description.
5. Include the legal owner's name in the **Owner Information** section.
6. The section for **Engineer or Surveyor Information** must be completed in full, signed and dated.
7. The **Payment Options (Non-Refundable)** section should be completed by indicating the manner of payment.

Submission:

Applications may be submitted for processing by the following methods:

- Mail the completed application along with the fee to the San Bernardino County Recorder's Office, 222 West Hospitality Lane, San Bernardino, CA 92415. Please allow 3-4 weeks for processing.
- In person: It may be dropped off at the main office, Monday through Friday between the hours of 8:00AM to 5:00PM.

PAYMENT OPTIONS (NON-REFUNDABLE)

Mail Orders: Include with your application the required payment in the form of a personal check, cashier's check, or postal/bank money order (International Money Order required for requests submitted from outside the country), made payable to San Bernardino County.

Check Enclosed

Money Order/Cashier's Check