

# MASTER GEOGRAPHIC LETTER

RE 665 (Rev. 6/24)

SUBDIVISIONS

### Information

The Master Geographic Letter (MGL) is used to verify subdivider compliance with locally administered laws and ordinances. Having an MGL on file also expedites the issuance of the final subdivision public report to the subdivider and may reduce the number of inquiries to your offices by individual subdividers.

To be included in the Department's program, complete and submit this form to the address checked.

- Subdivisions Office – North  
651 Bannon Street, STE 506  
Sacramento, CA 95811
- Subdivisions Office – South  
320 W. 4th Street, Suite 350  
Los Angeles, CA 90013-1105

CITY OR COUNTY NAME (CHECK ONE AND ENTER NAME.)

- City \_\_\_\_\_
- County \_\_\_\_\_

CHECK ONE

- New to MGL Program
- Renewal of MGL

## MASTER GEOGRAPHIC LETTER

We recognize that, in accordance with the statutory review duties of the Real Estate Commissioner the subdivider must submit evidence that the subdivider has complied with all local subdivision requirements. The information given in this letter is sent to you to avoid the need for separate clearance letters in connection with each subdivision map approved by the city/county listed above. The conditions for approval listed below are enforced by the city/county in every application for approval of a final subdivision map, without exception.

This letter only applies to:

- Vacant lot subdivisions
- Subdivisions with completed residential structures
- Both types of subdivisions

Before the city/county will approve a final subdivision map, the subdivider must complete or make financial arrangements for completion of the following work to city/county specifications: *(Provide explanations below as needed for unusual circumstances.)*

- Dedicated public streets
- Private streets
- Private driveways
- Access easements
- Sanitary sewers
- Domestic water systems
- Storm sewers and ditches
- Cable television
- Fire hydrants
- Street lights
- Other: \_\_\_\_\_

Financial arrangements acceptable to the city/county must provide for "Improvement Security" (within the meaning of Section 66499 of the Government Code of the State of California) in:

a) An amount not less than \_\_\_\_\_% of the total estimated cost of the improvement, conditioned upon the faithful performance of the agreement or contract

**AND**

b) An additional amount as determined by the governing body, of not less than \_\_\_\_\_% of the total estimated cost of the improvement, securing payment to the contractor, his subcontractors and the persons renting equipment or furnishing labor or materials to them for the improvement.

These financial arrangements must be one of the following:

- A surety bond
- A cash deposit (in a neutral escrow with the city)
- An irrevocable letter of credit
- Other: \_\_\_\_\_

### Water

Before the city/county will approve a final subdivision map, it has determined that:

- Domestic water to be served to residents is *potable*
- There is ample water for normal use to serve each and every lot/unit in the subdivision on demand and for fire protection.

This applies to:

- Water supplied by city/county referenced above
- All other water suppliers — list exceptions:

**Dedications**

Before the city/county will approve a final subdivision map, the subdivider must dedicate the following for public use:

- Streets
- Easements for public utilities
- Easements for sanitary and storm sewers
- Other:* \_\_\_\_\_

**Dedication acceptance — Check one**

- The city/county **will** accept these dedications upon approval of the final subdivision map.
- The city/county **will not** accept these dedications upon approval of the final subdivision map.

**Public maintenance acceptance — Check one**

- The city/county **agrees** to accept for public maintenance the land and improvements so dedicated upon completion to city/county specifications.
- The city/county **does not agree** to accept for public maintenance the land and improvements so dedicated upon completion to city/county specifications.

The subdivider is obligated under his agreement with the city/county to maintain the land and improvements so dedicated until the city/county accepts them for public maintenance. This maintenance obligation of the subdivider is secured in the amount of not less than \_\_\_\_\_% of the total estimated cost of the subdivision improvements by:

- A surety bond
- A cash deposit (in a neutral escrow with the city)
- An irrevocable letter of credit
- Other:* \_\_\_\_\_

**Flood Control Requirements**

The city/county does not approve any subdivision map with the knowledge of existing or probable flood hazards. Where flood hazards can be eliminated by protective construction, the city/county will approve a final subdivision map subject to completion of the specified construction. Completion is assured by financial arrangement in the amount of not less than \_\_\_\_\_% of the estimated cost of construction, by:

- A surety bond
- A cash deposit (in a neutral escrow with the city)
- An irrevocable letter of credit
- Other:* \_\_\_\_\_

- In all cases where rights-of-way for flood control channels are required under the \_\_\_\_\_ Flood Control General Plan, the subdivision map is referred to the \_\_\_\_\_ for approval prior to approval by the city/county.

In the event that an exception to any requirement referred to in this letter should be permitted by any department of the city/county, the exception will be noted on the title sheet of the recorded map.

The representations made in this letter shall be effective upon the expiration of the current letter, or for revisions or new submittals, upon receipt by the Department of Real Estate. This letter will expire on the third May 31st after the effective date unless the submitting authority indicates otherwise below.

*Effective Date:* \_\_\_\_\_

*Expiration Date:* **May 31,** \_\_\_\_\_

SIGNATURE OF AUTHORIZED CITY/COUNTY OFFICIAL



DATE

PRINTED NAME

TITLE

PHONE NUMBER

COMPLETE ADDRESS