



2016 CCSF Subdivision and Mapping Year-End Mylar Submittal Deadlines

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All required documents listed in the mylar transmittal (mylars, recording fees, updated title report, tax certificate, checks, etc) must be delivered in a single digital package via email, optical disc or USB flash drive prior to or along with the mylar package containing all required hard copies. We will no longer hold incomplete mylar packages; they will be returned immediately and are subject to the \$250 incomplete submittal fee.

In addition, the following are 2016 year-end deadlines for final mylar packages:

- 1.) Final Map Complete Package October 24th, 2016
- 2.) Parcel Map Complete Package December 15th, 2016
- 3.) Lot Line Adjustment Complete Package December 15th, 2016
- 4.) All other Completed Packages will be processed in the order received, although we will be prioritizing items (1-3) as we approach the end of the year.

At this time the Office of the Treasurer and Tax Collector is issuing tax certificates that expire after 60 days and can take six (6) weeks to obtain, so please plan accordingly. You will need to have this as part of your complete package. Be prepared to acquire an updated tax certificate November 1st, if there is a possibility of your certificate expiring after submittal and before it records.

Generally, every step of the Tax Certificate Application process can be completed via Email or online. To get started, please visit the [Property Tax Resource Center on sftreasurer.org](http://PropertyTaxResourceCenter.org), click on Condo Conversion – Tax Certificate Info, and follow the step-by-step guide.

Although we can't guarantee any date of recording, adhering to the preceding will provide the best opportunity for having your project finished and recorded in 2016.

Sincerely,

Bruce Storrs
City and County Surveyor