

PREFACE

This Guide has been developed for use by subdividers and agents (title companies, attorneys, etc.) who prepare Notices of Intention for subdivision public reports. Its purpose is to provide instructions and explanations of what is required to properly comply with Notice of Intention requirements, thereby streamlining procedures for both the applicant and the Department of Real Estate.

This Guide is not intended to serve as a complete primer or reference work. It presupposes some familiarity with Subdivision Map Act requirements, Subdivided Lands Law, and related matters.

SUBDIVIDERS WHO HAVE LITTLE EXPERIENCE IN APPLYING FOR SUBDIVISION PUBLIC REPORTS ARE ENCOURAGED TO USE A QUALIFIED AGENT TO ASSIST IN PREPARING THE NOTICE OF INTENTION.

The first thing to do (after thoroughly reading this guide) is to obtain the necessary forms. Which forms you will need depends on the type of project you are developing. Below is a list of subdivision types and the corresponding form packets. Department of Real Estate forms are referenced by “RE number” throughout SPRAG; complete titles are listed in Section XVII.

If the project for which a Notice of Intention is being submitted has unusual or noteworthy aspects, processing of the submittal can be considerably simplified, and processing time thus shortened, if a cover letter is included which describes the offering and highlights the unusual or noteworthy aspects thereof.

<i>Project/Filing Type</i>	<i>Applications</i>
Standard.....	Standard Application Package (RE 628 et al)
Condominium, Planned Development, Community Apartment	Common Interest Package (RE 624 et al)
Preliminary Public Report	RE 603 Package
Amendments/Renewals/Interims	RE 635 Package

Your understanding of this Guide will be increased if you have the pertinent forms ready for your reference. Individual forms may be ordered by using RE 695C; most forms are also available through DRE’s Web site www.dre.ca.gov , by clicking on the Subdivisions tab.

This Guide is available free of charge on our Web site, www.dre.ca.gov, by clicking on the Publications tab. Use RE 350 to order a hard copy of the SPRAG. Updates to this Guide will be issued when necessary. This Guide is not pertinent to, or correlated with, stock cooperative or time-share application packages.

NOTE: THE GUIDE IS NOT COPYRIGHTED. YOU MAY REPRODUCE IT IF YOU WISH.

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