

PARCEL/FINAL MAP CHECKLIST

Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments.

Project ID / Description:					
Reviewer / Date:					
	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM OR DESCRIPTION</u>	
MAP SUBMITTAL PACKAGE REVIEW					
				3 copies of Tract or Parcel Map processed with a Tentative Map* <u>OR</u>	
				6 copies of Parcel Map processed without a Tentative Map**	
				(*1 copy to DS, Survey & Planning)	
				(**1 copy to DS, Survey, Planning, Building, Police & Fire)	
				6 copies of Site Plan (only applies to Parcel Maps processed without a Tentative Map - See Parcel Map instructiond for Site Plan requirements)	
				(1 copy to DS, Survey, Planning, Building, Police & Fire)	
				2 copies of current title report (Dated within last 90 days)	
				(1 each to DS and Survey)	
				1 set of closure calculations (signed & sealed by LLS or RCE)	
				(Copy to Survey)	
				2 sets of <u>all</u> easements, deeds and maps listed in the Title Report	
				(1 each to DS and Survey)	
				2 sets of any other maps and deeds used to the prepare map	
				(1 each to DS and Survey)	
				All Map Review Fees	
MAP REVIEW (Non-compliance with bold items can trigger rejection of submittal)					
<i>Formatting Requirements</i>					
C				Map sheets 18" X 26" with 1" border from edge?	
C/T				Map includes a Scale?	
C/T				Map includes complete Standard Legend? (Include all found and set pipes and monuments-Include "As Noted")	
C				Map Statements formatted correctly? (Ownership statements adjacent to left margin, Engineers' Statements, Clerk's and Recorder's Certificates adjacent to right margin)	
C				Title block must be at the top of the page either centered or at upper right of each sheet and numbered one of three, etc. with description of property such as "BEING A PORTION OF THE ...ETC."	
C				Date of Map (Month and Year) shown?	
C/T				Map includes a North Arrow?	
C				All standard notes as required, including area within distinctive border?	

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	Yes	No	N/A	<u>ITEM OR DESCRIPTION</u>
C				Index Map, if multiple sheets?
C				Signatures in opaque black ink?
<i>Map Coversheet</i>				
C				Owner's Statement includes all public and private easements required and shown on map?
C				Owner name printed below signature line in ownership statement?
C				Company name printed on signature line? (If corporation or partnership include company name above signature line with space for signature and name and title below line)
C				Trustee and/or Beneficiary signature(s) on map?
C				Notary Certificate(s) complete and correct? (Notary Certificate filled out for each signatory with current license and no stamp.
C				Engineer's/Surveyor's statement correct?
C				Map signed and stamped by RCE/LLS?
C				City Engineer's / City Clerk's Certificate correct?
C/T				City Engineer's statement correct?
C				City Engineer's statement includes Vacation clause if required?
T				City Land Surveyor's statement correct?
C				County Recorder's Certificate correct?
C				Director of Planning's statement correct?
C				Covenant of Easement present if required?
C				Covenant Acceptance by Director of Planning?
C				"Financing Map" deferral note included?
C				Soils/Geologic statement shown?

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	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM OR DESCRIPTION</u>
<i>Technical Requirements</i>				
C				Map conforms to Tentative Map, Planning conditions, Map Act and City Muni Code?
C/T				Distinctive Border Line shown? (Distinctive Border Line around property to be subdivided-easements and ROW dedicated by this map to be within the distinctive border line)
T				Basis of Bearing indicated? (Basis of Bearing: Must be between two found monuments of record and include distance and bearing. Provide TIE to boundary with bearing and distance)
C				Lots designated by numbers or letters?
C				Adjoining property owners names shown for unsubdivided property, or record map reference with lot or parcel number and book and page?
C/T				Map references shown?
C				Public Street Dedication shown?
C				Public Service Easements and other public easements shown?
C				Private easements shown?
C				Restricted Access required/shown?
C				Geologic Set Back Zone required/shown?
C				All streets shown and ROW dimensioned?
C				All streets (public, private) named?
T				Curve data for all curves?
T				Radial Bearings for all non-tangent curves?
T				Parcel tie to next sheet?
T				Public street monumentation complies with Muni Code Section 19.24.010?
T				Subdivision boundary monumentation complies with Muni Code Section 19.24.010?
T				Private street monumentation complies with Muni Code Section 17.76.120?
T				All new Public and Private Street monuments are City Standard?
T				Existing / found monuments verified by Record Maps?

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T				Witness monuments shown?
T				Map agrees with Record Data? (Adjoining record maps or records of survey-(give record data and provide copies of documents))
T				Record and measured data shown and differentiated?
T				Closure calculations comply with Muni Code Section 19.24.010?
T				Closure calculations indicate area? (Survey Closure Calculations must include: gross area within Distinctive Border line, individual lot areas and public street areas dedicated by this map)
C				Property borders County or another City? (If the property is next to city boundary with county or other city, show and label it)
C	-	Conformance items reviewed by Development Services staff		
T	-	Technical items reviewed by the City Land Surveyor and her staff		
C/T	-	Conformance/Technical items reviewed by both groups		