PARCEL/TRACT MAP TECHNICAL CHECKLIST

Yes	N/A	ITEM OR DESCRIPTION
Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments. Contact Public Works Land Development staff for an example of a recently recorded map.		
		Project Address:
		Surveyor Name:
Yes	**N/A**	**ITEM OR DESCRIPTION**
MAP SUBMITTAL PACKAGE REVIEW		
		PDF of Tract / Parcel Map (all sheets included in one PDF file oriented in landscape mode)
		PDF of Title Report (dated within 90 days of application)
		PDF set of Closure Calculations (signed & sealed by LLS or RCE)
		PDF set of all deeds used to prepare the map (must include current grant deeds for all properties involved)
		PDF set of all reference maps used to prepare the map (no zip files)
		PDF file of this completed checklist
MAP REVIEW (Non-compliance with bold items can trigger rejection of submittal)		
Formatting Requirements		
		Submitted map size is 18"x26" with 1" border (16"x24" inside border). Final map to be on mylar.
		Map includes a Scale?
		Map includes complete Standard Legend? (Include all found and set pipes and monuments - Include "As Noted")
		Map Statements formatted correctly? (Ownership statements adjacent to left margin, Engineers' Statements, Clerk's and Recorder's Certificates adjacent to right margin)
		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."
		Date of Map (Month and Year) shown?
		Map includes a North Arrow?
		All standard notes as required, including area within distinctive border?
		All sheets numbered?

Yes	N/A	ITEM OR DESCRIPTION
		Index Map, if multiple sheets?
Map Coversheet		
		Owner's Statement includes language for dedication of right-of-way, and all public and private easements required and shown on map?
		Owner name printed below signature line in ownership statement?
		If Owner is a corporation or partnership, is company name above signature line with space for signature and name and title below line?
		Trustee and/or Beneficiary signature(s) on map?
		Notary Certificate(s) complete and correct?
		Engineer's/Surveyor's Statement correct?
		Map signed and stamped by RCE/LLS?
		City Engineer's Statement correct? (Amy Olay RCE 61922)
		City Surveyor's Statement correct? (Dustin L. Sunderman, LS 9847 of GUIDA)
		City Clerk's Statement correct? (Andrea Sanders)
		County Recorder's Certificate correct?
		Certificate of Dedication correct? (Needed when dedicating ROW as it is in Fee)
		Soils and Geologic Report statement shown?
Technical Requirements		
		Map conforms to Tentative Map, Planning conditions, Map Act and City Muni Code?
		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)
		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)
		Lots designated by numbers or letters? (On Tract Maps use numbers for buildable lots and letters for common area lots)
		Adjoining property owners shown? (include book and page, lot/parcel number, and recording information)
		Map references shown?

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		Public Street Dedication shown? (Must be dedicated in Fee)
		Public Service Easements and other public easements shown?
		Private easements shown? (Drainage, Utilities, Access, Emergency Access, etc.)
		All streets shown and ROW dimensioned?
		All streets (public, private) named?
		New public street names approved by the Civic Improvement Commission?
		New private streets include note "Private Street Not City Maintained"?
		Curve data for all curves?
		Radial Bearings for all non-tangent curves?
		Parcel tie to next sheet?
		Monumentation complies with Muni Code Section 20.76.010?
		Can monuments be set after construction as shown on map? (Avoid a subsequent Certificate of Correction when physical features such as new retaining walls or fences preclude setting a monument - coordinate map with improvement plans and offset monuments as needed)
		All new Public and Private Street monuments are City Standard?
		Existing / found monuments verified by Record Maps?
		Map agrees with Record Data? (Adjoining record maps or records of survey-(give record data and provide copies of documents))
		Record and measured data shown and differentiated?
		Closure calculations provided for Distinctive Border, any ROW dedications, and all newly created lots / parcels?
		Closure calculations accurate to at least 1:20,000?
		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)
		Property borders County or another City? (If the property is next to city boundary with county or other city, show and label it)