



SB9 – Urban Lot Split Parcel Map

SUBMITTAL CHECKLIST:

Please ensure that you have read through the items below and mark whether you have included it in your submission (Y = Yes, N = No, N/A = Not Applicable).

Y	N	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REQUIRED – Property is within the R-1 (Single-Family) or R-E (Residential-Estate) Zone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REQUIRED – Existing parcel is a minimum of 2400 square feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REQUIRED – The proposed split will be no more than 40/60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IF YOU CAN ANSWER “YES” TO ALL THREE ABOVE REQUIRED ITEMS, YOU CAN PROCEED WITH AN URBAN LOT SPLIT PARCEL MAP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review deposit amount per Master Fee Schedule 11-200 (deposit to be paid after completeness review)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Development Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development Project Processing Agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Report (dated within 60 days of application submittal)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Ownership (current grant deeds or pre-1972 deeds, deed restrictions and easements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of all easements, including copies of all maps and other documents referenced on the map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traverses include exterior boundaries, each parcel, streets and easements. Traverses close (1:10,000). Area calculations furnished where required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form & Content per Subdivision Manual Section 2-202.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final parcel maps shall be drawn with 1” margin on 18" x 26" mylar (min. 3 mils) using black drawing ink only, and computer or typed lettering min. 0.10” high. (Sample Final Parcel Map)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Margin Information (all sheets)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - Upper right-hand margin: Parcel Map No. (<u>4” line</u>) and Sheet ____ of Sheet(s) below - Lower right-hand margin: City of Chula Vista Work Order No.; Tentative Parcel Map No.; and California Coordinates. - Lower left-hand margin: name, address and phone no. of Surveyor's or engineer (licensed to practice Survey) that prepared final parcel map.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Title/Cover Sheet Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certifications and Jurats as required per Section 2-600 of the Subdivision Manual and Map Act
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of lots, number of units, and gross area (acres & square feet)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Procedure of Survey Per Subdivision Manual Section 2-301.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map with north arrow and scale indicated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale: min. 1” = 200’ & Convergence Angle of Point of Beginning



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other notes as needed to clarify survey, monumentation, or easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show record bearing, distances, references in parenthesis for all record maps in disagreement with survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record maps, sections, ¼ sections identified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Map Sheets Per Section 2-202.2(5) of Subdivision Manual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale (min.: 1" = 100')
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundaries: All are fully dimensioned; Parcel boundaries are heavy solid black lines; City/County boundaries identified; Adjacent lot or block lines shown in dashed lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All bearings, distances, radii and deltas of traverses shown on the Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record bearings, distances and reference in parenthesis for: all record maps and any deed data in disagreement with survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lines intersecting curves identified by bearing and whether (radial) or (non-radial)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing street – names, widths, and side lines shown as solid lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Previously vacated streets or easements shown as light dash lines with recorded vacation data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table showing area, number of units and proposed use for each lot (condos only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monumentation: <ul style="list-style-type: none"> - Monuments per legend or fully described as to type, size, disc and engineer's or surveyor's number - Labeled as "No Record" or referenced to record map - If controlling location not of record: "No Record – Accepted Hereon As (describe location)" - Monuments tied into survey by bearing and distance, or "Used for Line Only"; No floating monuments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements: <ul style="list-style-type: none"> - New easements fully dimensioned to include sufficient ties - Identify as existing or proposed, width, and purpose - Side lines shown as light dash lines - Recorded easements identified by document number and date of recordation and sufficiently tied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Separate Deeds and Easements (only if by separate document): <ul style="list-style-type: none"> - Prepared, signed and submitted, - Accepted by City Clerk - Recorded with County Recorder and conformed copy returned