

**MINOR SUBDIVISIONS
SECTION 2-200**

2-200 MINOR SUBDIVISIONS - GENERAL

A parcel map procedure is used to create a division or consolidation of land under the provisions of the Subdivision Map Act and the Subdivision Ordinance. This procedure requires filing of a tentative parcel map and final parcel map. The parcel map procedure is administered by the Development Services Department. Tentative and final parcel maps are approved, conditionally approved, or waived by both the City Engineer and the Director of Development Services, who have joint responsibility for processing tentative and final parcel maps.

The following general criteria apply to all tentative and final parcel maps filed under this procedure:

All lots created or divided by parcel maps shall conform to City standards and no existing building or structure shall be made non-conforming with respect to yard or other zoning requirements by the process.

No existing easement in favor of the public shall be rendered impractical by the creation of a parcel on any parcel map.

The design and construction of required improvements shall conform to the criteria and standards contained in this manual and dictated by local ordinance.

A parcel map improvement agreement similar to a subdivision improvement agreement per Section 18.16.210 of the City Code may be required for improvements in conjunction with parcel maps. Said agreements, along with security instruments, shall be fully executed prior to recordation of parcel map.

All final parcel maps shall be prepared either by a licensed land surveyor or a Registered Civil Engineer authorized to prepare maps in accordance with provisions of the Subdivision Map Act or the Land Surveyors Act.

Environmental Review Clearance is required by the Development Services Department for all Tentative Parcel Maps prior to submittal to the Engineering Division.

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**MINOR SUBDIVISIONS
SECTION 2-201
TENTATIVE PARCEL MAPS**

2-201 TENTATIVE PARCEL MAPS

2-201.1 PURPOSE

Tentative parcel maps show existing and proposed topography, boundaries and improvements. Tentative parcel maps may be approved, conditionally approved, denied or waived by both the City Engineer and the Director of Development Services.

2-201.2 FORM AND CONTENT

(1) General:

- a) Tentative parcel maps shall be drawn on mylar (min. 3 mil (.08mm) thick) using black drawing ink only.
- b) The size shall be 18" x 26" (46cm X 66 cm) with a 1" (2.5cm) margin.
- c) The scale shall be a minimum of 1" = 100' (1cm = 10m).

(2) Margin Information:

- a) Title - Tentative Parcel Map.
- b) Adequate legal description of the land to define the boundaries of the ownerships involved.
- c) Tax Assessor's parcel number(s).
- d) Name, address, telephone number, and signature of owner(s).
- e) Name, address and telephone number of applicant, i.e., the person seeking approval of the parcel map, if other than the owner(s).
- f) Name, address and telephone number of the civil engineer or land surveyor who prepared map, and engineer's registration or license number.
- g) Source of domestic potable water supply for each lot.
- h) Method of sewage disposal.
- i) Existing zoning.
- j) Proposed zoning.
- k) Proposed land use of each parcel.
- l) Gross area (acres and square feet (square meters)).
- m) Source of topographic information.

- n) Statement relative to quantity of proposed grading;
- o) Date of preparation and the numbers and dates of any revisions.
- p) Vicinity map with north arrow and scale indicated.

(3) Map Data:

- a) North arrow.
- b) Scale (minimum: 1" = 100') (1cm = 10m).
- c) Approximate curve information for all curves shall be shown (boundaries, streets, easements, etc.).
- d) Lines of inundation for the design storm of any streams or watercourses passing through or adjacent to the tentative parcel map boundaries.

(4) Boundary Data:

- a) Fully dimension all boundaries (approximate values).
- b) Indicate proposed boundaries using solid lines, use dashed lines for existing boundaries.
- c) Tie property boundaries to street centerline when adjacent, or in close proximity, to public streets.
- d) Clearly identify all City or County boundaries.

(5) Existing Conditions - The following information shall be shown within the tentative parcel map boundaries and within a minimum of 100 feet (30m) thereof:

- a) Locations, names, grades, existing widths of all highways, streets, and roads, and if private designated as such.
- b) Location, widths, and type of any sidewalks, curbs and gutter and driveways.
- c) Widths and approximate locations of all existing easements, including rights of way, whether public or private, recorded or unrecorded.
- d) Location and identification of any existing utilities and drainage facilities.
- e) Identification of all buildings or structures as to land use (single-family dwelling, duplex, commercial building, barn, shed, etc);
- f) Location of all existing buildings or structures with respect to proposed lot lines.

- g) Approximate location of all trees of trunk diameter 4" (10cm) or greater, and any groves or orchards.
 - h) Topography and contours (maximum 5' (2m) contour interval) shall be shown, along with the locations, widths and directions of flow of all water courses.
 - i) Seismic fault lines, 100 year Flood Zone or Local Coastal Zone, if applicable.
- (6) **Proposed Development** - All proposed improvements shall be clearly identified by means of notes, symbols, and/or typical sections including:
- a) Locations, grades, and widths of any proposed highways, streets, or roads, and if to be private designated as such;
 - b) Names for all streets or easements within the boundaries of the tentative parcel map which have been approved, or temporary names which shall be alphabetical beginning with Street "A";
 - c) Proposed street dedications or easements;
 - d) Proposed sidewalks, pavement, curbs and gutter, street lights, and driveways;
 - e) All proposed sewers and sewage disposal systems and size and type of sewers and manholes shall be shown;
 - f) Proposed drainage facilities, direction of surface drainage, and structural best management practices;
 - g) Any existing structures to be removed or relocated;
 - h) Proposed buildings;
 - i) Any proposed grading using symbols and criteria contained in the Grading Ordinance and Standard Drawings of the City of Chula Vista.
 - j) Any trees to be removed.

(7) **Parcels**

- a) The approximate dimensions shall be shown for each proposed parcel.
- b) All parcels are to be numbered in consecutive order beginning with parcel one.
- c) The net area of each parcel in acres and square feet (m²) shall be shown.

2-201.3 TENTATIVE PARCEL MAP WAIVERS

(1) **General** - Tentative parcel map waivers may be granted in the following general circumstances.

a) Project is located on legally created parcel(s) of land and;

A parcel map is not otherwise required by the subdivision ordinance or the Map Act (i.e. boundary adjustments or consolidations) or;

b) The proposed development meets the following criteria:

1) Right-of-way dedication is not required;

2) Re-zoning or change in land use designation is not required;

3) Drainage, street and sewer improvements on-site are to be private facilities;

4) A coastal development permit is not required; and

5) A declaration of negative environmental impact has been issued.

c) Tentative subdivision, tentative parcel, parcel, or final maps were previously submitted for the proposed subdivision and processing stopped or;

d) Project consists of one lot condominiums with fewer than 5 units and complies with the limitations as set forth in (c) above.

(2) **Compliance** with the above circumstances does not guarantee approval of a request for tentative parcel map waiver. The City Engineer and Director of Development Services may revise or amend the above listing on a case by case basis.

(3) **Application** - Submit applications for tentative parcel map waiver to the City Engineer. Waiver applications shall include:

a) Completed application form (see Section 2-201.7);

b) Documentation that the existing parcel(s) has been legally created. Said documentation includes pre-1972 grant deeds or record maps;

c) Preliminary Title Report and current grant deeds;

d) Copy of environmental review determination or declaration of negative impact;

e) Evidence that the Design Review process is complete for industrial or commercial projects.

2-201.4 TENTATIVE PARCEL MAP PROCESSING

(1) Submittal requirements - Submit the following items in addition to submittal requirements of Section 2-101.3 for tentative map processing:

- a) Copies of current Grant Deeds and deeds recorded prior to March 4, 1972, if not a lot of a subdivision or parcel map.
- b) Copy of current title report.
- c) Notification package prepared by the developer to include:

- 1) A list of owners' names and addresses for all properties within a 300-foot (91m) radius measured from the boundary of the subject subdivision. Attach a sketch showing the subject property and the 300-foot limit line.
- 2) A completed notification letter for all property owners as described above.
- 3) An 8-1/2" x 11" (22cm X 28cm) exhibit clearly showing the subject property relative to the adjacent streets. An assessor's parcel page is a good example.
- 4) A stamped envelope addressed to each of the owners within the 300-foot (91m) radius area specified in Item 1) containing the letter and exhibit from Items 2) and 3). Do not seal the envelopes so the City may review the enclosures.

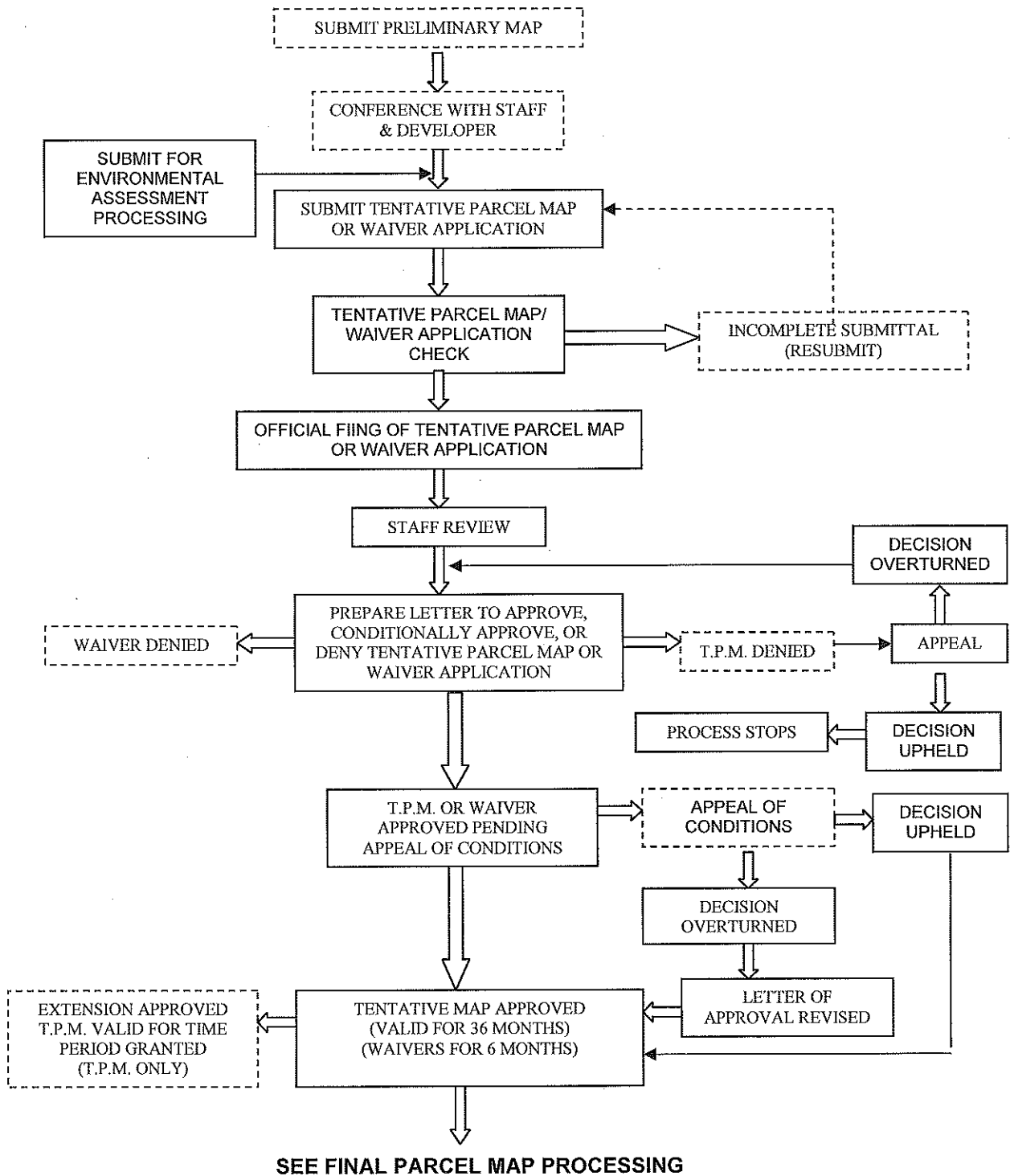
(2) **Approval** - The City Engineer and the Director of Development Services shall approve, conditionally approve or deny: A tentative parcel map application within 50 working days of receipt of a complete application; or a tentative parcel map waiver application within 15 working days of receipt of a complete application.

Please Note: The 50 day period noted above shall begin no sooner than after Environmental Review Clearance for the proposed Tentative Parcel Map is received from the Development Services Department.

(3) **Appeal** - Tentative parcel map determinations may be appealed pursuant to City ordinance.

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2-201.5 TENTATIVE PARCEL MAP FLOW CHART



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2-201.6 SAMPLE TENTATIVE PARCEL MAP

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2-201.7 TENTATIVE PARCEL MAP WAIVER APPLICATION

Page 1 of 2

FOR OFFICE USE ONLY
DE - _____
EP - _____
INITIALS: _____
DATE: _____
APPROVED: _____
EXPIRES: _____

TENTATIVE PARCEL MAP WAIVER APPLICATION

Tentative Parcel Map No.: _____

Property Owner(s): _____

Address & Phone: _____

Developer(s): _____

Address & Phone: _____

Engineer/Surveyor: _____

Address & Phone: _____

PROJECT INFORMATION:

LOCATION: _____

DESCRIPTION: _____

PROJECT IS (CHECK ONE) Lot Line Adjustment or Consolidation Parcel Map

PROPERTY INFORMATION:

Are lots/parcels created by a recorded map
(or grant deeds recorded prior to March 1972?) Yes No

Have any of the following been previously filed
with the City of Chula Vista and has expired or terminated? Yes No

Tentative Map	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tentative Parcel Map	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Final Map	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Final Parcel Map	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PLEASE COMPLETE REVERSE SIDE
TENTATIVE PARCEL MAP WAIVER APPLICATION

Page 2 of 2

PROPOSED DEVELOPMENT INFORMATION:

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| Has Design Review been completed? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Is public right of way dedication required? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Are public street improvements required? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Is a change in zoning or land use required? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Is on-site grading, drainage improvements, streets,
and/or sewer improvements proposed? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If yes, will these facilities be privately maintained? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Has a Declaration of Negative Environmental Impact
been issued? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Is a coastal development permit required? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Attach the following supporting documents as applicable

- _____ Plan Check Deposit (required)
- _____ Preliminary Title Report (required)
- _____ 2 Copies of a detailed site plan prepared by a Registered Civil Engineer in the State of California showing proposed lot lines, street right-of-way dimensions and existing/proposed buildings and improvements.
- _____ Recorded map or grant deeds
- _____ Copy of Declaration of Negative Environmental Impact
- _____ Copy of Design Review findings
- _____ Additional Information as needed

SUBMITTAL OF A COMPLETE APPLICATION DOES NOT GUARANTEE A WAIVER OF THE TENTATIVE PARCEL MAP. A TENTATIVE PARCEL MAP MAY BE REQUIRED AS DETERMINED BY THE CITY ENGINEER AND THE DIRECTOR OF DEVELOPMENT SERVICES.

**SUBDIVISION MANUAL
SECTION 2: SUBDIVISION MAPS**

**Section 2-200 Page 17
Revised 03-13-2012**

**2-201.8 TENTATIVE PARCEL MAP CHECKLIST
CITY OF CHULA VISTA**

TENTATIVE PARCEL MAP NO. _____

FOR OFFICE USE ONLY	
DE-	_____
EP-	_____
INITIALS:	_____
DATE:	_____

Location: _____

Property Owner(s): _____

&

Address: _____

Engineer/Surveyor: _____

Phone: _____

(References are to City of Chula Vista Subdivision Manual)

ITEM	CHECK	REMARKS		
2-201.4(1) SUBMITTAL REQUIREMENTS				
A. Initial Deposit	<table border="1"> <tr> <td align="center">Amount</td> </tr> <tr> <td align="center">\$ _____</td> </tr> </table>	Amount	\$ _____	
Amount				
\$ _____				
B. Development Processing Agreement executed				
C. Copies of current Grant Deeds and pre-1972 deeds (if not a lot of subdivision or parcel map)				
D. Reproducible and copies of tentative parcel map submitted				
E. Notification package to all properties within 300 foot (91m) radius including: <ol style="list-style-type: none"> 1. List of owners' names & addresses and sketch 2. Completed notification letter 3. 8-1/2" x 11" (22cm x 28cm) plat 4. Stamped, addressed envelope for each owner containing the letter and plat 				
2-201.2(1) FORM AND CONTENT – GENERAL				
A. Drawn on linen, polyester base film, or vellum with black waterproof drawing ink				
B. 18" x 26" (46cm x 66cm) with 1" (2.5cm) margin				
C. Scale: 1" = 100' (1cm = 10m) minimum with north arrow				

**SUBDIVISION MANUAL
SECTION 2: SUBDIVISION MAPS**

ITEM	CHECK	REMARKS
2-201.2(2) MARGINAL INFORMATION:		
A. Title: Tentative Parcel Map		
B. Legal description: Sufficient to define map boundaries		
C. Tax Assessor's Parcel Number(s)		
D. Owner's name, address, telephone number and signature		
E. Applicant's name, address, telephone number (if other than owner)		
F. Civil engineer's or land surveyor's name, address, telephone number and registration or license number		
G. Source of water supply		
H. Method of sewage disposal		
I. Zoning – existing and proposed		
J. Proposed usage of each parcel		
K. Gross area (acres and square feet (square meters))		
L. Reference to topographic source		
M. Grading – statement if no grading proposed		
N. Date of preparation and number and dates of any revision		
O. Vicinity map with north arrow and scale		
2-201.2(3) MAP DATA:		
A. North arrow with scale (min. 1" = 100' (1cm = 10m))		
B. Boundaries:		
1. Fully dimensioned (approximate)		
2. Proposed as solid lines, existing as dashed lines		
3. City/County boundaries identified		
4. Approximate Curve information – deltas, radii, lengths		
5. Inundation lines for design flood		
C. Existing – Following shown within the map boundaries and within at least 100 ft. (30m):		
1. Highways, streets, roads – names, grades, widths, if private designated as such		
2. Sidewalks, pavement, curbs and gutters, street lights, driveways		
D. Utilities:		
1. Sewer – location, size, type, depth manholes		

**SUBDIVISION MANUAL
SECTION 2: SUBDIVISION MAPS**

ITEM	CHECK	REMARKS
2. Water – location, size, type		
3. Gas – location, size		
4. Electrical, telephone, cable TV lines – location, size, type, poles, overhead or underground		
5. Water courses – widths, directions of flow		
6. Buildings/Structures – location with respect to lot lines		
7. Trees – groves, orchards and trees of trunk diameter 4" (10cm) or more shown		
8. Contours – maximum 5' (2m) interval		
9. Easements – location, purpose, size, public or private		
E. Proposed:		
1. Highways, streets, roads – names, grades, widths, and if to be private designated as such		
2. Sidewalks, curbs and gutters, driveways		
3. Sewers – location, size, type, manholes		
4. Drainage facilities		
5. Removal or relocation of existing buildings and location of any proposed buildings		
6. Removal of existing trees		
7. Grading – degree of slope, benches, retaining walls, pad elevations		
8. Easements – location, purpose, size, public or private		
F. Parcels:		
1. Approximate dimensions		
2. Numbered in consecutive order		
3. Net area of each parcel (acres or square feet (m ²))		

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MINOR SUBDIVISIONS
SECTION 2-202
FINAL PARCEL MAPS

2-202 FINAL PARCEL MAPS

2-202.1 PURPOSE

Final parcel maps are the legal means by which parcels of property are subdivided. Final parcel maps show all information relating to title interest in the property including parcel boundaries; easements, reservations, and dedications.

2-202.2 FORM AND CONTENT

(1) General

- a) Final parcel maps shall be drawn on 18" x 26" (46cm X 66cm) mylar (min. 3 mils (0.08mm) thick) using black drawing ink only.
- b) Hand lettering shall be a minimum of 1/8" (3mm) in height. Type or computer generated lettering shall be a minimum of 0.10" (2.5mm) in height.
- c) A 1" (2.5cm) margin separated by medium, heavy marginal line completely around each sheet.

(2) Margin Information - The following information shall be included on each sheet of the final parcel map:

a) Upper right:

1) PARCEL MAP NO. (4" (10CM) LINE)

2) SHEET _____ OF _____

b) Lower right:

1) City of Chula Vista Work Order No.;

2) Tentative Parcel Map No.;

3) California Coordinates (i.e. CCS83 101-6335).

c) Lower left - Name, address and phone number of engineer or firm that prepared the final parcel map.

(3) Title/Cover Sheet Information - The following information shall be included on the final parcel map title or cover sheet:

a) Legal description

b) Total number of lots and units

c) Gross area of map

d) Title Company and parcel map guarantee order number

- e) Vicinity map with north arrow and scale indicated
 - f) Certificates and jurats as shown in Section 2-600 or as required by the Map Act including but not limited to:
 - 1) Owners' Certificate
 - 2) Surveyor's Certificate
 - 3) City Engineer's Certificate
 - 4) Improvement Certificate
 - 5) County Tax Assessor's Certificate
 - 6) Recorder's Certificate
 - g) Surveyor's Company Information (name, address, and phone number)
- (4) Procedure of Survey - Final Parcel Maps shall include a procedure of survey as set forth in Section 2-301 of this manual.
- (5) Map Data:
- a) North arrow and scale (minimum 1"=100' (1cm=10m)).
 - b) Boundaries:
 - 1) Indicate the exterior boundary of the land being consolidated or divided by the parcel map using a heavy, solid black line.
 - 2) Clearly indicate the location, dimensions, and bearings of both the original and proposed parcels.
 - 3) Identify City/County boundary as applicable
 - 4) Show adjacent lot or block lines using dashed lines
 - 5) Show existing and proposed street names, widths, and sidelines (solid lined)
 - 6) Show previously vacated streets or easements as light dashed lines and indicate recording information for vacation.
 - 7) Number each proposed parcel. Non-buildable or parcels to be deeded to the City of Chula Vista shall be lettered lots.
 - 8) Indicate monuments found, and to be set, using distinct symbols per Section 2-302.4. Monumentation and basis of bearing shall conform to subdivision requirements as prescribed in this manual under Section 2-301.
 - 9) Reference all recorded surveys or maps and name of adjoiners with document recording number, which include any portion of, or are adjacent to, or in the near vicinity of, the land being divided or consolidated.

c) Easements:

- 1) Show all existing easements that will remain in effect after approval of the parcel map.
- 2) All on-site easements to be granted to the City or public and all public street dedications shall be offered and accepted or rejected on the parcel map.
- 3) Fully dimension sidelines of proposed easements.
- 4) In the event a private access or utility easement for the use of subsequent owners or purchasers is required within the boundaries of the land to be divided, the easements shall:
 - a. be delineated on the parcel map and shall be conveyed to subsequent purchasers;
 - b. be shown on the parcel map by a dashed line and a note that the area represents a future easement to be conveyed to subsequent owners or purchasers pursuant to the requirements of Section 18.20.240 of the City Code of the City of Chula Vista.

2-202.3 SURVEY BONDS

All survey monumentation to be set per final parcel maps shall be set and verified prior to release of the final parcel map for recordation (see Surveyor Certificate Section 2-600). Monumentation may be deferred upon submittal of a cash monumentation bond in an adequate amount, if approved by the City Engineer (to allow grading and/or construction of improvements adjacent to the monument) to secure said monumentation.

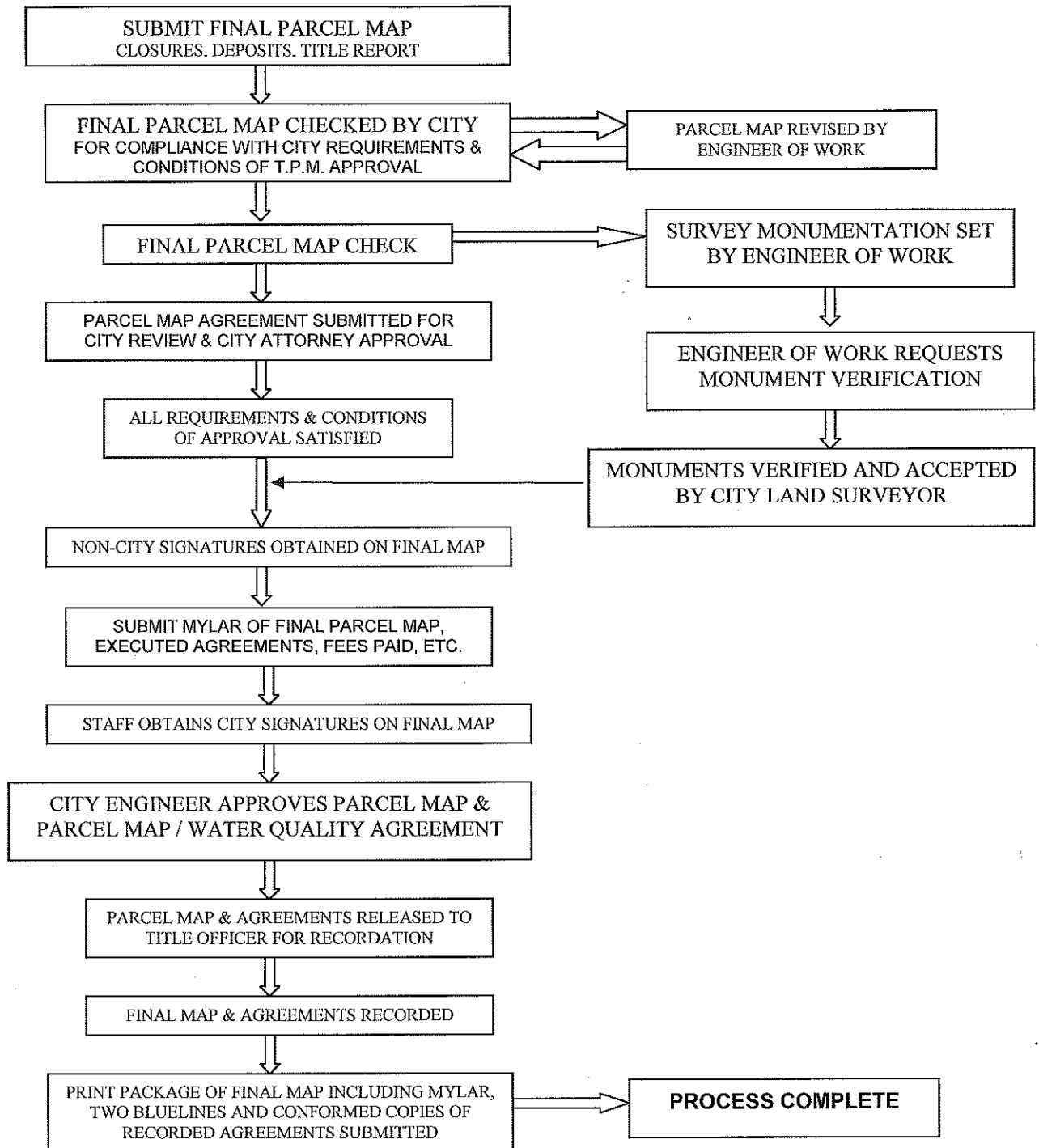
2-202.4 PROCESSING

- (1) **Submittal requirements** - Submit items set forth in Section 2-102.3 for final subdivision map processing
- (2) **Agreements** - Parcel Map agreements may be utilized to satisfy all remaining conditions of tentative parcel map approval that will not or cannot be satisfied prior to recordation of the parcel map (see Section 2-605.3). Said agreement shall be executed in triplicate and approved by the City Engineer concurrently with approval of the final parcel map.
- (3) **Approval** - The City Engineer shall act or approve the final parcel map within the time limits contained in the Subdivision Map Act and after submittal of a complete package, including signed mylars of the final parcel map and all applicable agreements, and payment of all associated fees.

- (4) **Recordation** - The approved parcel map and parcel map agreement will be released to the applicants' title officer for recordation with the County of San Diego. Upon recordation, the applicant shall furnish the Engineering Division with one photo mylar (minimum 3 mil (0.08mm) thick) and the number of blueline prints of the recorded parcel map as set forth in Section 5-201.

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2-202.5 FINAL PARCEL MAP FLOW CHART



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2-202.6 SAMPLE FINAL PARCEL MAP

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**2-202.7 FINAL PARCEL MAP CHECKLIST
CITY OF CHULA VISTA**

FOR OFFICE USE ONLY	
DE-	_____
EP-	_____
INITIALS:	_____
DATE:	_____

Tentative Parcel Map No.:

Location: _____

Property Owner(s): _____

&

Address: _____

Engineer/Surveyor: _____

PHONE: _____

(References are to City of Chula Vista Subdivision Manual)

ITEM	CHECK	REMARKS
1. GENERAL		
1. Plan Check Deposit	Amount \$ _____	
2. Development Processing Agreement		
3. Reproducible and copies submitted		
4. Proof of ownership grant deeds, and title report		
a. Current grant deeds and/or pre-1972 deeds (if not filed with TPM)		
b. Title report		
c. Parcel map guarantee		
5. Copies of easements submitted		
6. Copies of traverses and closures submitted		
7. Drawn on polyester base film (min. 3 mil (0.08mm) thick) with black waterproof drawing ink		
8. Lettering – Computer or typed lettering min. 0.10" (2.5mm) high; Hand lettering min. 1/8" (3mm) high		

ITEM	CHECK	REMARKS
9. 18" x 26" (46cm x 66cm) with 1" (2.5cm) margin		
2. MATHEMATICAL DATA		
1. Traverses include exterior boundaries, each parcel and streets and easements		
2. Traverses close (1:10,000)		
3. Sum of parts of any line or curve must equal total length		
4. Area calculations furnished where required		
3. MARGINAL INFORMATION: (each sheet)		
1. Parcel Map No. <u> </u> (4" (10cm) line) <u> </u> in upper right hand margin		
2. Sheet <u> </u> of <u> </u> sheet(s)		
4. TITLE OR COVER SHEET INFORMATION		
1. Legal description – Sufficient to define boundaries – division or consolidation of property		
2. Number of lots, number of units, and gross area (acres and square feet (square meters))		
3. Vicinity map with north arrow and scale indicated		
4. Owners' certificate and signature(s) (Section 2-600)		
5. City Engineer's and City Clerk's certificates (Section 2-600); Development Services Director's Certificate (Section 2-600)		
6. Improvement Certificate (Section 2-600)		
7. County Recorder's, Tax Collector's, Clerk of the Board's certificates (Section 2-600)		
8. Surveyor's certificate with signature, number and seal (Section 2-600)		
9. Signature Omission Statement(s) (Section 2-600)		
2-301.3 Procedure of Survey – Form & Content		
1) Basis of Bearing		
A. Tied to two points on the Subdivision Boundary Listing of Coordinates s for these two points Basis of Bearing not of record conform to following:		

ITEM	CHECK	REMARKS
2) Legend (see Standard Symbols CVD SS-01 thru SS-05)		
A. Definition of all abbreviations used		
B. Explanation of any special conditions		
C. Explanation concerning monuments for interior lot corners		
D. Symbol for City/County boundary as needed		
E. Symbol for subdivision boundary		
F. Symbol for lot boundary		
G. Symbol for first and last lot number		
H. Symbol for found monuments as needed		
I. Other symbols, as needed, for relinquishing access rights, easement call, etc.		
3) Title centered at top of sheet including subdivision name and tract or tentative parcel map number and "Procedure of Survey" directly below		
4) Civil engineer or land surveyor's certificate with signature and seal if it doesn't fit on title sheet		
5) Vicinity map with north arrow and scale indicated		
6) North arrow and Scale: min. 1" = 200' (1cm = 20m) & Convergence Angle of Point of Beginning.		
7) Other notes as needed to clarify survey, monumentation, or easements		
8) Miscellaneous		
A. Gross area: (square feet and acres (m ²))		
B. Table showing area, number of units and proposed use for each lot (condos only)		
C. Other certificates that could not fit on title sheet		
D. All lots shown and numbered		
E. All streets shown and identified		
F. Show record bearing, distances, references in parenthesis for all record maps in disagreement with survey		
G. Show record bearing, distances and references in parenthesis for any deed data in disagreement		

ITEM	CHECK	REMARKS
with survey		
H. Record maps, sections, ¼ sections identified		
2-202.2(5) MAP DATA:		
A. North arrow and scale (min.: 1" = 100' (1cm = 10m))		
B. Boundaries		
1. All are fully dimensioned		
2. Parcel boundaries are heavy solid black lines		
3. City/Council boundaries identified		
4. Adjacent lot or block lines shown in dashed lines		
C. All bearings, distances, radii and deltas of traverses shown on map		
D. Record bearings, distances and reference in parenthesis for:		
1. All record maps in disagreement with survey		
2. Any deed data in disagreement with survey		
E. Lines intersecting curves identified by bearing and whether (radial) or (non-radial)		
F. Existing street – names, widths, and side lines shown as solid lines		
G. Previously vacated streets or easements shown as light dash lines with recorded vacation data		
H. Easements		
1. Identify as existing or proposed, width, and purpose		
2. Side lines shown as light dash lines		
3. Recorded easements identified by document number and date of recordation and sufficiently tied		
4. New easements fully dimensioned to include sufficient ties		

ITEM	CHECK	REMARKS
1. Additional notes on map as needed to clarify survey, explain discrepancies or reference non-recorded information such as City ties, road survey, State Highway maps, etc.		
5. Monumentation (per Section 2-302)		
1. Monuments per legend or fully described as to type, size, disc and engineer's or surveyor's number		
2. Labeled as "No Record" or referenced to record map		
3. If controlling location not of record: "No Record – Accepted Hereon As (describe location)"		
4. Monuments tied into survey by bearing and distance, or "Used for Line Only"; No floating monuments		
6. Parcel Map Compliance		
1. Complies with General Plan		
2. Zoning requirements		
3. Tentative Parcel Map		
4. All conditions imposed for parcel map approval		
7. Separate Deeds and Easements		
1. Prepared, signed and submitted or dedicated on parcel map		
2. Accepted by City Clerk		
3. Recorded with County Recorder and conformed copy returned (only if by separate document)		

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