



FINAL MAP CHECKLIST

PROJECT NAME _____ PLAN CHECKER _____ DATE _____

	1 ST Check	2 nd Check	3 rd Check	Mylars	Comments
I. TITLE SHEET					
1. Type					
2. Provide corporate resolution					
3. Legal description to match subdivision report					
4. Do not abbreviate 'township...north' or 'range...west'					
5. Use template for order of notes					
6. Add stamps electronically					
7. Signature omissions to show existing easements not in street right of ways					
8. Signature omission notes to be verbatim with subdivision report					
9. Monument Note 'C.' – lead and tack tagged "L.S. xxxx" to be set flush in top of curb for all common lot line prolongations or lead and tack at top of block wall					
10. No excess spaces in dedication					
11. List streets in acceptance statement					
12. Geri K. Bryan, CMC, City Clerk					
13. Brian S. Ludicke, Director of Community Development					
14. Acceptance to mirror dedication, verbatim					
15. Type in names and respective titles					
16. City Eng/Surveyor "see new city signers"					
17. "Provide update of subdivision report"					
18. County recorder's space 3" x 4" – verify					

(=Acceptable; ?=Unclear, Provide More Data; N/A= Not Applicable; X= Not Acceptable (provide reason for unacceptability in comment section))

	1 ST Check	2 nd Check	3 rd Check	Mylars	Comments
19. 'While we dedicate to public use....we hereby dedicate the right to restrict....'					
20. 'Vesting Tract ' left as Vesting Tract					
21. Surveyor's statement 'is this still correct, or list also current owners'					
22. NIL for LACOWWDist required					
23. All city signature statements on title sheet					
24. L.A. Co. Waterworks District No. 4 (always 4)					
25. L.A. Co. Waterworks – ask to clarify names, if different					
26. No seals for notary acknowledgements					
II. SURVEY DETAIL AND INDEX SHEET					
1. Label as such					
2. See example this sheet (provide template)					
3. Show offsite centerlines, normal, with street address					
4. Show street name					
5. Provide list of approved street name					
6. Circle last lot					
7. Lot lines to be solid					
8. Show sheet break lines, dashed and bold					
9. 'R in Delta' restricted direct vehicular access dedicated to the City of Lancaster					
10. Label adjoining deeps or maps					
11. Monument section corners					
12. Record and measured on all section lines					
13. See standard monument call outs, place symbol on spot					
14. Found section monuments to be shown graphically as found in field					
15. Use symbols for monuments, see example					

(=Acceptable; ?=Unclear, Provide More Data; N/A= Not Applicable; X= Not Acceptable (provide reason for unacceptability in comment section)

	1 ST Check	2 nd Check	3 rd Check	Mylars	Comments
16. Label easements dedicated hereon					
17. 'Sheet no.' reference not to be in right of ways rather at angle over lots					
18. Break centerlines for overall width distances, no line through					
19. Add lot numbers, circle last lot					
20. Centerline dash for existing centerlines on section lines					
21. Solid line for dedicated right of way along section lines					
22. Private street shown as dashed					
23. Traverse calculation loops fro section lines, boundary and lots					
24. Add to notes and label 'set monument top of wall' where applicable					
25. Show 'not a part of this subdivision' in total					
26. Show 'Legend'					
27. North arrow up or to the left					
28. No APN's					
29. Grandfathers 20/20's, normally, dedicate to centerline if described as such					
30. NIL required for LACWDist					
31. Do not show easement being abandoned on map, all map sheets					
32. Please place "city signature statements" on title sheet					
33. Show ¼ section, provide closures for ¼ section, tract boundary, lots and R/W					
34. When C/L is same as boundary use 'Bold C/L dash'					
35. Future easements note" to be dedicated per separate instrument"					
36. Area more than 0.50 Acres, shown as acreage, not square feet					

	1 ST Check	2 nd Check	3 rd Check	Mylars	Comments
37. Show R/W 200 feet beyond boundary					

III. MAP SHEETS					
1. Top of sheet: 'Lots...Engineer and No...Acres'					
2. Label easements					
3. Text to top and left					
4. Label easements dedicated hereon and existing					
5. Verify street names, within boundary and offsite					
6. Do not use 'A' or 'ac' in lots, note as 'typical'					
7. If over 0.50 acres, show "acres"					
8. Bearings, text within lots, not in adjoining lots					
9. Adjoining lots within boundary to show number only					
10. Do not show text in adjoining lots, next sheet					
11. Boundary line bold and solid					
12. Add 6 feet alternate section note with symbol to all lots zoned R-7000 or R-10,000					
13. Total square feet in lots, no gross or net area noted					
14. Solid light lines for existing public R/W					
15. Dash lines for existing private R/W					
IV. ADMINISTRATIVE PARCEL MAPS (no offsite improvements required)					
1. Soil Report					
2. Annual Assessment Note: LMD and DMD					
3. Note on which records were used, and they should match					
4. Use Admin. P.M. Community Development Note					
5. City Clerk's – no improvement paragraph					

ADDITIONAL COMMENTS: