



PARCEL MAP CHECKLIST

PROJECT NAME _____ PLAN CHECKER _____ DATE _____

	1 ST Check	2 nd Check	3 rd Check	Mylars	Comments
1. Traverse sheets submitted and checked (Boundary)					
2. Sheet size 18" X 26" (including 1" margin)					
3. Names of all streets- existing and future.					
4. Lot numbers (same as tentative maps).					
5. Minor Subdivision Number noted on map.					
6. Sheet numbers (index sheet for more than 2 sheets) –Scale: 1"= 200'					
7. Easements-centerline data, width, type, ownership, use and record data (shown by broken line)					
8. Radius, arc, and delta on all curves					
9. Tie points found (map references; section corners)					
10. Monuments set					
11. Show existing monuments outside subdivision					
12. Dimensions, bearings and closure-boundary lines					
13. Dimensions, bearings and closure-lots and blocks					
14. Each lot shown entirely on one sheet					
15. Dimensions (in feet and decimals of a foot and bearings)- street alleys					
16. Total distances-lots, blocks and boundaries					
17. Basis of bearings (descriptive and shown on record of survey)					
18. Street centerline ties to intersections, monuments					
19. Centerline data on all streets, alleys and easements (distances and bearings)					

(=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
20. Notation made on each sheet where area map is subject to flood hazard.					
21. North arrow and scale					
22. Radial lines marked					
23. Surrounding map numbers and names					
24. Check improvement plans for easements, etc.					
25. Lot area and frontage at setback line					
26. Streets and easement dedications to public made on map					
27. City Boundary lines clearly shown if applicable					
28. Title Sheets:					
A. Registered Engineer's Certificate- stating within 30 days					
B. Brief description of land					
C. Acreage and number of lots noted					
D. Sewer availability note					
E. Park-in-lieu fee note (if applicable)					
F. Subdivision guarantee order number and date					
G. Signature of surveyor or engineer					
H. City Engineer's Certificate					
I. Easement holder certificate or omission note					
J. Acknowledgements (Notary Public)					
K. Land owner's certificate signed					
L. Trustee's Certificate signed					
M. Clerk of the Board of Supervisors note or letter on file					
N. County Recorder's Certificate					
29. Agreements and bonds submitted and approved					
30. Outstanding improvement bonds and easements resolved if applicable					
31. Previously rejected portions of streets to be					

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accepted by Council Resolution					
32. Subdivision boundary clearly noted					
33. Improvement plans signed by City Engineer					
34. Engineer's estimate for improvements submitted and reviewed					
35. Current Title Report submitted and reviewed (check for any liens, unpaid taxes or City entitlements)					
36. Current subdivision guarantee received and reviewed					
37. Fees and deposits paid					
38. Grading plans signed					
39. Conditions of approval reviewed and complied					
40. Offsite easement documents signed and submitted					