



### MAP CHECKLIST

PROJECT NAME \_\_\_\_\_ PLAN CHECKER \_\_\_\_\_ DATE \_\_\_\_\_

	1 <sup>st</sup> Check				Comments
<b>I. SUBMITTAL REQUIREMENTS</b>					
1. 3 COPIES OF FINAL/PARCEL MAP					
2. MAP SHEET 18" x 26" WITH 1" BORDER FROM EDGE					
3. 1 COPY OF PRELIMINARY TITLE REPORT WITH SUBDIVISION GUARANTEE WITHIN LAST 30 DAYS					
4. 1 COPY OF RECORDED VESTING DEEDS					
5. 1 COPY OF APPROVED CONDITIONS OF APPROVAL					
6. 1 COPY OF APPROVED TENTATIVE MAP					
7. 1 COPY OF 18" x 26" REFERENCE MAPS					
8. 1 COPY OF 11"x 17" ASSESSOR'S MAP					
9. 1 COPY OF REFERENCE CITY TIES					
10. 1 COPY OF COMPUTER CLOSURE CALCULATIONS REPORT					
11. 1 COPY OF SUPPORTING DOCUMENTS LISTED IN THE PRELIMINARY TITLE REPORT					
12. MINIMUM MYLAR THICKNESS 4 MILLS					
13. ARIAL NARROW FONT TYPE, NO LETTER SMALLER THAN .08 INCH					
14. MAP SCALE					

√ = Acceptable      = Unclear (Provide More Information)      NA = Not Applicable  
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<b>II. TITLE SHEET SHOWS:</b>					
1. MAP HEADING TO MATCH LEGAL DESCRIPTION OF VESTING DEED & TITLE REPORT OF ALL SHEETS					
2. PLACE FIRM NAME AND DATE BELOW MAP HEADING					
3. PLACE "FOR CONDOMINIUM PURPOSES" BELOW MAP HEADING IF APPLICABLE					
4. PLACE "FOR PLANNED DEVELOPMENT PURPOSES" BELOW MAP HEADING IF APPLICABLE					
5. OWNER'S STATEMENT, DEDICATIONS AND RESERVATIONS TO COMPLY WITH CONDITIONS OF APPROVAL					
6. OWNER NAME PRINTED BELOW SIGNATURE LINE IN OWNER'S STATEMENT. TWO SIGNATURES FOR CORPORATION OR LLC					
7. TRUSTEE/BENEFICIARY STATEMENT AS NEEDED					
8. NOTARY ACKNOWLEDGEMENTS					
9. SIGNATURE OMISSIONS PER SEC. 66436, SUBDIVISION MAP ACT					
10. ENGINEER'S/SURVEYOR'S STATEMENT					
11. CITY ENGINEER'S STATEMENT					
12. PLANNING COMMISSION'S STATEMENT DO NOT SHOW APPROVAL DATE					
13. CITY COUNCIL'S STATEMENT ACCEPTS TO MIRROR OWNER'S DEDICATIONS RESERVATIONS AND VACATIONS					
14. CERTIFICATE OF FEE DEDICATION IN NMC					
15. BOARD OF SUPERVISOR'S CERTIFICATE					

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16. AUDITOR'S CERTIFICATE					
17. COUNTY RECORDER'S CERTIFICATE IN LOWER RIGHT CORNER					
18. SHOW NUMBER OF LOTS, LETTERED LOTS AND GROSS & NET AREA UPPER LEFT CORNER, ALL SHEETS					
19. REMOVE ADVERTISING					
20. LANDSCAPE ORIENTATION ALLOWED IF APPROVED BY CITY					
<b>III. MAP SHEETS SHOW:</b>					
1. VICINITY MAP					
2. BOUNDARY MAP SHEET					
3. INDEX SHEET REQUIRED IF MORE THAN TWO MAP SHEETS					
4. BASIS OF BEARINGS: DESCRIBE THE LINE AND BEARING AND PROVIDE DOCUMENTATION FOR THE BEARING USED					
5. LEGEND, SHOW SYMBOLS WITH DESCRIPTIONS, REFERENCES, FOR FOUND OR SET MONUMENTS AND FOR RECORD DATA PER CITY STANDARDS 6101 TO 6107					
6. EASEMENT NOTES: LIST ALL EXISTING EASEMENTS WITHIN BOUNDARY AND LABEL WITH SYMBOL OR STATE "NOT PLOTTABLE"					
7. LIST ALL PROPOSED EASEMENTS PUBLIC OR PRIVATE WITHIN THE BOUNDARY, LABEL WITH SYMBOL					

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8. SUFFICIENT MONUMENTS TO ESTABLISH BOUNDARY, PROVIDE REFERENCES TO VERIFY					
9. SET MISSING BOUNDARY CORNERS					
10. BOUNDARY LINE TO BE SOLID AND 3X'S WEIGHT OF ANY OTHER LINE					
11. EASEMENT LINES TO BE DASHED					
12. NORTH ARROW AND 4" MINIMUM BAR SCALE ALL SHEETS					
13. CLOSURE CALCULATIONS WITH AREA SHALL INCLUDE SECTION AND BLOCK BREAKDOWN BOUNDARY					
14. CLOSURE CALCULATIONS FOR LOTS. PUBLIC STREET DEDICATED AND CENTERLINES					
15. SHEET NUMBER IN UPPER RIGHT CORNER					
16. MAP DESIGN CONFORMS TO APPROVED TENTATIVE MAP					
17. DEDICATIONS SHOWN, LABELED & DIMENSIONED					
18. ALL EASEMENT SHOWN, LABELED & DIMENSIONED					
19. MONUMENTS TO BE SET TO CITY STANDARDS					
20. DIMENSIONS TO ADD UP TO MATCH TOTAL					
21. LOT AND PARCEL NUMBERING					
22. DEDICATED ACCESS RIGHTS LABELED WITH ACCESS OPENINGS SHOWN AND DIMENSIONED					
23. SHOW & LABEL AREAS OF EXISTING RESTRICTED ACCESS					

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24. SHOW ADJACENT MAPS OF RECORD, WITH RECORDING DATA IN GHOSTED OR DASHED					
25. AREA MORE THAN 0.50 ACRES TO BE SHOWN "ACRES", NOT SQUARE FEET WITH TWO DECIMAL PLACES					
26. PRIVATE STREETS NAMED AND LABELED					
27. EACH LOT/PARCEL SHOWN ON ONE SHEET					
28. DIMENSION RIGHT OF WAYS					
29. DO NOT SHOW APN'S					
30. SHOW RIGHT TIES FROM CENTERLINES TO CORNER CUT BACKS AT STREET INTERSECTIONS					
31. CURVE AND LINE DATA SHOWN IN TABLES					
32. RADIAL LINES MARKED ON ALL COMPOUND CURVES, REVERSING AND NON-TANGENT CURVES					
33. INDICATE ADJOINING MATCHING SHEET (i.e., SEE SHEET #)					
34. CHECK IMPROVEMENT PLANS FOR CONFORMITY, INCLUDING RIGHT OF WAY, EASEMENTS, ETC.					
35. PREVIOUSLY REJECTED PORTION OF STREETS ACCEPTED BY RESOLUTION OR CONDITIONS OF APPROVAL					
36. PROPERTY BORDERS COUNTY OR OTHER CITY SHALL BE SHOWN AND LABELED					

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<b>IV. FINAL</b>					
1. COMPARE MYLAR TO FINAL CHECK PRINT					
2. CHECK SIGNATURES					
3. CHECK COMPLETENESS OF NOTARY SIGNATURE					
4. COMPARE MYLAR'S TO LATEST PRELIMINARY TITLE REPORT WITH SUBDIVISION GUARANTEE WITHIN LAST 30 DAYS					

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