

ENGINEERING DEPARTMENT
Certificate of Correction
Application
Check List

All of the items listed below are mandatory for a complete submittal. Your submittal will be returned, unchecked, until all required items are submitted.

SUBMIT LEGIBLE PHOTOCOPIES. FACSIMILE COPIES ARE NOT ACCEPTABLE.

1. ☐ Payment of application fee
2. ☐ 1 copy of approved “Conditions of Approval”, if applicable
3. ☐ 2 copies of completely filled out “Certificate of Correction”. (Original signed certificate and original acknowledgement(s) are not needed until after the City has completed the plan checking of the documents.)
4. ☐ 1 copy of “Preliminary Title Report” (not more than 30 days old)
5. ☐ 1 copy of closure calculations, if applicable
6. ☐ 1 set of supporting documents and maps- **(DOCUMENTS MUST BE LEGIBLE)**:
 - Referenced record maps (full size 18”x 26” suggested)
 - Assessor’s parcel map (full size 11”x 17” suggested)
 - All other documents such as deeds, lot line adjustments, easements, dedications, vacations, etc...
7. ☐ Other: _____

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Exhibit “A” (Legal Description)
Check List

1. ☐ Use font size equal to 1/10 of one inch, minimum
2. ☐ Explain the purposes for the corrections
3. ☐ Specify the sheet numbers of the map where the corrections will apply
4. ☐ The words **“and B”** on the Certificate of Correction form may be removed, if an Exhibit “B” is not needed
5. ☐ Highlight the proposed corrections on the copy of the map which is supplied for reference
6. ☐ Show the APN numbers of the parcels affected by the proposed corrections
7. ☐ Show the date of the preparation of the document
8. ☐ Show the name of the RCE* or PLS in the signature block
9. ☐ Show the seal, expiration date and signature
10. ☐ Other: _____

*If a civil engineer prepares the documents, then their registration must be prior to January 1st, 1982.

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Exhibit “B” (Plat)
Check List

1. ☐ Use font size equal to 1/10 of one inch, minimum
2. ☐ Show the details of the corrections, to scale
3. ☐ Specify the sheet numbers of the map where the corrections will apply
4. ☐ The words “**and B**” on the Certificate of Correction form may be removed, if an exhibit B is not needed
5. ☐ Show bearings and distances in the same direction as the north arrow
6. ☐ Show north arrow
7. ☐ Show scale
8. ☐ Show legend
9. ☐ Show the date of the preparation of the document
10. ☐ Show the firm’s name, address and phone number of person preparing document
11. ☐ Show the name of the RCE* or PLS in the signature block
12. ☐ Show the seal, expiration date and signature
13. ☐ Submit a closure calculations report with a cover sheet including: date of preparation, project number, name and address of engineer or land surveyor, seal and signature
14. ☐ Highlight the proposed corrections on the copy of the map which is supplied for reference

*If a civil engineer prepares the documents, then their registration must be prior to January 1st, 1982.