



Subdivision Maps – City of Ontario 1st Submittal Requirements

The following list has been created to ensure subdivision maps are submitted in a condition to perform a thorough review. Items not provided or addressed in the list below may cause your submittal to be deemed incomplete.

This is not a comprehensive list of all map requirements; please follow the City's checklist and comply with the California Subdivision Map Act and all applicable City ordinances.

= Missing/Deficient Item = OK = Not Applicable

Submittal Elements

- Tract or Parcel Map (3 bond copies) – Ontario Checklist I.1
- Approved Tentative Map – Ontario Checklist I.6
- Engineering Conditions of Approval (COA) - SMA 66411.1(a) & Ontario Checklist I.5
- Preliminary Title Report (PTR) and Subdivision Guarantee (SG). Must be no older than 1 month – Ontario Checklist I.3
- Current Vesting Deed(s) - Ontario Checklist I.4
- Adjoining Deed(s) – if subdividing property's legal description is not a whole lot/parcel of a recorded subdivision (i.e. metes and bounds, portion of a lot, aliquot part) then the adjoining deeds need to be provided.
- All support documents, including Deed(s) of Trust, as listed in the Exceptions and Exclusions section of the PTR must be provided and legible - Ontario Checklist I.11
- Traverse Closure Calculations. This should cover all closed figures dimensioned on the map - Ontario Checklist I.10, III.13, & III.14
- Record Maps/Notes within the adjacent area (e.g. Parcel/Tract Maps, Records of Survey, Corner Records, Tie Sheets, etc.) - Ontario Checklist I.7

General Map Requirements

- Must be substantially in conformance with tentative map - SMA 66442(a)(2)
- Ink must be black, opaque, and permanent in nature - SMA 66434(a)
- Ensure all sheets are 18" by 26" overall with a blank 1" margin on all sides - SMA 66434(b)
- All map submittals must include LS's name and license #, and be signed/sealed and dated – PLSA 8761(b), (c), & (d)
- If Civil Engineer signing, license number must be 33965 or less.
- Ensure the surveyor's/engineer's license is valid and clear - SMA 66434
- Verify the Tentative Map has not expired prior to 1st submittal per SMA 66452.6(d).
- Dedications as required per the COA and/or City Resolution, should be drafted on the map and listed under the Owner's Statement and City Council's Statement. All references to the dedications should be in harmony with the COAs and City Resolution.
- Font height shall be no less than 0.08" – Ontario Checklist I.13
- Each lot must be shown entirely on one sheet – Ontario Checklist III.27
- Basis of Bearings must be listed on the map and either match a recorded map or match agency-published control values – Ontario Checklist III.4
- All easements (existing and dedicated) must be listed and plotted on the map – Ontario III.17
- Boundary establishment should be based on proper/sufficient found monumentation
- Dimensions shall be shown for all lines established on the map. This should include, but not limited to: centerlines, rights-of-way, lots/parcels, and easements.