**PARCEL & FINAL MAP APPLICATION CHECKLIST**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please Note: This checklist summarizes major and typical topics of review. Not all items may apply. Site specific issues can and will produce additional comments. | | | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
| Project ID / Address: | | | |  | | | | | | |
| Reviewer / Date: | | | |  | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  | **Submitted?** |  |  | | **ITEM OR DESCRIPTION** | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
| ***PARCEL & FINAL MAP SUBMITTAL DOCUMENTS*** | | | | | | | | | | |
|  |  |  |  | | Electronic copy of the Subdivision Map, approved Tentative Map, current title report (dated within last 90 days), all easements, deeds & maps listed in Title Report, other maps & deeds used to prepare the Map. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Closure calculations indicate area (Survey Closure Calculations must include: gross area within Distinctive Border line, individual lot areas and public street and/or easement areas dedicated on the map) | | | | | | | | | |
|  |  |  |  | | Map review fee paid up front *(per latest City Council approved Fee Schedule).* | | | | | | | | | |
|  | | | | | | |  |  | |  | | | |
| ***PARCEL & FINAL MAPS*** | | | | | | | | | | | | | |
| *Procedural Requirements* | | | | | | |  |  | |  | | | |
|  |  |  |  | | Map conforms to Tentative Map, Planning conditions & mitigations, Map Act and City Municipal Code. | | | | | | | | | |
|  |  |  |  | | Map must be recorded prior to Tentative Map is expired. If not, Tentative Map extension may be filed with Planning Dept. | | | | | | | | | |
|  |  |  |  | | Street improvement plans and grading & drainage plans approved. | | | | | | | | | |
|  |  |  |  | | Stormwater Management Plan approved and certified by 3rd party consultant, if applicable | | | | | | | | | |
|  |  |  |  | | Executed Agreements (Subdivision Agreement, Maintenance Agreement, Stormwater Management Facilities Operation, Maintenance & Easement Agreements, if applicable) | | | | | | | | | |
|  |  |  |  | | All Public Works fees are paid and bonds provided (including plan check & inspection fee, storm drain fee, park in-lieu fee, transportation impact fee, map review fee, grading permit fee, and other applicable fees). | | | | | | | | | |
|  |  |  |  | | Subdivision Guarantee from title company, tax clearance letter from Santa Clara County, Corporation Resolution or signature authorization of the person signing on behalf of the corporation. | | | | | | | | | |
|  |  |  |  | | Will-serve letters from Sanitary District and all utility companies | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
| *Formatting Requirements* | | | | | |  | | |  | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Plans shall be drawn clearly (linework, screening, and all text is legible) | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Map sheets 18" X 26" with 1" border from edge. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Map drawn to appropriate Engineer's Scale. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Map Statements formatted correctly. (Ownership statements adjacent to left margin, Engineers' Statements, Clerk's and Recorder's Certificates adjacent to right margin) | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Title block must be at the top of the page either centered or at upper right of each sheet and numbered one of three, etc. with description of property such as "BEING A PORTION OF THE ...ETC." | | | | | | | | | |
|  |  |  |  | | Tract number (for Final Map), Date of map (month & year), north arrow, index map (if multiple sheets) shown. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
| *Technical Requirements* | | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Standard notes as required (including area within distinctive bortder), legend, map references shown. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Owner's Statement includes all public and private dedications and easements required and shown on map. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Company name printed on signature line. (if corporation or partnership include company name above signature line with space for signature and name and title below line) | | | | | | | | | |
|  |  |  |  | | Trustee and/or Beneficiary signature(s) on map. | | | | | | | | | |
|  |  |  |  | | Notary Certificate(s) complete and correct (Notary Certificate filled out for each signatory with current license and no stamp). | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Engineer’s or Surveyor’s statement and electronic stamp shown and correct (Must be signed by a qualified RCE or LLS). | | | | | | | | | |
|  |  |  |  | | City Engineer’s statement and electronic stamp shown and correct. | | | | | | | | | |
|  |  |  |  | | City Surveyor’s statement and electronic stamp shown and correct. | | | | | | | | | |
|  |  |  |  | | City Clerk’s statement shown and correct (for Final Map only). | | | | | | | | | |
|  |  |  |  | | Director of Community Development’s statement shown and correct. | | | | | | | | | |
|  |  |  |  | | County Recorder's Certificate shown and correct. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Soils/Geologic statement shown and submitted. | | | | | | | | | |
|  |  |  |  | | Distinctive Border Line shown (Distinctive Border Line around property to be subdivided, easements and ROW dedicated by this map to be within the distinctive border line). | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Basis of Bearing indicated (Show Basis of Bearing on map: Must be between two found monuments of record and include distance and bearing. Provide TIE to boundary with bearing and distance). | | | | | | | | | |
|  |  |  |  | | Lots designated by numbers for units and letters for common lot. | | | | | | | | | |
|  |  |  |  | | Adjoining property owners names shown for unsubdivided property, or record map reference with lot or parcel number and book and page. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Street dedication (in fee title) by separate instrument shown and indicated. | | | | | | | | | |
|  |  |  |  | | Public Service Easements, other public easements, and private easements shown. | | | | | | | | | |
|  |  |  |  | | All street and right of way dimension shown. | | | | | | | | | |
|  |  |  |  | | All streets (public or private) named and labeled. | | | | | | | | | |
|  |  |  |  | | Curve data for all curves, radial bearings for all non-tangent curves, parcel tie to next sheet shown. | | | | | | | | | |
|  |  |  |  | | All monumentations comply with Municipal Code, existing and found monuments verified by Record Maps, witness monuments shown. | | | | | | | | | |
|  |  |  |  | | Map agrees with Record Data. | | | | | | | | | |
|  |  |  |  | | Record and measured data shown and differentiated. | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
| *Once Map is Ready for Signature* | | | | | | | | | | |
|  |  |  |  | |  | | | | | | | | | |
|  |  |  |  | | Print Map on mylar | | | | | | | | | |
|  |  |  |  | | Signatures in opaque black ink (Use thin pen, no smears) | | | | | | | | | |
|  |  |  |  | | Provide title company contact information. City to provide additional recordation instructions. | | | | | | | | | |