



3.0 GUIDELINES

3.1 EVIDENCE OF LEGAL ACCESS

3.1.1 Legal Access

(See also “Public Access Required,” Section 1.2).

Per Ordinance 460, Article V, Section 5.2, Item A-8, “*Street and right-of-way providing legal access to the property.*” If during the Land Division Committee (LDC) Meeting, it is determined that access is insufficient per Ordinance 460, Article III, Section 3.10, Item A, “*No land division shall be recorded unless public access is provided ...*,” then:

Ordinance 460, Article II, Section 2.2, Technical Definitions, Item O:

O. PUBLIC ACCESS means:

- 1. A dedication to public use or to the County of Riverside to the required width for road purposes.*
- 2. A permanent written easement for road purposes to the required width from the State or Federal Government.*
- 3. An access road as defined in this ordinance that has been open to the public without posting for five years or more, provided adequate evidence thereof is submitted to and approved by the Director of Transportation.*
- 4. A dedication to a community services district to the required width for road.*

The following guidelines have been adopted by the Riverside County Survey Division to implement Ordinance 460, Article II, Section 2.2, Item O (3) (above):

1. General Affidavits signed and notarized by the property owners over whose land the access road travels and owners whose land is encumbered by the access road(s).
2. Assessor’s Maps covering the area(s) involved, showing the approximate location of the traveled way.
3. A list of the property owners, cross-referenced to the Assessor’s Parcel Number of their property.
4. Photographs, taken along the route being proposed, with the picture points being indicated on the Assessor’s Maps.



3.1.2 General Affidavit

1. General Affidavits must be from the property owners affected/encumbered by the traveled way proposed for public access. An affidavit must be received from every landowner whose land is traversed/encumbered by this road. The suggested format for the affidavit is as follows:

I know from personal knowledge:

That certain existing traveled way known as _____,
which connects to (name of public road) traversing through
(Sec. Twp. Rng.), and across my property, has been in operation for the
purpose of public access from (year) continuously and without
interruption at any time.

My property is more particularly described as:

(Legal Description)

2. If the property owner has no personal knowledge of the time factor on the traveled way and has no objection to it being public access, the property owners may make a statement to that effect.

3.1.3 Submittal Procedure and Requirements

1. It is suggested that these affidavits be sent by certified mail to the owners of the encumbered property, with a cover letter explaining the intent of obtaining the affidavit, with a reference to the tentative map. If there is no response within 30 days, a second duplicated letter should be sent (also by certified mail). If there is still no response, an attempt should be made to determine the reason.
2. All the evidence per "A," items 1 through 4 above, should be submitted with a cover letter formally requesting approval of the road in question as a public access road. Receipts for certified letters that were not answered should also be handed in with the other material, with a note of explanation as to why there was no response. If the County Surveyor approves or disapproves said verification, a written statement shall be placed in the file denoting the finding.

3.2 REVERSION TO ACREAGE MAPS

- A. The map must comply with the Subdivision Map Act, Chapter 6, Article 1, Sections 66499.11 through 66499.20 3/4 and Ordinance 460.



- B. Normal format and certificates will be used except:
 - 1. In the HEADING, replace “division of” with “**REVERSION TO ACREAGE**” in bold letters.
 - 2. In the OWNER’S CERTIFICATE, replace “subdivision” with “reversion to acreage.”
 - 3. The Tax Collector’s Certificate (see Section 4.12.2) will be on the map. The Tax Bond Certificate will not be on the map.
- C. All property owners involved must sign the map.
- D. Monumentation is not required unless road dedications are requested in the Conditions of Approval.
- E. The map, therefore, could be compiled from record data or based on a field survey. Treat it accordingly.
- F. In the event there is an error in the record boundary on the map of the property being reverted, a Record of Survey must be filed to rectify the error if the reversion to acreage map is not based on a field survey.
- G. A title report (30-days current) on all parcels involved must be provided.
- H. All public easements to be perpetuated/retained must be shown. NILs (Non-interference letters) must be obtained from any Public Utility Company concerned.
- I. County maintained roads shall be perpetuated/retained and shown on the final map. Rights-of-way offered to the public, to be perpetuated/retained, must be shown on the map. Any Public dedications and road easements not shown on the reversion to acreage map will constitute abandonment of said road(s), when the final map is recorded.
- J. The Conditions of Approval for the reversion to acreage must be complied with, including any new dedications or improvements required.
- K. Adjacent lots and/or subdivisions shall be shown.
- L. Property not included in the reversion to acreage and property adjacent to the map must not be left landlocked. Check thoroughly to ensure vehicular access is available.

3.3 WAIVER OF FINAL MAP REQUEST POLICY

Ordinance 460, Article IX, Section 9.12, *Waived Maps*:

- A. *Waiver of a parcel map means that enough information is available and that the necessary conditions of the tentative parcel map have been met, therefore, a parcel map is not required.*
- B. *The Planning Director may waive a parcel map according to the provisions set forth in Section 6.5 D of this Ordinance (460). ...*



C. When a parcel map has been waived, the Planning Director shall distribute copies of the Certificate of Compliance and waiver of the parcel map to the Department of Building and Safety and file a Certificate of Compliance with the Recorder's Office upon payment of the fee set forth in Ordinance No. 671

Ordinance 460, Article VI, Section 6.5, *Consideration by the Advisory Agency, Item D:*

D. The Advisory Agency, upon the request of the land divider, may waive the requirement that a parcel map be recorded if the Advisory Agency finds that the proposed land division complies with the requirements as to:

- 1. Area;*
- 2. Improvement and design;*
- 3. Flood water drainage control;*
- 4. Appropriate improved public roads;*
- 5. Sanitary disposal facilities;*
- 6. Water supply availability;*
- 7. Environmental protection and;*
- 8. Adequate existing survey control;*
- 9. Other provisions of this and other applicable ordinances of Riverside County and the Subdivision Map Act.*

Subdivision Map Act, Chapter 2, Maps; Article 1, General Provisions; Section 66428:

66428. Tentative and parcel maps; Waiver by local ordinance; Exceptions; Options

(b) A local agency shall, by ordinance, provide a procedure for waiving the requirement for a parcel map, ...”

The following procedure has been adopted by the Riverside County Survey Division for implementation of the processing of waived maps:

The Survey Division may waive the requirement that a parcel map be recorded if it is found that the proposed land division complies with the following requirements:

1. A request (for waiver of the requirement of recording the final map) had been applied for at the time the tentative map was submitted to the Planning Director, and the appropriate fee has been paid.
2. There are no improvements required.
3. The proposed land division has public vehicular access consistent with Ordinance 460.



4. The adequacy of the “found” survey control will be determined by the County Surveyor.
5. The proposed land division is a parcel of a recorded map based upon a field survey and has a completely monumented boundary in conformance with that record map.
6. There are no set monuments shown on tentative map.
7. All monuments are to be flagged to facilitate monument inspection.
8. A complete description of each found monument will be shown. This description will include the monument type, size, tag number, record reference, and relative ground position.
9. The tentative map shall show bearings and distances on the boundary as they appeared on the parent/underlying parcel of the record map.
10. The dimensions (bearings and distances) of the boundary lines must close mathematically (based on the record data per parent/underlying map).
11. Computed bearings and distances on the proposed interior lot lines must “close” mathematically.
12. The bearings and distances shown in the descriptions of the proposed parcels that are to be part of the Certificate of Compliance shall be the same as shown on the tentative map.
13. Conditions set by other agencies that require a final map will mean a waiver will not be allowed. A final map must be submitted.

Application for waived parcel maps on property not created as a parcel on a record map.

The property in question is required to be a legal parcel and not in violation of the Subdivision Map Act or Local Ordinance 460. This will require a Certificate of Compliance to be issued prior to any consideration of a waiver request. In addition, a PTR (preliminary title report), 30-days current, must be submitted with the request.

There are two situations in which a waiver will be considered:

1. If a property described in a deed is surveyed in the course of splitting an adjacent property the following must be held:
 - a. All boundary corners must be monumented;
 - b. All boundary lines have been surveyed;
 - c. Said monuments and survey are shown on one record map; and
 - d. The boundary must close mathematically.
2. If the property has been monumented and surveyed by two different maps (splitting property on two sides of the property in question) the following must be held:
 - a. One map must reference the other for the basis of bearings;



- b. All boundary corners must be monumented;
- c. Distances shown between monuments must be measured on both maps and must agree;
- d. Monument descriptions must agree;
- e. Boundary must close mathematically;
- f. Both maps must be within the same block;
- g. Any discrepancies between the maps will automatically deny the waiver; and
- h. Any requirement for an Environmental Constraint Note/Sheet will automatically cause denial of the waiver.

3.4 PARCEL MAPS COMPILED FROM RECORD DATA

Ordinance 460, Article IX, Section 9.6, *Parcel Maps Compiled from Record Data*:

A parcel map of four or less parcels may be compiled from record or filed data, if such data is acceptable to the County Surveyor.

Subdivision Map Act, Chapter 2, Maps; Article 3, Parcel Maps; Section 66448:

66448. Parcel Map to be based on a Field Survey or Compiled from Record Data

In all cases where a parcel map is required, such map shall be based upon a field survey made in conformity with the Land Surveyors' Act when required by local ordinance, or, in absence of such requirement, shall be based either upon a field survey made in conformity with the Land Surveyors' Act or be compiled from recorded or filed data when sufficient survey information exists on filed maps to locate and retrace the exterior boundary lines of the parcel map if the location of at least one of these boundary lines can be established from an existing monumented line."

The following guidelines have been adopted by the Riverside County Survey Division for implementation of the processing of parcel maps compiled from record data:

- A. A parcel map of four or fewer parcels may be compiled from record data, if such data is acceptable to the County Surveyor. Any map compiled from record data shall be evaluated on its own merits and on information available to the County Surveyor in his files.
- B. A parcel map may be compiled from data shown on final maps, records of survey, or parcel maps, only if such recorded maps were *based upon a field survey* and sufficient data is acceptable to the County Surveyor.
- C. The basis for the entire boundary must be shown on one record map.



- D. A map compiled from record data cannot be processed if additional dedications are required on the map.

3.5 MONUMENTATION

The purpose of this section is to establish uniform standards for monumentation in connection with field surveys for maps submitted to the County for approval. It shall be used by all Land Surveyors and Civil Engineers performing survey work in the unincorporated area of the County and shall be used by County staff for the checking of maps.

3.5.1 Materials and Workmanship

1. Materials and workmanship shall conform to the requirements of the California Land Surveyors' Act and local standards and regulations
2. Land division maps shall be monumented in accordance with Ordinance 460, Article IX, Section 9.10, which is shown below.

Ordinance 460, Article IX, Section 9.10, *Surveys and Monuments*:

- A. *At the time of making the survey for the final map or parcel map, the engineer or surveyor shall set sufficient durable monuments to conform to the standards described in Section 8771 of the Business and Professions code and also comply with the requirements of Ordinance No. 461 and with the requirements of the County Surveyor.*
- B. *All monuments for final maps and parcel maps shall be set prior to the recordation of the map. The land divider may execute a secured agreement or cash bond guaranteeing the setting of the monuments upon approval by the County Surveyor.*
3. Any monument having characteristics other than described above may only be used upon written approval of the County Surveyor. A letter requesting approval and describing the type of monument to be used and the reason for use should be sent to the County Surveyor.

3.5.2 Monumenting Property Lines

1. Monument the full exterior boundary of the property being subdivided and the corners of the lots and parcels being created.
2. All monuments must be set and inspected, prior to recordation of a final map, unless a monument bond is processed and approved.



3.5.3 Exceptions to Property Monumentation

1. Monuments are not required if they pertain only to a non-surveyed 5 acre, or larger, single remainder of a divided parcel conforming to the requirements of Section 66445 (d) (2) of the Subdivision Map Act.
2. Monuments may not be required to be set in a State Highway if the setting of the monuments will be contrary to state policy or regulations.
3. Monuments may not be required if they are not practical to set at their precise locations because of an obstruction. In such situations, a reference monument shall be set, as approved by the County Surveyor, and shown in an appropriate manner on the map.
4. On maps with improvements in which grading or construction work would disturb monuments set, appropriate map notes and a bond for future monumentation shall be provided. This applies to tract maps, Schedule "E" Parcel maps, and parcel maps with 5 or more parcels. For parcel maps with 4 parcels or less, all monuments should be in place prior to recordation of the map, but a monument bond can be used if needed as approved by the County Surveyor.
5. In the event improvements in a subdivision include a block wall along the rear or side lot lines, a Standard "E" monument, per Ordinance 461, shall be set **at** the lot corner.
6. If the Surveyor/Engineer finds that the monumentation work specified in this guideline is not possible or practical, and is not covered by the exceptions described above, he/she should request an exemption and submit the justification in writing with the initial map checkprints. Any monuments having characteristics other than described above may be used only upon written approval of the County Surveyor.

3.5.4 Ties to Existing Monuments

1. Find and show on the final map, all existing monuments in the immediate area that have a significant bearing on the confirmation or establishment of the lines of the property being surveyed. State monument "Accepted as ..." if not apparent on map.
2. Identify all monuments shown on final map with type, size, tag number, and relative ground position, and record reference.
3. If a found monument has no record reference, so state. If it is being accepted as a property corner, indicate position accepted, and supply reference used to "confirm" location of said monument. If not accepted, so state. See Section 1.9.
4. Show measured bearing and distance, record bearing and distance, or measured and record, if both measured and record bearings and distances are the same.
5. Untagged found monument(s) must be tagged if used as controlling monument(s) on the final map. (See Section 1.9). Show as "Found" on the final map.



6. Replace damaged or deteriorated monuments that have a controlling influence on the lines of survey with an acceptable monument replacement. Show the monuments as “Found” on the final map and state “Replaced with... ”.
7. “Found” nail(s) or tin(s) should be called out only if referenced on a prior (recorded) map. If used as control, they must be replaced with an approved “durable” monument. Show as “Found” on the final map and state “Replaced with... ”. If found nail(s) or tin(s) have not been previously referenced on a recorded map, do not reference them on the final map.

3.5.5 Monumenting Road Centerlines

1. Monument the centerline intersections of roads; the centerline B.C.s, E.C.s, P.R.C.s, and P.C.C.s; and any angle points. Provide additional road centerline monumentation as needed for the present survey, the retracement of same, and any other points, as required by the County Surveyor.

Note: Do not set a monument where the Tract Boundary intersects the street centerline (unless said position is a centerline intersection). This will eliminate/minimize unwanted angle points in street centerlines.

2. On parcel maps with five or more parcels, monumentation will be handled in the following manner:
 - a. If roads on the final map are un-improved and there are no approved “Conditions of Approval” requiring any improvements, any angle points; B.C.s, E.C.s, P.R.C.s; and P.C.C.s shall be monumented along the right-of-way. This will include corner cutbacks and the intersection of side lot lines at the right-of-way. These monuments should be placed either flush or no more than up 0.15' (fifteen hundredths of a foot) above the surface. (These positions should not be set below the surface).
 - b. If the roads shown on the final map are graded to the “ultimate” grade, or are conditioned to be graded to “ultimate” grade, then monuments for centerline intersection, B.C.s, E.C.s, P.R.C.s, and P.C.C.s may be set on centerline. These monuments should be placed a minimum of 0.5' (half a foot) below grade.

This procedure will not only benefit the property owner by receiving a completed survey, it will also benefit any subsequent Surveyor/Civil Engineer with future retracement(s) of that area.

3. Find and show on the map the existing road centerline, right-of-way, and/or monumented lines of record of/along existing roads adjacent to the parcels being surveyed. If monuments are not enclosed/encased in monument boxes but are below the road surface, show the record data and uncover such monuments to verify points and lines. The Director of Transportation and the County Surveyor request that in such instances the removed asphalt be replaced with a suitable asphalt patching material, and a surface accessory be “set” and tied-out, with tie-notes or corner record(s) (as applicable) submitted to the County Surveyor for filing.



4. Numerous maps have been recorded that show nails or nails and tins, found or set, inferring that these nails or nails and tins were to be treated as “substantial monuments.” **They are not.** The following adopted policy shall be applied.

On final maps to be recorded, the only nails or nails and tins that will be allowed to be shown shall have a reference of record, followed by the statement, “Replaced by _____” (a substantial monument, appropriate for the position, see Ordinance 461).

Using the word “spike” in place of the word “nail” does not change the fact that a nail is not adequate to satisfy the requirement for a substantial monument.

5. Centerline intersections and other major control monuments should be 0.5' (half a foot) below the ground surface unless the road is paved in accordance with County Standards in which case, they must be set flush. If monuments are not enclosed/encased in monument boxes but are below the road surface, and there are no ties available, uncover such monuments to verify points and lines. The Director of Transportation and the County Surveyor requests that in such instances, the removed asphalt (or other material) be replaced with a suitable asphalt patching (or other) material, and a surface accessory be “set” and tied-out, with tie-notes or corner record(s) as applicable and submitted to the County Surveyor for filing.

3.5.6 Monumenting Road Right-of-Way and Road Easement Sidelines

1. Monument the road right-of-way or road easement sidelines at the point of intersection with the lot or parcel side lot lines, or set the side lot lines produced/prodded at the top of curb, with a note indicating such in the Surveyor’s/Engineer’s Notes.
2. Monument the road right-of-way or road easement sidelines at all B.C.s, E.C.s, P.R.C.s, and P.C.C.s unless the roads are to be improved as covered in Section 3.5.5.
3. Monument the new right-of-way line rather than the existing one if the survey involves road widening in connection with the land division or development.
4. Find and show on the final map of the survey, any existing right-of-way and/or easement monuments of record.
5. All right-of-way monuments set along unpaved streets should be set flush or below the surface of the ground. Along paved streets, they should be placed flush with surface of the street.

3.5.7 Monument Inspection

When a map has been monumented and is ready for inspection, the Surveyor/Civil Engineer shall submit the following:

- Two prints of the final map, two copies of the Certification of Correction (if applicable), and two copies of the centerline ties (if applicable);



- The appropriate deposit for the monument inspection (if applicable);
- A letter from the Surveyor/Civil Engineer stating that the monuments have been set, are flagged-up, and awaiting inspection, and that the Surveyor/Civil Engineer has been paid for his/her services.

3.5.8 Waived Parcel Maps

1. Monuments cannot be set in conjunction with an application for waiver of the requirement to record a parcel map. Monumenting the new property lines shall require a Record of Survey showing the field survey information, type of monuments being set, and any other pertinent data. The Record of Survey shall be filed after the Waiver is approved and the Certificate of Compliance is recorded.
2. One of the requirements of a Waiver is that adequate existing survey control be submitted on the Tentative Map. Should any monument need to be set in conformance with this requirement, the Licensed Land Surveyor/Registered Civil Engineer must set them in accordance with Sections 8762, 8771, 8772, and 8773 of the Land Surveyors' Act.

3.6 SUBMITTALS

3.6.1 Parcel and Tract Map Submittals

- A. The County Surveyor's Office typically will not accept the first checkprint until the Tentative Map has been conditioned and approved by the Board of Supervisors. The "first checkprint" submittal to the Survey Division shall include a copy of the Board approved "Conditions of Approval" and a copy of the stamped "Approved," Tentative Map and Phasing Map (if applicable).
- B. Any maps that are not legible, as determined by the County Surveyor, will be returned for corrective action.
- C. No multi-unit subdivision map or improvement plans will be accepted for checking until an approved "unitized"/phased Tentative Map or an approved Phasing Map has been received by the Survey Division.

Note: It is ultimately the responsibility of the applicant to provide the appropriate map.

- D. A maximum of three units/phases of any one land division/of any one, phased project shall be in the checking process at any one time, unless approved by the County Surveyor. Therefore, unless approved by the County Surveyor, the fourth unit/phase will not be accepted for checking/review until the first unit/phase is recorded. Submit a written request, prior to submittal of any phase/fourth phase, for consideration to process four or more units/phases concurrently.
- E. A maximum of three units/phases of any one land division/of any one, phased project shall be submitted to the Recorder's Office for recording/recordation at any one time, unless approved by the County Surveyor.



3.6.2 Parcel and Tract Map Requirements with First Submittal

- A. Map checking deposit. Deposit Based Fee (DBF). (See Ordinance 671, “Riverside County Surveyor Fee Schedule)
- B. Preliminary Title Report (PTR) 30-days current, shall be submitted. Many things are dependent on the PTR, including the review of ownership and any trust deeds, the boundary, easements, NILs (Non-Interference Letters), and any signature omissions. Any easement documents listed in the PTR (or any documents referred to in said easement documents) needed for retracement should be provided with the first submittal.

Note: Different title companies sometimes have different data for reports issued on the same property. If the title company changes during the project, verify that all the information in the current PTR is reflected on the map.

- C. Current Vesting Deed(s). The PTR is not a substitute for the current Vesting Deed(s).
- D. Complete map.
 - 1. Two sets of prints of the Final Map and ECS (Environmental Constraints Sheet) for review. Two additional sets of prints will be required for a street name check.
 - 2. A complete title sheet, including the ownership certificates fully worded except for notary acknowledgements and signatures.
 - 3. The maps must have all data required to allow for a complete map review with the first set of prints, including complete survey data.
 - 4. All easements plotted and noted as described in the title report accompanied by all the documents necessary to plot the easements. The Surveyor/Engineer shall indicate which easements do not apply to final map. These easements shall be removed from the PTR by the title company.
 - 5. Boundary surveys shall be included as one sheet (second sheet) of the Final Map. See Ordinance 460, Article 9, Section 9.2 below. The entire boundary shall be mapped on the first map sheet of the Final Map.

Ordinance 460, Article IX, Section 9.2, *Subdivision Boundary Requirements*, Item B:

- B. *The entire boundary of a land division must appear on the first map sheet of a final map or parcel map showing:*
 - 1. *A boundary survey of the land division, including all courses and distances necessary to compute a closure;*
 - 2. *Sufficient data to prove the method by which the boundary was determined, including a description of all corners found or set, adjoining maps or property lines of record;*
 - 3. *Phased units in relation to the boundary.*



6. On unitized/phased maps, each map/phase shall show the complete/overall “Tentative Map” boundary and the map’s/current phase’s relationship within that overall “Tentative Map” boundary to each previously recorded unit/phase. See Ordinance 460, Article IX, Section 9.5A(8) below. See Section 2.2 for line weights.

Ordinance 460, Article IX, Section 9.5, *Data Require –Final Land Division Maps*, Item A(8).

- A. *The following data shall be shown on each final map and parcel map: ...*
 8. *The map number, scale, north arrow and sheet number shall be shown on each sheet of the map. The map shall be drawn at a suitable engineer’s scale to identify and describe all essential details clearly. If more than two map sheets are used, an index showing the division of land, with lots numbered as shown on the map, shall be shown. A complete boundary survey shall be shown on one sheet of every phase if a unitized subdivision. Said boundary should also reflect the original boundary as shown on the tentative map of a subdivision.*
7. A copy of the approved Conditions of Approval shall be included, with each item either checked-off as “included” or a statement as to why, if it is not included.
8. A copy of the stamped “Approved,” Tentative Map and Phasing Map (if applicable).
9. Closure/Calculation sheets are required for the overall Tentative Boundary, “Current” unit/phase boundary (as applicable), all lots/parcels – net, and all lots/parcels – gross (as applicable). Submit updated/revised closure/calculation sheets when lots/parcels are revised. All closure/calculation sheets must show the error of closure.
10. Transmittal letter/cover sheet from the Surveyor/Engineer with current address and phone number.
11. Completed Land Use and Permit Application Processing Agreement.
12. Any other items, as required by the Conditions of Approval, Ordinances, etc.

It is the Surveyor’s/Engineer’s responsibility to ensure these items are submitted to the Survey Division before the checking process begins.

3.6.3 Checkprints/Back-Checks

- A. Submit two (2) copies of the final map and ECS after revisions from the previous checkprint have been made.
- B. Submit any items requested to facilitate the checking of the final map, including maps, documents, other reference data, exhibits, clearance letters, calculation/closure sheets, etc.
- C. After the map has achieved a reasonable degree of accuracy and completeness, with all ECS



notes correct, the Map Checker will prompt the applicant to submit additional copies with the next checkpoint submittal for the purpose of “Routing” the map to other Departments for their review and approval. The number of copies for “Routing” will be dependent on the number of Departments placing “Conditions of Approval” against the map. Also considered is whether or not the map falls within the “sphere of influence” of any other governmental agencies or policy areas.

- D. At around the same time as the map is routed, the “GIS Package” shall be submitted by the Surveyor/Civil Engineer. See Section 8.4 for more information on the GIS submittal requirements.
- E. Notice of changes shall be provided, in writing, to the Map Checker. Failure to do so may result in the return of an un-checked checkpoint.
- F. **Be advised that any missing items or corrections that may have inadvertently been overlooked on the first and/or subsequent checkprints and later addressed by the Survey Division are still the Surveyor’s/Engineer’s responsibility and will have to be complied with prior to the map being considered for recording.**

3.6.4 Submittal of the Final Package, Original Mylar, and Direct Positive Mylars for Recordation

- A. The Surveyor/Engineer will be instructed when to submit the final package. Originals will not be mailed out. If the final package is delivered early, it will be returned. Before accepting the final package, the following items must be satisfied:
 - 1. All “routes” must be approved (except the “End” Survey route). The routes may be viewed online at <http://www.rctlma.org/online/default.aspx>. Click on “*Planning Case LDC Status*,” and enter in your case number (use FSM for Tract Maps and FPM for Parcel Maps).
 - 2. All Conditions of Approval must be satisfied (MET/DEFERRED/NOTAPPLY) with none showing INEFFECT (except those Transportation Conditions to be cleared by Survey, i.e., Access Restriction, Easements, etc.). These will be cleared by Survey once the Map Checker is satisfied that the mylars are correct in these areas. The conditions may be viewed online at <http://www.rctlma.org/online/default.aspx>. Click on “*Planning Case Conditions of Approval*,” and enter in your case number (use FSM for Tract Maps and FPM for Parcel Maps).
 - 3. Sheet sizes must be accurate and precise (18" x 26", 0.10" +/- tolerance). A one-inch border shall surround the sheet and shall be free of any text or markings. See Section 1.7 and Appendix A.
 - 4. The GIS Package must be submitted and approved (if not done already). See Section 8.4.
 - 5. PTR (Preliminary Title Report), 30-days current at the time of recordation/at the Board Agenda date (as applicable).
 - 6. CC&Rs (if applicable), approved by County Counsel and on file with the Survey



Division. Approved CC&Rs are sent to the Planning Department from County Counsel, and then forwarded to the Survey Division.

7. Bonds and Agreements (if applicable), approved by County Counsel and on file with the Survey Division. Approved Bonds and Agreements are sent to the Transportation Department (Construction/Inspection Division) from County Counsel. The Bonds are separated from the Agreements, and the Agreements are then forwarded to the Survey Division.
 8. Approved monument inspection or bond (as applicable).
 9. Final “Street Name” review is required prior to final package approval. Two copies of the final map are required for review.
 10. Two copies of the final map on mylar, at least one of which contains “wet”/original signatures (Owners, Trustees and/or Beneficiaries, Notary Acknowledgements, Tax Collectors, Surveyor/Civil Engineer, and any other Certificates of Acceptance shown on the final map).
 11. One ECS on mylar.
 12. A minimum balance as required by the Survey Division in the DBF (Deposit-Based Fees) Account.
- B. A Licensed Land Surveyor’s or Registered Civil Engineer’s signature and a Seal or Stamp is required, as delineated by Section 8761 below.

Section 8761 of the Business and Professions Code:

- (a) *Any licensed land surveyor or civil engineer authorized to practice land surveying may practice land surveying and prepare maps, plats, reports, descriptions, or other documentary evidence in connection with that practice.*
- (d) *All final maps, plats, reports, descriptions, or other land surveying documents issued by a licensed land surveyor or civil engineer authorized to practice land surveying shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. If the land surveying document has multiple pages or sheets, the signature, seal or stamp, and date of signing and sealing or stamping shall appear, at a minimum, on the title sheet, cover sheet or page, or signature sheet, unless otherwise required by law.*



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