



## **8.0 MAP CHECKING PROCEDURES**

### **8.1 INSTRUCTIONS TO MAP CHECKERS**

1. The Map Checker will pull a map from the stack (“first-check”/“back-check”) in the order it was received. Verify whether or not the map is a phase of a phased/multi-unit project. If it is a phased map, the County Surveyor may determine that all phases of said multi-unit project will be reviewed by the same Map Checker (determined on a case-by-case basis). Map Checker enters name in the “People” screen in the LMS (Land Maintenance System). The applicant will supply all documentation and research necessary to verify the data on the map.
2. Map Checker verifies that the Deposit Based Fees (DBF) Account has a positive balance. The applicant shall submit the initial checking fee (per Ordinance 671), and from time to time, may have to submit supplemental deposits. The account requires a minimum balance as determined by the County Surveyor at the time of recordation.
3. Map Checker places name on all checkprints. Mark one set as OC (Office Copy) #1, OC #2, etc. These copies are for the office file and may have calculations, notes, or questions that do not appear on the CP (checkprint) copy. After completing the review, transfer all of the corrections/revisions on the Office Copy to the corresponding CP #1, CP #2, etc. which will be returned to the Surveyor/Engineer. **If additional corrections are needed after CP #2, a meeting will be requested with the Map Checker, the Surveyor/Civil Engineer and the property owner to discuss the outstanding issues.**
4. Write explanatory comments on the map; often a “bare” red mark is **not** enough. Keep in mind that comments are for transmittal of information and expediting of checking process. Surveyors/Engineers can also write explanatory comments on the checkprints. The overall review process can only be helped by open communication. Phone calls, e-mails, as well as face-to-face meetings can all be beneficial tools used to complete and record a final map.
5. Submit Conditions of Approval, PTR, Vesting Deed(s), calculation/closure sheets, approved tentative map, and any other pertinent data with all first checkprints to Map Checking supervisor. They will be kept with the “working file” for review purposes until the map records or expires. Submit any of the aforementioned documentation on subsequent checkprints, as necessary.
6. Once the map reaches a certain degree of accuracy and completeness, the Map Checker will request additional copies of the Final Map and ECS for the purpose of “Routing” to the “Conditioning” departments for their review and approval.



7. At, or about, the time the map is ready for “Routing,” the GIS package will be requested by the Map Checker. If after the GIS package is submitted, any portion of the boundary is revised or any centerline alignment is revised, then the applicant shall submit a revised GIS package, reflecting said revision(s).
8. The Map Checker will check the file or the LMS for the final map (FSM/FPM) Conditions of Approval. Verify the current status of the Conditions of Approval (INEFFECT/MET/DEFERRED/NOTAPPLY). Check to see if map has been “Routed,” and if it has, if any of the “Routes” have been closed. It is the responsibility of the Surveyor/Civil Engineer or applicant to follow up with the various departments satisfying any Conditions of Approval, and obtaining any additional/specific written communications requested to facilitate in the review of the map.
9. The Map Checker will verify that any items required per the Conditions of Approval or per Ordinance are satisfied (right-of-way documents, Bonds and Agreements, CC&Rs, Certificates on the map, clearance from outside agencies, NILs, etc.). The applicant will pursue the necessary avenues to provide the required documentation to the Survey Division.
10. Any time a Preliminary Title Report (PTR) is submitted, the Map Checker will verify that:
  - It agrees with the current map;
  - It agrees with any previous PTR submittals; and
  - Any discrepancies or revisions are accounted for on the current map.

The Surveyor/Civil Engineer will ensure that all the required revisions are addressed, notification of said revisions is provided, and that any additional or requested information/documentation is submitted to facilitate the review process.
11. Use master checklist for the review of all maps (see Section 9). The Map Checker will attach a transmittal checklist for every checkprint to be returned to the Surveyor/Engineer, adding any comments that are necessary to expedite the review process. The Surveyor/Engineer will review the checklist and satisfy the requirements, per the Conditions of Approval, before the map expires.
12. The Map Checker will prompt the Surveyor/Engineer for the “final package” (mylars, DPMs, PTR, etc.). The Map Checker will review the sheet size and border for conformance, before accepting the “final package” for review and processing. All “Routes” must be cleared and all required Conditions of Approval satisfied.
13. Any discussions in the office with the Surveyor/Civil Engineer and applicant (owner/developer) should take place at designated area for such discussions, NOT at your work desk. Take copious notes. Be prepared beforehand, whenever possible. Inform your supervisor(s) of any issues of concern. Invite your supervisor(s) to sit in the meeting if necessary.



14. When you pull a map for checking, if the “Conditions of Approval,” or Vesting Deed(s) is/are not in the file, or if the DBF Account is deficient, then notify the Surveyor/Engineer.

*Note: Escrow papers or a Deed of Trust do not replace a Vesting Deed.*

15. When checking maps that have a reference in the conditions to a Specific Plan, be sure to look up the Specific Plan to check the proposed right of way.
16. Legal descriptions associated with the map will be submitted to the Right-of-Way Section for review and processing. See Section 7.
17. The protracted Township, Range, and Section for all maps within Ranchos will be placed in the lower right corner of the map. For example: Sections 15 & 16, T 8 S, R 3 W. This also applies to Environmental Constraint Sheets.
18. All maps that do not have a monument bond will be field checked prior to recordation. Have the Surveyor/Civil Engineer submit an extra checkprint when the final monuments have been set and are ready for inspection.
19. **TAXES:** All maps must be signed by the Treasurer-Tax Collector prior to mylars being submitted to Survey Division.
20. Before accepting mylars for processing, ensure that all necessary signatures are present, all necessary conditions of approval and clearances have been obtained, the GIS package has been submitted and is acceptable, the approved bond and agreements and CC&Rs (if required) have been submitted to Survey Division. See Section 8.6 for Mylar Intake Checklist.



## 8.2 FINAL MAP DISTRIBUTION RECORD

Parcel/Tract Map No.: \_\_\_\_\_ Date received first print: \_\_\_\_\_  
 Map Checker: \_\_\_\_\_ Engineer/Surveyor: \_\_\_\_\_  
 Map Expiration Date: \_\_\_\_\_ Extension of time: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_  
 Taxes Up-to-date? Yes \_\_\_\_\_ No \_\_\_\_\_ Tax bond required? Yes \_\_\_\_\_ No \_\_\_\_\_

### SUBMITTED COPIES OF THE FINAL MAP

\_\_\_ Street name(s) check \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Planning Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Trans. Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Env. Health Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Flood Control Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Parks Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Caltrans on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Monument Inspection on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Title Insurance Co. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ GIS package - transmittal, disk (ASCII file and points map) Submitted on: \_\_\_\_\_  
 \_\_\_ Copy(s) to \_\_\_\_\_ Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to \_\_\_\_\_ Agency on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Building and Safety for street addressing on: \_\_\_\_\_  
 \_\_\_ Addressing requested by: \_\_\_\_\_  
 \_\_\_ ECS Original Submitted on: \_\_\_\_\_ Book # \_\_\_\_\_ Page # \_\_\_\_\_

### SUBMITTED COPIES OF THE FINAL ENVIRONMENTAL CONSTRAINT SHEET

\_\_\_ Copy(s) to Planning Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Env. Health Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Flood Control Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Fire Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Parks Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_  
 \_\_\_ Copy(s) to Building & Safety Dept. on: \_\_\_\_\_ Approved on: \_\_\_\_\_



### 8.3 TRANSMITTAL CHECKLIST

Map # \_\_\_\_\_ Checkprint #: \_\_\_\_\_ Engineer: \_\_\_\_\_  
 Received 1<sup>st</sup> print: \_\_\_\_\_ Schedule: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Map Expiration Date: \_\_\_\_\_ **Map Checker:** \_\_\_\_\_ Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_ **Phone:** \_\_\_\_\_ Email: \_\_\_\_\_

#### “XX” INDICATES CORRECTIONS/SUBMITTAL REQUIRED

460 Will Serve _____	Lot Closure _____
Acknowledgements _____	Map Closure _____
Areas _____	Master Copy _____
Basis of Bearings _____	Miscellaneous _____
Board Conditions _____	NIL(s) _____
Calc Sheets _____	North Arrow _____
Caltrans _____	Offsite Dedication _____
Certificates _____	Owner Statement _____
Checking Fee _____	Parks Department _____
Current Taxes _____	Planning _____
Easement Documents _____	Record Maps _____
ECS Map _____	Record Shown _____
ECS Note _____	Scale Bar _____
Field Check _____	Sheet Size _____
Fire _____	Signature Omissions _____
Flood Control _____	Street Names _____
GIS Package _____	Survey Control _____
Grant Deed _____	Tentative Map _____
Heading _____	Title Report _____
Health _____	Traffic Fees (SMD) _____
LAFCO/CSA _____	Transportation _____

*Call if you have questions.  
Please retain this checkprint for your record. See next page for additional notes.*

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_



### APPROVALS REQUIRED

Clearance from the following Department(s) is/are needed:

1. Transportation: .....

2. Health: .....

3. Fire: .....

4. Flood Control: .....

5. Planning:.....

Comments: .....

Track Department approvals 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).

Track Conditions of approval 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).



## 8.4 GUIDELINES FOR GIS DIGITAL PACKAGE SUBMISSION

Drawings must include (and not necessarily be limited to) lot lines, rights-of-way lines, centerlines, and Tract/Parcel map boundaries. All line work must be comprised of continuous lines and must be exploded so that there are individual line segments within the drawing. The following describes in more detail the requirements for a GIS digital package submittal.

### 8.4.1 Transmittal Form, Paper Copy, and Disk

A GIS package submittal shall include three main items:

1. Transmittal form listing items submitted;
2. One full-size paper copy of the Tract/Parcel Map being submitted (same as submitted for checkprint review); and
3. The items listed in the following list in ONE disk:

<b>Requirements in ONE Disk for GIS Package Submittal:</b>	<b>Additional Information:</b>
A Drawing Exchange File (DXF) of the digital drawing (Tract/Parcel Map) being submitted that meets all criteria listed in section 8.4.2 (coordinate system, use of AutoCAD to create the design file, line work, and text and labels)	<b><u>A disk submitted without a DXF is cause for immediate rejection</u></b>
Second copy of the original working digital design drawing using one of the following file formats/extensions: <ul style="list-style-type: none"> <li>▪ DWG (AutoCAD drawing file)</li> <li>▪ DGN (Microstation drawing file)</li> <li>▪ ArcView Shapefile</li> <li>▪ ArcGIS Geodatabase</li> <li>▪ ArcInfo Coverage or Exchange file (eoo)</li> </ul>	The second copy of the original working digital design drawing shall meet all criteria listed in section 8.4.2 (coordinate system, use of AutoCAD to create the design file, line work, and text and labels)
ASCII text file of all found and set/calculated monuments that meets the following criteria: <ul style="list-style-type: none"> <li>▪ Comma delimited note pad file, excel spreadsheet, or Word document structured with X, Y, Z and Descriptions columns.</li> <li>▪ X and Y listings shall include coordinate values of all found and set/calculated monuments.</li> <li>▪ Elevations for Z listing shall be shown for all found and set/calculated monuments regardless of value.</li> </ul>	Descriptions shall be provided for all found and set/calculated monuments with reference to set field note descriptions



*Note: Contact your project's Map Checker if you have any questions regarding the GIS submittal.*

## 8.4.2 Digital Data Files

**Digital design file submissions will only be accepted if all conditions pertaining to the following four factors explained below are met:**

- Coordinate system;
- Use of AutoCAD to create the design file;
- Line work; and
- Text and labels.

### Coordinate System

All data should be based off the California coordinate system, CCS83 Zone 6 (Public Resource Code, Sections 8801-8819), utilizing NAD 83 (NSRS2007) adjustment.

### Use of AutoCAD to Create the Design File

**If** using AutoCAD to create your design file, all line work, text and points must be in model space before your final design file is saved and copied to a disk for submittal. This can be done in two ways:

1. Create and build your entire design file in model space only; or
2. If using a combination of model space and paper space to build your design file, copy all components of the design file out of paper space and put them into model space before saving and submitting.

*Note: Any component of a design file that resides in paper space is non-transferable through ESRI's ArcMap (which the Survey Division uses for GIS submittals). In AutoCAD, paper space is a layout and print viewing area only; it does not hold any reference to geographical location. Data that resides in model space in AutoCAD has a geographical reference association and can be read and transferred through ArcMap. If any data is missing from the DXF submitted, the disk will be rejected.*

If lines are used instead of points to represent monuments, masking must be turned off in AutoCAD. All line segments and intersections must continue through monument symbology. The line work should not stop at one edge of the monument and continue from the other side. If masking is turned on, line work becomes broken (see **Line Work**, below).



## Line Work

All line work not associated with easements, as represented and shown on the hard copy map that is submitted to the Survey Division for the checkprint review process, must be shown on the digital drawing. This includes the following:

- Street centerlines
- Parcel lines
- Survey (Tract/Parcel Map) boundary lines
- Right of way lines
- All found monumentation
- All set/calculated street centerline monumentation

All line work must be comprised of solid and continuous lines. Dashed and/or broken lines are cause for disk rejection.

All monuments can be represented as points and or lines (see **Using AutoCAD to Create the Design File**, above).

All line work not associated with the Tract/Parcel Map boundary line must be exploded to show individual line segments between points, intersections, and angle breaks.

## Text and Labels

All text and labels not associated with easement notes, as represented and shown on the hard copy map that is submitted to the Survey Division for the checkprint review process, must be on the digital drawing. This includes the following:

- All bearings, distances and curve data associated with line work;
- All line and curve tables shown with complete “L” and “C” label references, delta, radius, tangent and length data; and
- All “L” and “C” label references to line work shown defining lines and curves from each other.

### 8.4.3 Contact Information

All discs submitted should be labeled and contain the following five pieces of information:

1. Company name
2. Point of contact
3. Phone number
4. Email address
5. Date



## 8.5 MONUMENT BOND COMPUTATION

Map # \_\_\_\_\_ Schedule \_\_\_\_\_ Map Checker \_\_\_\_\_

<b>Schedule "A" through "H" Maps</b>			
Drive Time Hours to Map	Net Work Time Hours per Day	Cost per Day 10-hour Day	Cost per Monument
0.5	9	\$2,500.00*	\$300
1.0	8		\$342
1.5	7		\$400
2.0	6		\$478
<b>Out-of-Town Monumentation Surveys</b>			
	8	\$**	\$415

<b>Schedule "I" Maps</b>			
Drive Time Hours to Map	Net Work Time Hours per Day	Cost per Day 10-hour Day	Cost per Unit Monument
0.5	9	\$2,500.00*	\$600
1.0	8		\$685
1.5	7		\$800
2.0	6		\$960
<b>Out-of-Town Monumentation Surveys</b>			
	8	\$**	\$830

Notes: \* Based on a crew of one Registered Principal Engineering Technician and one Senior Engineering Technician.  
 \*\* 10-hour workday, meals, and lodging for a 2-person crew per day in a 4-day, 40-hour work week.

*Total Monuments to be Bonded* x *Cost per Monument* x *120%* = *Total Bond Amount*

Monument Inspection Fee: \$ \_\_\_\_\_ (deposit based)

Date Monument Bond Computation submitted to Transportation Plan Check Review: \_\_\_\_\_





## 8.6 MYLAR INTAKE CHECKLIST

The following checklist should be used as a guide to track items required. The following items **MUST** be addressed and/or submitted **BEFORE** the Map Checker will accept mylars.

- Account's financial status must have a minimum balance of \$2,000 for Tract Maps or \$750 for Parcel Maps at the time of recordation
- Monument inspection completed or monuments bonded for
- Clearance letters (as applicable)
- "Conditions of Approval" must all be "Met, Not-Apply, or Deferred" (see individual department to verify)
- Routing screen "Approved" (see individual department to verify)
- Bonds and agreements – approved and on file with Survey Division (as applicable)
- CC&Rs – approved and on file with Survey Division (as applicable)
- Grant Deed (as applicable)
- GIS Package submitted and verified
- Title Report (current within 30 days of recordation)
- Stamped/approved Tentative Map in file (and Phasing Map as applicable)
- Street Name Check (must be 6 months current at recordation)
- Addressing (as applicable)
- All necessary statements including Tax Collector / Tax Bond Certificates signed
- Notary acknowledgement Name, Title, Commission Number, Expiration Date, and Principle Place of Business.



## 8.7 GIS PROJECT REQUEST FORM

 	
<h1><u>GIS PROJECT REQUEST FORM</u></h1>	
<b>PLEASE COMPLETE THE FOLLOWING:</b>	
Department: <b>SURVEY DIVISION</b>	Work Order/ Permit #:
Name:	Date: <input type="text"/> Due Date: <input type="text"/>
Phone: <b>(951) 955-</b>	Map <b>X</b> Report <input type="checkbox"/> Database <input type="checkbox"/> Other <input type="checkbox"/>
Map Title:	Addressing <input type="checkbox"/> Labels <input type="checkbox"/>
Description:	
<b>Article I. TO BE COMPLETED BY GIS STAFF</b>	
Estimate of Time:	DBF Case: <input type="checkbox"/> Status: <input type="text"/>
Estimated Cost: \$	Non-Revenue: <input type="checkbox"/>
By:	Date of Completion: <input type="text"/>



### 8.8 MONUMENT INSPECTION REQUEST FORM

#### MONUMENT INSPECTION REQUEST (From Map Checker to County Survey Field Office)

Map #: .....

Date Requested: ..... Requested By: .....

Schedule: ..... Number of Lots: .....

Engineer/Surveyor: ..... Map Location: .....

Account Balance: ..... Monument Ties: ( ) Yes ( ) No

Gross Acres: ..... Engr./Surv. Paid: ( ) Yes ( ) No

Road Book Page: ..... Monuments Bonded: ( ) Yes ( ) No

\*\*\*\*\*

Special Instructions: .....

.....

.....

.....

Please use ..... for your time sheet. Thank you.

\*\*\*\*\*

Monuments Found OK: ..... Date Checked: .....

Total Labor Hours: ..... Equipment Hours: .....

Field Crew:

Name: ..... Hours: .....

Name: ..... Hours: .....

Name: ..... Hours: .....

Name: ..... Hours: .....

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Field Comments: .....

.....

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## **8.9 PUBLIC RECORDS POLICY**

### **RIVERSIDE COUNTY SURVEYOR'S OFFICE POLICY REGARDING PUBLIC RECORDS**

Subsequent to Sections 6254 and 6255 of the Government Code, the public upon request may examine all files, including, but not limited to, Parcel Map and Tract Map files. This includes title reports and checkprints. The file need not be provided immediately upon request. An appointment setting a time within a day or two of receipt of the request should be made with a supervisor of the Transportation Department's Survey Division. During the interim period, a supervisor will examine the file and remove working papers that fall within the provisions of Section 6254, and thereby avoid the situation of having waived a claim of confidentiality due to disclosure during examination of the file.

If copies are requested of any document or checkprint, they shall be stamped stating clearly that the documents and any markings are preliminary in nature and may have little relation to the final product.

Payment should be received covering the cost of reproduction.

It should be noted in the file when such review takes place, who was involved, and what was examined.



**SURVEYOR'S OFFICE, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**REQUEST TO REVIEW FILE:** Government Code Sections 6254 and 6255

PM # \_\_\_\_\_ TR# \_\_\_\_\_ OTHER \_\_\_\_\_

Name of Person making request: \_\_\_\_\_

Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Business \_\_\_\_\_

I hereby request the following items from the above file for review:

- |                                |                                |                                    |
|--------------------------------|--------------------------------|------------------------------------|
| _____ Computer printout        | _____ Approved Tentative Map   | _____ Checklist                    |
| _____ Vesting Deed             | _____ Non-interference letters | _____ Transmittal list             |
| _____ Preliminary Title Report | _____ Public Agency letters    | _____ Easement Documents           |
| _____ Conditions of Approval   | _____ Checkprints              | _____ Final Map Transmittal Letter |
|                                |                                | _____ Other _____                  |

Reason for request:

I understand the above items and any markings thereon are preliminary in nature and may have little relation to the final product.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**You will be notified by telephone of the date, time, place and person to contact for review of this file.** If for some reason you are unable to make the appointment scheduled, please call (951) 955-6700.

I hereby request a copy of each of the following numbered items:

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR OFFICE USE:**

Supervisor: \_\_\_\_\_ Meeting Date & Time: \_\_\_\_\_

Date & Time Requestor Notified: \_\_\_\_\_ Number of Items Reviewed: \_\_\_\_\_

Total Number of Copies: \_\_\_\_\_ at \$0.30 per page = \$ \_\_\_\_\_

Total Number of Copies: \_\_\_\_\_ at \$3.00 per sheet = \$ \_\_\_\_\_

Received by: \_\_\_\_\_ Supervisor: \_\_\_\_\_



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