



9.0 CHECKLISTS

9.1 TRACT MAPS AND SCHEDULE "E" PARCEL MAP CHECKLIST

The following applies to Schedules "A," "B," "C," and "D" Tract Maps and Schedule "E" Parcel Maps.

FSM No.: _____ Sch: _____ Checked by: _____ Received: _____, 20__

I. INITIAL

- A. ___ Verify tract map number against approved tentative map. (Verify all sheets)
- B. ___ Verify number of lots (____) against approved tentative map. Verify number of residential lots (____). Verify number of "Open Space" lots (____).
- C. ___ DBF (Deposit Based Fees) account has a positive balance per Ordinance 460, Article XVIII, Section 18.6, *"After approval of the tentative map, the applicant may cause a final map or parcel map to be prepared in accordance with the applicable provisions of Article IX of this ordinance, and shall pay the fees set forth in Ordinance No. 671."*
- D. ___ Conditions of approval for Final Subdivision Map (FSM). Make a note if checking against the Conditions of Approval from the Tentative Map phase, "TR" (Tract Map).
Example: "Note: this check-print was reviewed against the Tentative Map Conditions of Approval. The Conditions of Approval for the Final Map may vary."
- E. ___ Check dates: Board of Supervisors (BOS) approval date: _____, 20 __.
Expiration date: _____, 20 __. Extension of time: # ____.
- F. ___ Final Map in "Substantial Conformance" with the approved tentative map.
- G. ___ Road Book Page: ____/Grid ____.

II. RESEARCH

- A. ___ Vesting Deed(s): if portion of a lot, check for:
 - 1. ___ Legal Lot (Deed prior to March 4, 1972).
 - 2. ___ Certificate of Compliance (COC)/___ Conditional Certificate of Compliance (CCOC).
 - 3. ___ Lot Line Adjustment (LLA), ___ Notice of LLA (Date: _____, 20__)/___ LLA Perfecting Deed(s) (Date: _____, 20__).
Note: Must have both to be a valid reference/legal lot. Perfecting deed(s) must record within 6 months of Notice (supply reference).
 - 4. ___ Junior/Senior rights.
- B. ___ Preliminary Title Report (PTR), 30-days current.
- C. ___ Research Counter:
 - 1. ___ Section ____, Township ____, Range ____, SBM or Rancho _____.
 - 2. ___ Counter Book(s): Book ____ Page ____/Grid ____.
 - 3. ___ Hanging File(s): Number ____/Grid ____.



- D. ___ Computer Inquiry:
1. ___ Record Maps.
 2. ___ Unrecorded/Filed Maps.
 3. ___ Field Books.
 4. ___ TB (Tie Books)/CR (Corner Records).
 5. ___ Government Plats.
 6. ___ State Highway/Caltrans Maps.
 7. ___ Miscellaneous.
- E. ___ Adjacent maps/surveys
1. ___ Currently in the checking process: Record of Survey (RS)/ Final Subdivision Map (FSM)/FPM.
 2. ___ Existing Map Number, Map Book (MB/PMB/RS) ___ and Page ___.
- F. ___ Right-of-way Documents:
1. ___ Currently in the checking process.
 2. ___ Existing Instrument Number ____, Recorded ____, 20__.
- G. ___ Easement Documents:
1. ___ Currently in the checking process.
 2. ___ Existing Instrument Number ____, Recorded ____, 20__.
- H. ___ Government Field Notes.
- I. ___ Field Surveys in Progress.
- J. ___ Check specific alignment plans.
- K. ___ General Plan
- L. ___ Specific Plan
- M. ___ Within/adjacent to a MSHCP Criteria Cell? Yes ___ No ___

III. STATEMENTS/SIGNATURE SHEET

- A. ___ OWNER'S STATEMENT (see Section 4.15)
1. ___ Any party having a record title interest in the property, (Owner, Trustee, and/or Lessee if lease can ripen into fee) (see Section 4.18) shall sign under the Owner's Statement.
 2. ___ If any portion is "Not A Part" (See Section 4.15) of the property being subdivided, then include the appropriate verbiage.
 3. ___ Signature Line
 4. ___ Name(s) (Printed): _____
 5. ___ Title (Printed): _____ (If applicable)
 6. ___ Any Deed(s) of Trust shown in the PTR must have the signature of either the Beneficiary or Trustee, not both (see Section 4.18.2).
 7. ___ Right-of-way
 - a. ___ Dedication "...to public use for street and public utility purposes..."
Check the County Road Book to verify the status of any existing right-of-way.
 - b. ___ Retain ... "Private Streets" and dedicate ..."easements for public utility purposes, together with the right of ingress and egress for emergency vehicles..."
 8. ___ Restricted Access per, per Ordinance 460, Article X, Section 10.1B,



“Whenever a secondary highway or higher classification is designated on the Circulation Element of the comprehensive General Plan of Riverside County as requiring an ultimate right-of way 88 feet or greater and such highway either adjoins or crosses a proposed land division, access rights may be offered for dedication to the County of Riverside or otherwise restricted. The note, “ACCESS RESTRICTED” (or noted under the Surveyor’s Notes/Engineer’s Notes with a graphic representation), shall be shown along the highway frontages on the final map or parcel map, as provided herein. Access rights shall be restricted except for limited access openings as approved by the Director of Transportation. However, access control to commercially zoned property may be postponed to the development stage as approved by the Director of Transportation.

- a. ___ “As a condition of dedication...” (see Section 4.15.1)
 - b. ___ “We hereby dedicate abutter’s rights of access...” (see Section 4.15.1).
 - c. ___ Along Caltrans right-of-way (see Section 4.8.10).
 - d. ___ Access opening(s)/exception(s) to restricted access (see Section 4.15.2). Note the size, location, and acceptability (in general) must be approved by the Transportation Department.
9. ___ Any new right-of-way dedication(s) that “dead-end” into the map boundary shall require the dedication of barrier strip(s) for “road and access control.” (Any new right-of-way dedications that align with existing right-of-way shall show record and measured data to confirm continuity).
10. ___ Easements dedicated to the public/to public use (via the current map)
- a. ___ “We hereby dedicate to the public/to public use ...
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... as shown hereon.” (where applicable)
 - d. ___ Must be addressed in the Board of Supervisor’s Statement as to:
 - i. ___ Accepted: Typically will require some written notification/verification from Transportation (or other) Department in order to be accepted on the map.
 - ii. ___ Not Accepted: Without said written notification/verification. The easement can always be “Accepted” by resolution to the Board at a later date.
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with “... dedicated hereon.”
 - f. ___ Plot the easement (where applicable).
11. ___ Easements dedicated, other than to the public (via the current map)
- a. ___ “We hereby dedicate to the entity/agency/person ...
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... as shown hereon.” (where applicable)
 - d. ___ Must be addressed in a Certificate of Acceptance:
 - i. ___ Accepted:
 - ii. ___ Not Accepted:



- e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... dedicated hereon."
- f. ___ Plot the easement (where applicable).
- 12. ___ Easements retained (via the current map)
 - a. ___ "We hereby retain
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... for private use, for the sole benefit of ourselves, our successors, assigns, and lot owners within this tract map.
 - d. ___ ... as shown hereon." (where applicable)
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... retained hereon."
 - f. ___ Plot the easement (where applicable).
- 13. ___ Open Space lots. *Note: These may require CC&Rs or some other maintenance mechanism to be in place.*
 - a. ___ "We hereby retain... (see Section 4.15.3).
 - b. ___ "We hereby dedicate in fee title to..." an entity. (Note: in this case, said entity shall have a certificate of acceptance on the map).
 - c. ___ Easement(s) dedicated over a portion of lot(s)?
 - d. ___ Easement(s) retained over a portion of lot(s)?
 - e. ___ Easement(s) dedicated over an entire lot(s)/"Blanket in Nature"?
 - f. ___ Easement(s) retained over an entire lot(s)/"Blanket in Nature"?
- 14. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."

B. ___ NOTARY ACKNOWLEDGEMENTS.

- 1. ___ Each of the signers (from above) must be addressed in a Notary Acknowledgement.
- 2. ___ Signature Date
- 3. ___ Notary's Expiration Date
- 4. ___ Names in Notary Acknowledgement match those listed above.
- 5. ___ Must be complete and legible on mylars, including signatures, prior to submittal of "Final Package."
- 6. ___ The correct type of Notary Acknowledgement.

C. ___ SIGNATURE OMISSIONS (see Sections 4.14 and 5.3).

- 1. ___ Check easements listed in PTR.
- 2. ___ Per the Subdivision Map Act, Section 66436 (a), (3): "*Signatures of parties owning the following types of interests may be omitted if their names and the nature of the interests are stated on the final map: (A), (i) Rights-of-way, easements or other interests which cannot ripen into a fee, except those owned by a public entity, public utility, or subsidiary of a public utility for conveyance to the public utility for rights-of-way.*"

*Note: Inclusion of easement(s) under the Signature Omissions Note/Certificate does **not** negate the need to list and plot, when applicable, easement(s) on the final map (see Section 5.0).*



D. ___ BOARD OF SUPERVISOR'S STATEMENT (see Section 4.8).

1. ___ Signature Line: "Chairman of the Board of Supervisors"
2. ___ Title (Printed): _____
3. ___ Signature Date
4. ___ Signature Line: "Clerk of the Board Supervisors"
5. ___ Name (Printed): _____
6. ___ Title (Printed): _____
7. ___ Right-of-way:
 - a. ___ All dedications accepted for maintenance.
 - b. ___ All dedications accepted to vest title on behalf of the public... (Not accepted for maintenance).
 - c. ___ Some dedications accepted for maintenance, others accepted to vest title on behalf of the public.
 - d. ___ No dedications accepted.
8. ___ Easements:
 - a. ___ Easements accepted: _____
 - b. ___ Easements, not accepted: _____

E. ___ COUNTY SURVEYOR'S STATEMENT (see Sections 4.6 and 4.7)

1. ___ Signature Line
2. ___ Signature Date
3. ___ Name (Printed): _____
4. ___ Title (Printed): _____
5. ___ License _____
6. ___ Expiration Date _____
7. ___ Leave two inches square clear for stamp/seal

F. ___ SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT (see Section 4.2 through 4.5)

1. ___ Signature Line
2. ___ Signature Date
3. ___ Name (Printed): _____
4. ___ Title (Printed): _____
5. ___ License Number (verify data on Consumer Affairs web-site)
L.S. Number _____
R.C.E. Number _____ (33965 or lower)
6. ___ Expiration Date _____
7. ___ Leave 2" square clear for stamp/seal
8. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."

G. ___ RECORDER'S STATEMENT (see Section 4.1)

1. ___ Signature Line
2. ___ Name (Printed): _____
3. ___ Title (Printed): _____
4. ___ Locate in upper right hand corner, signature sheet only.

H. ___ SUBDIVISION GUARANTEE (see Section 4.1)



1. ___ Locate in upper right hand corner, signature sheet only, directly beneath the "Recorder's Statement."
 2. ___ Name of Title Company guaranteeing Title. If Title Companies change in the middle of the process, be aware that legal descriptions and easements listed in the PTR might be inconsistent from one company to another. Consider how this may affect the signature sheet, boundary sheet, and/or interior mapping sheets.
- I. ___ TAX COLLECTOR'S CERTIFICATE (see Section 4.12)
1. ___ Always place complete statement, including "bonding period" verbiage, on the map. When the map is ready to record, and it is not in the bonding period, the portion that applies to the bonding period shall be lined-out on the back of the mylars.
 2. ___ Signature Line
 3. ___ Signature Date
 4. ___ Name (Printed): _____
 5. ___ Title (Printed): _____
 6. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- K. ___ TAX BOND CERTIFICATE (see Section 4.11)
1. ___ Signature Lines
 2. ___ Signature Dates
 3. ___ Names (Printed): _____
 4. ___ Titles (Printed): _____
 5. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- L. ___ ABANDONMENT NOTE (if applicable) (see Section 4.13)
- M. ___ NOTICE OF DRAINAGE FEES (if applicable) (see Section 1.30)
- N. ___ Additional CERTIFICATE(S) OF ACCEPTANCE (if applicable) (see Section 4.17)
1. ___ Parks District (If applicable)
 2. ___ RCA (If applicable)
 3. ___ Any public entity, maintenance district, utility, etc., accepting an easement dedication or fee title dedication made via the map.
 4. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- O. ___ SHEET NUMBERS
1. ___ Sheet number shall always be placed in the upper right-hand corner - all sheets (above the Recorder's Statement on sheet 1, the Signature Sheet).
 2. ___ Sheet ___ of ___ sheet(s)
- P. ___ HEADING/PREAMBLE (see Section 1.3).
1. ___ "In the Unincorporated Territory of the County of Riverside, State of California"
 2. ___ Tract/Parcel Map (Number) (in larger, bold font)



3. ___ “Being a subdivision of ...” brief legal description of the area being divided. Data must not be in conflict with the PTR provided for the project. Include any references to underlying maps (PM/MB), records of survey (R/S), certificates of compliance (COC), or Lot Line Adjustments (LLAs).
 4. ___ Lying within...
 - a. ___ Section ___, Township ___, Range ___, S.B.M.
 - b. ___ Rancho _____, as shown by a sectionalized survey per MB/PM/RS...
 - c. ___ Rancho _____
 5. ___ Firm name of Surveyor/Engineer preparing/processing the map.
 6. ___ Map/Survey date
 7. ___ All sheets
- Q. ___ Indexing Information: (see Section 2.6.1)
1. ___ Locate in lower right hand corner, signature sheet only.
 2. ___ IP # (If applicable)
 3. ___ Sec. ___ Twp. ___ Rng. ___ (Include this info, even if within a Rancho).
 4. ___ Sch. ___

IV. MAP NOTES

- A. ___ SURVEYOR’S NOTES/ENGINEER’S NOTES (Follow order outlined below as closely as possible) (see Section 1.8)
1. ___ This map contains _____ acres gross.
 2. ___ Basis of Bearings (See Item “B,” below)
 3. ___ Monument Notes (See Item “C,” below)
 4. ___ Reference Data Notes (See Item “D,” below)
 5. ___ Legend/Graphic representation of Restricted Access
 6. ___ Any miscellaneous notes required to interpret the map, i.e., Non-standard Abbreviations, number of lots, general utility requirements, general setback requirements, etc.
 7. ___ CC&Rs recorded (*date*) as Instrument No. _____.
 8. ___ Environmental Constraint Note (see Section 1.20).
- B. ___ BASIS OF BEARINGS (Within the Surveyor’s Notes/Engineer’s Notes, or as a separate section of notes) (see Section 1.11)
1. ___ Must/should be between two found monuments of record, shown on the same reference map. (If the perpetuation of a position can be determined to the satisfaction of the County Surveyor, it may be used with a description “in lieu of” that shown on said reference map).
 2. ___ Must be shown on the map, with its relation to the survey.
 3. ___ Show record bearing and record distance (if available. A calculated distance is acceptable if labeled as such).
 4. ___ Show measured bearing and distance.
 5. ___ Label, “Basis of Bearings,” on all sheets as applicable.



- 6.____ If using G.P.S. for the Basis of Bearings, include a Datum Statement indicating: Coordinates based on the California Coordinate System (CCS 83), Zone 6, NAD 83(NSRS2007).
 - 7.____ If using G.P.S. for the Basis of Bearings, provide a statement as to the conversion/combination factor from ground to grid/grid to ground.
 - 8.____ If using G.P.S. for the Basis of Bearings, both grid North and geodetic North shall be indicated together with the +/- Convergence angle between them, where it was calculated, and the applicable coordinates. It should be near the east-west mid-point of the map.
- C.____ MONUMENT NOTES (Within the Surveyor's Notes/Engineer's Notes, as a separate section of notes, or at the specific monument(s)). (see Section 1.9)
- 1.____ FOUND monuments
 - a.____ Description for Found monuments shall include:
 - i.____ General description of the monument (i.e., 1" IP/Brass Cap/Copperweld, etc.)
 - ii.____ Tagged _____/Stamped _____/Illegible/No Tag
Note: It is acceptable to diagram stamping in a Detail Drawing.
 - iii.____ Relative Ground Position
 - iv.____ ...Accepted as (where applicable/when not obvious)
 - v.____ ...Per ... (Provide reference).
 - vi.____ UNO (Unless Noted Otherwise).
 - b.____ "Found w/ no tag"/"Found, Tag Illegible"
 - i.____ If position has a controlling influence on the survey, then set "your" tag. [Shown as a "found" symbol]
 - ii.____ If position does not have a controlling influence on the survey, leave monument as found. Place a note indicating the status of the monument (i.e., accepted as being on line).
 - c.____ "Found, not accepted"
 - i.____ If position has a controlling influence on the survey, then set a monument at the "true position," without disturbing the existing monument. In cases where the discrepancy is "minor" and a new monument cannot be set without disturbing the existing monument, then emphasis should be given to accepting the found monument. Use measured data vs. record data to indicate/highlight any discrepancies in the data.
 - ii.____ If position has a controlling influence on the survey, show the relation (inverse bearing and distance) of the found monument (not accepted) to the monument "Set at the true position" in a detail drawing, with pertinent data from the "Set...position." [Shown as a "set" symbol]
 - iii.____ If position does not have a controlling influence on the survey, show the relation (inverse bearing and distance) of the found monument (not accepted) to the established point



- with “Nothing set at the true position” in a detail drawing, with pertinent data from the “established” position.
- iv. ___ In either case, show data necessary to verify the position/procedure.
 - d. ___ “Found _____, no reference, accepted as _____ per _____.” (Must provide reference and record data to verify the position).
 - e. ___ “Found _____, in lieu of _____, accepted as _____ per _____.” (Must provide reference and record data to verify the position).
 - f. ___ In all cases, show enough reference and record data to verify the position.
2. ___ SET monuments
- a. ___ All “set” monuments, per Riverside County Ordinance 461.10. All monuments set per Riverside County Ordinance 461.10.
 - b. ___ All monuments shown as “set” shall be set in accordance with the monument agreement for the map. (If applicable)
 - c. ___ Description for Set monuments shall include:
 - i. ___ General description of the monument (i.e., 1" IP/Brass Cap/Copperweld, etc.)
 - ii. ___ Tagged _____/Stamped _____
 - iii. ___ Relative Ground Position
 - iv. ___ ...Per ... (Provide reference, if applicable re: re-establishment of a monument).
 - v. ___ If re-establishing a monument, provide reference and record data to verify the position.
 - vi. ___ If re-establishing a monument, state the procedure/method used, if it is not apparent.
 - vii. ___ UNO (Unless Noted Otherwise).
 - d. ___ If position has a controlling influence on the survey, and it is not accepted, then set a monument at the “true position.” (See above).
 - e. ___ Newly set positions
 - i. ___ Set monuments on the boundary at all corners, angle points, BCs, ECs, PCCs, and PRCs.
 - ii. ___ 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.
 - iii. ___ Set monuments for all parcel/ right-of-way positions.
 - iv. ___ Set monuments for all parcel corners and angle points.
 - v. ___ A position can be set on the side lot line projected, in lieu of the front corner, if so noted in the Surveyor’s Notes/Engineer’s Notes. “Set lead and tag “LS #/RCE #,” in top of curb (Riverside County Standard “E”) on side lot lines projected.”
 - vi. ___ A position can be set on the BC, EC, PCC, POC, and



Cutbacks, projected, perpendicular or radial from centerline, in lieu of the true position, if so noted in the Surveyor's Notes/Engineer's Notes. "Set lead and tag "LS #/RCE #," in top of curb (Riverside County Standard "E") for BCs, ECs, PCCs, PRCs, and corner cutbacks projected perpendicular or radial from centerline."

- vii. ____ "Set" symbols are not required on interior of map for right-of-way and lot line if a note is included in the Surveyor's Notes/Engineer's Notes, "Set a (monument, i.e., 1" IP) with "LS #/RCE #" tag, flush at all lot corners, angle points in side or rear lot lines, and angle points in subdivision boundary."

D. ____ REFERENCE NOTES (Within the Surveyor's Notes/Engineer's Notes, as a separate section of notes) (see Section 1.8)

1. ____ Include record reference(s) as needed, to verify the position(s)/procedure(s) of the survey.
2. ____ Each record reference shall have a separate and unique designation. (Do not combine references).
3. ____ Note if reference is record and measured data.
4. ____ Include "UNO" (unless noted otherwise) if circumstances require.
5. ____ If re-establishing a position, provide the appropriate reference(s) to support the procedure(s).

E. ____ EASEMENT NOTES (see Section 5.0)

1. ____ All easements listed in the PTR, lying within the current map boundary, shall be listed on the final map, and plotted, if applicable.
2. ____ Inclusion of easement(s) under the Signature Omissions Note/Certificate does not negate the need to list and plot, when applicable, easement(s) on the final map (see Section 5.3)
3. ____ All easements dedicated or retained via the map shall be placed/listed on the final map, and plotted, if applicable.
4. ____ Any easement(s) dedicated on the final map, that is/are not dedicated to the County of Riverside or to the Public, will require a Certificate of Acceptance from the beneficiary of said easement(s).
5. ____ Any easement(s) required, in order to record the current map, shall be plotted and referenced on said map. (This includes off-site easements. The extent of plotting will be determined on a case-by-case basis).
6. ____ Easement notes shall describe the purpose, the beneficiary (in favor of...), and a reference to the "mechanism" creating said easement(s).
 - a. ____ Recorded _____ as Instrument No. _____.
 - b. ____ Record Map
 - c. ____ Dedicated/Retained Hereon (via current map).
7. ____ Submit a copy of the "mechanism" creating the easement(s) for review.



- a. ____ If “mechanism” is a recorded document, and the legal description within said document refers to another document or to a map, submit all reference material necessary to verify the location and extent of the easement(s) in question.
 - b. ____ If an easement is particularly cumbersome to locate, in order to save time and money on the review process, consider submitting/providing an exhibit to help expedite the review.
8. ____ Easements listed in “Tablet Form” shall be numbered with no overlaps or gaps in the numbering.
- a. ____ Include a symbol (typically a triangle/delta) around the easement number to indicate that an easement is plotted.
 - b. ____ Use the number only, with no symbol (triangle/delta) for “non-plottable” easements.
 - c. ____ If an easement is not plottable, state the reason in the easement note (i.e., “not locatable from records,” “blanket in nature,” etc.).
9. ____ Plottable easements shall be fully annotated and dimensioned (defining any encumbrances against the map).
- a. ____ Easement(s) shall be tied to the boundary and/or any parcels (as applicable).
 - b. ____ Easement(s) shall be tied to any other intersecting or abutting/adjoining easements.
 - c. ____ Strip dimensions/descriptions/annotations are acceptable when applicable.
- F. ____ NORTH ARROW
1. ____ Include a north arrow on each sheet.
 2. ____ Detail drawings may require a north arrow.
 3. ____ See comments under “Basis of Bearings” re: convergence angles (see Section 1.12). The north arrow, on the boundary sheet, should graphically represent the difference between grid and geodetic north (if applicable).
- G. ____ SCALE
1. ____ A statement of scale shall be placed on each sheet corresponding to the dominant scale of said sheet.
 2. ____ A graphic scale bar ($\frac{1}{4}$ " minimum x 4" minimum) shall be placed on each sheet corresponding to the dominant scale of said sheet.
 3. ____ While detail drawings, typically, are not required to be drawn to scale, if they are drawn to scale, include a statement of scale.
 4. ____ If a detail drawing is not drawn to scale, then indicate NTS (not to scale).
 5. ____ If a detail drawing is not drawn to scale, be sure to exaggerate the scale enough (but not too much) to ensure clarity of the information.
 6. ____ Final mylars must be drawn/plotted to scale. If not drawn/plotted to scale, the mylars will be returned, un-recorded.
- H. ____ OTHER NOTE(S)
1. ____ Include a reference on each mapping sheet (as necessary) to indicate the location of Surveyor’s Notes/Engineer’s Notes, Monuments Notes (if applicable), Reference Notes (if applicable), and Easement Notes (if applicable).



- 2.____ Include any other applicable notes as required by the Conditions of Approval.

V. MAP

- A.____ Boundary Sheet (first map sheet) with a distinctive border. (See Drafting Standards, Section 2.0)
- B.____ County right-of-way, "In Fee Title" excluded from boundary/distinctive border.
- C.____ Index Map (if applicable), as a part of the boundary sheet, or as its own sheet.
- D.____ Each lot (not including lettered lots) shown in its entirety on any one sheet.
- E.____ Number of residential lots (agrees with the approved Tentative).
- F.____ Number of Open Space lots (agrees with the approved Tentative)
- G.____ No duplicated lot numbers/letters
- H.____ No omitted lot numbers/letters
- I.____ Lettered lots on Streets, Alleys, RCFC&WCD Channels, and/or Barrier Strips only.
- J.____ Vicinity map - no street name abbreviations (approximate distance to County maintained road, if applicable) (see Section 1.6).
- K.____ Details as needed. Include a letter designation for each with no duplicates and no omissions. Include a reference to scale. Include a reference to sheet number if detail applies to data on another sheet or other sheets.
- L.____ Sheet size: 18" x 26" with 1" margin all around.
- M.____ Adjacent property info "ghosted-in." (Subdivisions and lot lines and numbers, deed information, LLA information, COC information, etc., as applicable)
- N.____ Drafting standards (e.g., line-weights, line types, appropriate information) (see Section 2.0).
- O.____ Record data referenced and verified, including: recording information and data cited (e.g., monument description(s), bearings, distances and/or curve data).

VI. CONDITIONS THAT MUST BE SATISFIED

- A.____ Conditions of Approval
 - 1.____ Be sure to use the Final Map (FSM) Conditions of Approval. Occasionally the Conditions of Approval from the Tentative Map are not exactly the same as those Conditions of Approval from the Final Map.
 - 2.____ All conditions must be satisfied as "MET," "DEFERRED," or "NOT APPLY."
- B.____ Routing to County Departments
 - 1.____ PLANNING
 - 2.____ TRANSPORTATION
 - 3.____ ENV HEALTH
 - 4.____ RIVERSIDE FLOOD (RCFC&WCD)
 - 5.____ FIRE
 - 6.____ PARKS (If applicable)
 - 7.____ RCA (If applicable)
- C.____ Routing to Agencies/Entities outside the County.
 - 1.____ Coachella Valley Water District (CVWD) in lieu of RCFC&WCD
 - 2.____ Caltrans (if adjacent to/abutting/intersecting any Caltrans right-of-way)
 - 3.____ Railroad (if adjacent to/abutting/intersecting any Railroad right-of-way)



4. ___ Any CFD, CSA, L&LMD, ___ Santa Rosa CFD, ___ Tenaja CFD .
 5. ___ Any other agency or entity as required by the Final Map Conditions of Approval.
- D. ___ NILs (Non-Interference Letters)
1. ___ Required from any existing public utility, with an easement of record, encumbering the property being divided.
 2. ___ Do not rely on the Title Companies to obtain these. It is the responsibility of the applicant.
- E. ___ Access Issues
1. ___ Legal dedicated and accepted public access to any/all lots created by a subdivision.
 2. ___ Restricted Access as required by Ordinance 460, and/or the Conditions of Approval (see Section 4.15.1).
 3. ___ If an exception to restricted access/access opening is required to satisfy the requirement of legal vehicular access, the size, location, and acceptability (in general) must be approved by the Transportation Department.
 4. ___ If right-of-way within the current map boundary aligns with existing off-site right-of-way, the appropriate tie-data shall be included.
 5. ___ Barrier Strip(s) (lettered lot(s)) if newly dedicated right-of-way dead-ends at the current map boundary.
 6. ___ Appropriate acceptance or non-acceptance of right-of-way, easements, etc., as determined by the Transportation Department.
- F. ___ Taxes Signed (Tax Collector's Certificate and/or Tax Bond Certificate).
- G. ___ CC&Rs, as approved by County Counsel, on file in the Survey Division.
- H. ___ Bonds and Agreements, as approved by County Counsel, Agreements on file in the Survey Division.
- I. ___ Street name review, new and existing; must be six-months current at recordation.

VII. SURVEY PROCEDURE

- A. ___ Proper Control
1. ___ Adequate boundary control.
 2. ___ Adequate centerline control.
 3. ___ Boundary survey agrees with vesting deed(s)
 4. ___ All "set" monuments were established from sufficient monuments of record, and used acceptable procedure(s).
 5. ___ Correct procedure for restored Government corners.
 6. ___ Correct procedure for restored lot and subdivision corners.
 7. ___ Correct procedure for deed lines established or re-established.
- B. ___ References
1. ___ Monuments of adjoining surveys recovered and properly referenced (see Section 1.9).
 2. ___ Monuments of adjoining surveys tied into the current survey using record and measured values.
 3. ___ Found monuments of no record/no reference, used by the Surveyor/Engineer, should be: "Accepted as _____, per _____..." (and described, as to the position) (see Section 1.9).



- 4.____ If a monument is untagged and used for control, it must be tagged by Surveyor/Engineer responsible for the current survey.
- 5.____ If a position has a sectional value,/is part of a sectional breakdown so state (i.e., South $\frac{1}{4}$ corner, etc.).
- 6.____ Proper ties and references for found monuments.

VIII. COMPUTATIONS

- A.____ Retracement Survey/Breakdown of larger area
- B.____ Boundary Closure (less than 0.01')
- C.____ Lot/Parcel Closures (less than 0.01')
- D.____ Parts to the whole (increments to the overall) shall be equal, based on the data as shown on the current map.
 - 1.____ Tangent line distances
 - 2.____ Curved line distances
 - 3.____ Curved line angles
 - 4.____ Agreement of data/totals from one side of a line, to the other side of the line, when said line is common to more than one tier of increments.
 - 5.____ Agreement of data/totals from one line, to another line, when said lines are parallel (or concentric) and common as to the area encompassed (i.e., n'y right-of-way, centerline, and s'y right-of-way over the same stretch of road).
 - 6.____ Radial values must check-in flat (based on data shown on the map).
- E.____ Curve Data
 - 1.____ Radial Bearings are required:
 - a.____... for all lines intersecting a curved line. Two intersecting curved lines will require a radial bearing for each.
 - b.____... for all PCCs and PRCs.
 - c.____... for the beginning or end of a "broken-back"/non-tangent point-of-curve.
 - 2.____ Overall centerline curves require: (R) Radius, (D) Delta, (L) Length, and (T) Tangent data.
 - 3.____ Increments of centerline curves require: (D) Delta and (L) Length.
 - 4.____ Overall right-of-way curves require (R) Radius (unless obviously determined from centerline data and right-of-way tie-data shown), (D) Delta, and (L) Length.

Note: Overall right-of-way data typically should not cross intersecting right-of-way. Instead, the overall right-of-way would terminate at the cutback for any intersecting right-of-way.
 - 5.____ Increments of right-of-way curves require: (D) Delta and (L) Length.
 - 6.____ A thin-dashed line shall be placed at all centerline BC, EC, PCC, or PRC position(s), delineated from said centerline position to the corresponding right-of-way, indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate).
 - 7.____ A thin-dashed line shall be placed at all right-of-way taper BC, EC, PCC, or PRC position(s), delineated from said right-of-way position to the corresponding centerline indicating the radial/perpendicular relationship



between the locations. (Apply tie-data/overalls as appropriate). Note any such right-of-way position that is not radial/perpendicular to the centerline shall have no such delineation.

F. ___ Corner Cutbacks

1. ___ Procedure

a. ___ Radius value as determined based on the IW (Improvement Width(s)) for the corresponding right-of-way. (See Ordinance 461 ...) (See also Section 1.31)

b. ___ “Normal”/Typical cutback (see Section 1.31)

c. ___ “Modified” cutback per “Countywide Guidelines” (see Sections 1.31 and 1.33).

i. ___ The intent of the “Modified” Cutback is to allow space for an Entry Monument within the right-of-way (modified so that the cutback is 26.5 feet, measured from curb face along the MOC).

ii. ___ The intent of the “Modified” Cutback is to create a cutback line at the right-of-way within the curb return area that is parallel to the back of Sidewalk.

2. ___ Drafting

a. ___ A thin-dashed line shall be placed at the right-of-way cutback point, delineated from said cutback point to the corresponding centerline indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate).

b. ___ The cutback bearing and distance shall be shown.

c. ___ The right-of-way distance shall be shown, as needed.

G. ___ “Total Gross Area” for current map in Surveyor’s Notes/Engineer’s Notes

H. ___ Lot/Parcel, net acreage, if required (see Section 1.25).

I. ___ Lot/Parcel, gross acreage, if required (see Section 1.25).

J. ___ Monument Security Bond (MSB) Calculation (see Section 8.0).

IX. FINAL

A. ___ Two mylars of Final Map (three if title company wants a conformed copy)(at least one of which has original/“wet” signatures) (see Section 3.6.4).

B. ___ Condition of mylars

1. ___ Erasures?

2. ___ Hand-written revisions legible?

3. ___ Smudges/Ink transfers?

4. ___ Creases/Rips or Tears?

5. ___ Sheet size (18" x 26" with 1" border all around) (see Appendix A and Section 1.7)

C. ___ Agreement

1. ___ From original mylar to most current check-print.

2. ___ From original mylar to duplicate mylars.

D. ___ Signatures

1. ___ Proper Ink



2. ___ Owner's Signature(s)
 - a. ___ Present and in agreement with Notary Acknowledgement(s).
 - b. ___ In agreement with Vesting Deed(s) and PTR
3. ___ Lessee's Signature, if interest can ripen into fee title.
4. ___ Trust Deed (if applicable), Trustee or Beneficiary signature(s) present and in agreement with Notary Acknowledgement(s).
5. ___ Surveyor's Signature, LS number and expiration date/Engineer's Signature, RCE number (RCE 33965 or lower, January 1, 1982 or earlier) and expiration date. (Verify/Review license status on Consumer Affairs website).
6. ___ Taxes Signed
 - a. ___ Tax Collector's Certificate (when taxes are payable) (see Section 4.12)
 - b. ___ Tax Bond Certificate (both signature lines) (see Section 4.11)
- E. ___ Expiration Dates
 1. ___ Notary Commission Date(s)
 2. ___ Tentative Map
 3. ___ (Street name approval, six months current)
 4. ___ (PTR, 30-days current)
- F. ___ 1 mylar copy of ECS (Environmental Constraint Sheet)
- G. ___ Field Inspection approved (if required)
- H. ___ Monument Security Agreements
- I. ___ CC&Rs
- J. ___ GIS package



9.2 PARCEL MAP CHECKLIST

Schedules: "F," "G," "H," and "I"

FPM No.: _____ Sch: _____ Checked by: _____ Received: _____, 20____

I. INITIAL

- A. _____ Verify parcel map number against approved tentative map. (Verify all sheets)
- B. _____ Verify number of parcels (_____) against approved tentative map. Verify number of residential parcels (____). Verify number of "Open Space" parcels (_____).
- C. _____ DBF (Deposit Based Fees) account has a positive balance, per Ordinance 460, Article XVIII, Section 18.6, *"After approval of the tentative map, the applicant may cause a final map or parcel map to be prepared in accordance with the applicable provisions of Article IX of this ordinance, and shall pay the fees set forth in Ordinance No. 671."*
- D. _____ Conditions of approval for "FPM" (Final Parcel Map). Make a note if checking against the Conditions of Approval from the Tentative Map phase, "PM" (Parcel Map). Example: "Note, this checkprint was reviewed against the Tentative Map Conditions of Approval. The Conditions of Approval from the Final Map may vary."
- E. _____ Check dates: BOS (Board of Supervisors) approval date: _____, 20 ____.
Expiration date: _____, 20 _____. Extension of time: # ____.
- F. _____ Final Map in "Substantial Conformance" with the approved tentative map.
- G. _____ Road Book Page: _____/Grid _____.

II. RESEARCH

- A. _____ Vesting Deed(s): if portion of a lot, check for:
 - 1. _____ Legal Lot (Deed prior to March 4, 1972).
 - 2. _____ COC (Certificate of Compliance)/_____ (CCOC) Conditional Certificate of Compliance.
 - 3. _____ LLA (Lot Line Adjustment), _____ Notice of LLA (Date: _____, 20____)/_____ LLA Perfecting Deed(s) (Date: _____, 20____). Note, must have both to be a valid reference/legal lot. Perfecting deed(s) must record within 6 months of Notice (supply reference).
 - 4. _____ Junior/Senior rights.
- B. _____ PTR (Preliminary Title Report), 30-days current.
- C. _____ Research Counter:
 - 1. _____ Section _____, Township _____, Range _____, SBM or Rancho _____.
 - 2. _____ Counter Book(s): Book _____ Page _____/Grid _____.
 - 3. _____ Hanging File(s): Number _____/Grid _____.
- D. _____ Computer Inquiry:
 - 1. _____ Record Maps.
 - 2. _____ Unrecorded/Filed Maps.
 - 3. _____ Field Books.
 - 4. _____ TB (Tie Books)/CR (Corner Records).



- 5. ___ Government Plats.
- 6. ___ State Highway/Caltrans Maps.
- 7. ___ Miscellaneous.
- E. ___ Adjacent maps/surveys
 - 1. ___ Currently in the checking process: RS (Record of Survey)/FSM (Final Subdivision Map)/FPM.
 - 2. ___ Existing Map Number, Map Book (MB/PMB/RS) ___ and Page ___.
- F. ___ Right-of-Way Documents:
 - 1. ___ Currently in the checking process.
 - 2. ___ Existing Instrument Number _____, Recorded _____, 20__.
- G. ___ Easement Documents:
 - 1. ___ Currently in the checking process.
 - 2. ___ Existing Instrument Number _____, Recorded _____, 20__.
- H. ___ Government Field Notes.
- I. ___ Field Surveys in Progress.
- J. ___ Check specific alignment plans.
- K. ___ General Plan
- L. ___ Specific Plan
- M. ___ Within/adjacent to a MSHCP Criteria Cell? Yes ___ No ___

III. STATEMENTS/SIGNATURE SHEET

- A. ___ OWNER'S STATEMENT (see Section 4.15)
 - 1. ___ Any party having a record title interest in the property, (Owner, Trustee, and/or Lessee if lease can ripen into fee) (see Section 4.15) shall sign under the Owner's Statement.
 - 2. ___ If any portion is "Not A Part" (see Section 4.15), of the property being divided, then include the appropriate verbiage.
 - 3. ___ Signature Line
 - 4. ___ Name(s) (Printed): _____
 - 5. ___ Title (Printed): _____ (If applicable)
 - 6. ___ Any Deed(s) of Trust shown in the PTR must have the signature of either the Beneficiary or Trustee, not both (see Section 4.18.2).
 - 7. ___ Right-of-way
 - a. ___ Dedication "...to public use for street and public utility purposes..."
Check the County Road Book to verify the status of any existing right-of-way.
 - b. ___ Retain "...Private Streets" and dedicate "...easements for public utility purposes, together with the right of ingress and egress for emergency vehicles..."
 - 8. ___ Restricted Access per, per Ordinance 460, Article X, Section 10.1B, *"Whenever a secondary highway or higher classification is designated on the Circulation Element of the Comprehensive General Plan of Riverside County as requiring an ultimate right-of way 88 feet or greater and such highway either adjoins or crosses a proposed land division, access rights may be offered for dedication to the County of Riverside or otherwise restricted. The*



note "ACCESS RESTRICTED" [or noted under the Surveyor's Notes/Engineer's Notes with a graphic representation] shall be shown along the highway frontages on the final map or parcel map, as provided herein. Access rights shall be restricted except for limited access openings as approved by the Director of Transportation. However, access control to commercially zoned property may be postponed to the development stage as approved by the Director of Transportation."

- a. ___ "As a condition of dedication..." (see Section 4.15.1)
 - b. ___ "We hereby dedicate abutter's rights of access..." (see Section 4.15.1)
 - c. ___ Along Caltrans right-of-way (see Section 4.8.10).
 - d. ___ Access opening(s)/exception(s) to restricted access (see Section 4.15.2). Note the size, location, and acceptability (in general) must be approved by the Director of Transportation.
9. ___ Any new right-of-way dedication(s) that "dead-end" into the map boundary shall require the dedication of barrier strip(s) for "road and access control." (Any new right-of-way dedications that align with existing right-of-way shall show record and measured data to confirm continuity).
10. ___ Easements dedicated to the public/to public use (via the current map)
- a. ___ "We hereby dedicate to the public/to public use ...
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... as shown hereon." (where applicable)
 - d. ___ Must be addressed in the Director of Transportation's Statement as to:
 - i. ___ Accepted: Typically will require some written notification/verification from Transportation (or other) Department in order to be accepted on the map.
 - ii. ___ Not Accepted: Without said written notification/verification. The easement can always be "Accepted" by resolution to the Board at a later date.
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... dedicated hereon."
 - f. ___ Plot the easement (where applicable).
11. ___ Easements dedicated, other than to the public (via the current map)
- a. ___ "We hereby dedicate to the entity/agency/person ...
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... as shown hereon." (where applicable)
 - d. ___ Must be addressed in a Certificate of Acceptance:
 - i. ___ Accepted:
 - ii. ___ Not Accepted:
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... dedicated hereon."
 - f. ___ Plot the easement (where applicable).
12. ___ Easements retained (via the current map)
- a. ___ "We hereby retain
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... for private use, for the sole benefit of ourselves, our successors,



assigns, and lot owners within this parcel/tract map.

- d. ___ "... as shown hereon." (where applicable)
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... retained hereon."
 - f. ___ Plot the easement (where applicable).
13. ___ Open Space lots (*Note: these may require CC&Rs or some other maintenance mechanism to be in place.*)
- a. ___ "We hereby retain..." (see Section 4.15.3)
 - b. ___ "We hereby dedicate in fee title to..." an entity. (Note: in this case, said entity shall have a certificate of acceptance on the map).
 - c. ___ Easement(s) dedicated over a portion of lot(s)?
 - d. ___ Easement(s) retained over a portion of lot(s)?
 - e. ___ Easement(s) dedicated over an entire lot(s)/"Blanket in Nature"?
 - f. ___ Easement(s) retained over an entire lot(s)/"Blanket in Nature"?
14. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."

B. ___ NOTARY ACKNOWLEDGEMENTS

- 1. ___ Each of the signers (from above) must be addressed in a Notary Acknowledgement.
- 2. ___ Signature Date
- 3. ___ Notary's Expiration Date
- 4. ___ Names in Notary Acknowledgement match those listed above.
- 5. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- 6. ___ The correct type of Notary Acknowledgement.

C. ___ SIGNATURE OMISSIONS (see Sections 4.14 and 5.3)

- 1. ___ Check easements listed in PTR.
 - 2. ___ Per the Subdivision Map Act, Section 66436 (a), (3): "*Signatures of parties owning the following types of interests may be omitted if their names and the nature of the interests are stated on the final map: (A), (i) "Rights-of-way, easements or other interests which cannot ripen into a fee, except those owned by a public entity, public utility, or subsidiary of a public utility for conveyance to the public utility for rights-of-way."*
- Note: Inclusion of easement(s) under the Signature Omissions Note/Certificate does **not** negate the need to list and plot, when applicable, easement(s) on the final map.*

D. ___ DIRECTOR OF TRANSPORTATION'S STATEMENT (see Section 4.9).

- 1. ___ Signature Line
- 2. ___ Signature Date
- 3. ___ Name (Printed): _____
- 4. ___ Title (Printed): _____
- 5. ___ License _____ (If applicable)
- 6. ___ Expiration Date _____ (If applicable)
- 7. ___ Leave 2" square clear for stamp/seal (if applicable).
- 8. ___ Right-of-way:



- a. ___ All dedications accepted for maintenance.
- b. ___ All dedications accepted to vest title on behalf of the public... (Not accepted for maintenance).
- c. ___ Some dedications accepted for maintenance; others accepted to vest title on behalf of the public.
- d. ___ No dedications accepted.
- 9. ___ Easements:
 - a. ___ Easements accepted: _____
 - b. ___ Easements, not accepted: _____
- E. ___ CLERK OF THE BOARD OF SUPERVISORS STATEMENT (see Section 4.10)
 - 1. ___ Signature Line
 - 2. ___ Signature Date
 - 3. ___ Name (Printed): _____
 - 4. ___ Title (Printed): _____
- F. ___ COUNTY SURVEYOR'S STATEMENT (see Section 4.6)
 - 1. ___ Signature Line
 - 2. ___ Signature Date
 - 3. ___ Name (Printed): _____
 - 4. ___ Title (Printed): _____
 - 5. ___ License _____
 - 6. ___ Expiration Date _____
 - 7. ___ Leave 2" square clear for stamp/seal
- G. ___ SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT (see Section 4.2 through 4.5)
 - 1. ___ Signature Line
 - 2. ___ Signature Date
 - 3. ___ Name (Printed): _____
 - 4. ___ Title (Printed): _____
 - 5. ___ License Number (verify data on Consumer Affairs web-site)
L.S. Number _____
R.C.E. Number _____ (33965 or lower)
 - 6. ___ Expiration Date _____
 - 7. ___ Leave 2" square clear for stamp/seal
 - 8. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- H. ___ RECORDER'S STATEMENT (see Section 4.1)
 - 1. ___ Signature Line
 - 2. ___ Name (Printed): _____
 - 3. ___ Title (Printed): _____
 - 4. ___ Locate in upper right hand corner, signature sheet only.
- I. ___ SUBDIVISION GUARANTEE (see Section 4.1)
 - 1. ___ Locate in upper right hand corner, signature sheet only, directly beneath the "Recorder's Statement."
 - 2. ___ Name of Title Company guaranteeing Title. If Title Companies change in the middle of the process, be aware that legal descriptions and easements listed in



the PTR might be inconsistent from one company to another. Consider how this may affect the signature sheet, boundary sheet, and/or interior mapping sheets.

- J. ___ TAX COLLECTOR'S CERTIFICATE (see Section 4.12)
1. ___ Always place complete statement, including "bonding period" verbiage, on the map. If when the map records, it is not the bonding period, the portion that applies to the bonding period can/shall be lined out on the back of the mylars.
 2. ___ Signature Line
 3. ___ Signature Date
 4. ___ Name (Printed): _____
 5. ___ Title (Printed): _____
 6. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- K. ___ TAX BOND CERTIFICATE (see Section 4.11)
1. ___ Signature Lines
 2. ___ Signature Dates
 3. ___ Names (Printed): _____
 4. ___ Titles (Printed): _____
 5. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- L. ___ ABANDONMENT NOTE (If applicable) (see Section 4.13)
- M. ___ NOTICE OF DRAINAGE FEES (If applicable) (see Section 1.30)
- N. ___ Additional CERTIFICATE(S) OF ACCEPTANCE (If applicable) (see Section 4.17)
1. ___ Parks District (If applicable)
 2. ___ RCA (If applicable)
 3. ___ Any public entity, maintenance district, utility, etc., accepting an easement dedication or fee title dedication made via the map.
 4. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- O. ___ SHEET NUMBERS
1. ___ Sheet number shall always be placed in the upper right-hand corner - all sheets (above the Recorder's Statement on sheet 1, the Signature Sheet).
 2. ___ Sheet ___ of ___ sheet(s)
- P. ___ HEADING/PREAMBLE (see Section 1.3)
1. ___ "In the Unincorporated Territory of the County of Riverside, State of California"
 2. ___ Parcel Map (Number) (in larger, bold font)
 3. ___ "Being a division of ..." brief legal description of the area being divided. Data must not be in conflict with the PTR provided for the project. Include any references to underlying maps (PM/MB), records of survey (R/S), certificates of compliance (COC), or Lot Line Adjustments (LLA).
 4. ___ Lying within...
 - a. ___ Section ____, Township ____, Range ____, S.B.M.



- b. ___ Rancho _____, as shown by a sectionalized survey per MB/PM/RS...
- c. ___ Rancho _____
- 5. ___ Firm name of Surveyor/Engineer preparing/processing the map.
- 6. ___ Map/Survey date
- 7. ___ All sheets
- Q. ___ Indexing Information: (see Section 2.6.1)
 - 1. ___ Locate in lower right hand corner, signature sheet only.
 - 2. ___ IP # (If applicable)
 - 3. ___ Sec. ___ Twp. ___ Rng. ___ (Include this info, even if within a Rancho).
 - 4. ___ Sch. ___

IV. MAP NOTES

- A. ___ SURVEYOR'S NOTES/ENGINEER'S NOTES (Follow order outlined below as closely as possible) (see Section 1.8)
 - 1. ___ This map contains _____ acres gross.
 - 2. ___ Basis of Bearings (See Item "B," below)
 - 3. ___ Monument Notes (See Item "C," below)
 - 4. ___ Reference Data Notes (See Item "D," below)
 - 5. ___ Legend/Graphic representation of Restricted Access
 - 6. ___ Any miscellaneous notes required to interpret the map, i.e., Non-standard Abbreviations, number of lots, general utility requirements, general setback requirements, etc.
 - 7. ___ CC&Rs recorded (*date*) as Instrument No. _____.
 - 8. ___ Environmental Constraint Note. (see Section 1.20)

- B. ___ BASIS OF BEARINGS (Within the Surveyor's Notes/Engineer's Notes, or as a separate section of notes) (see Section 1.11)
 - 1. ___ Must/should be between two found monuments of record, shown on the same reference map. (If the perpetuation of a position can be determined to the satisfaction of the County Surveyor, it may be used with a description "in lieu of" that shown on said reference map).
 - 2. ___ Must be shown on the map, with its relation to the survey.
 - 3. ___ Show record bearing and record distance (if available. A calculated distance is acceptable if labeled as such).
 - 4. ___ Show measured bearing and distance.
 - 5. ___ Label, "Basis of Bearings," on all sheets as applicable.
 - 6. ___ If using G.P.S. for the Basis of Bearings, include a Datum Statement indicating Coordinates based on the California Coordinate System (CCS83), Zone 6, NAD 83(NSRS2007).
 - 7. ___ If using G.P.S. for the Basis of Bearings, provide a statement as to the conversion/combination factor from ground to grid/grid to ground.



- 8.____ If using G.P.S. for the Basis of Bearings, both grid North and geodetic North shall be indicated together with the +/- Convergence angle between them, where it was calculated, and the applicable coordinates. It should be near the east-west mid-point of the map.
- C.____ MONUMENT NOTES (Within the Surveyor's Notes/Engineer's Notes, as a separate section of notes, or at the specific monument(s).) (see Section 1.9)
- 1.____ FOUND monuments
- a.____ Description for Found monuments shall include:
- i.____ General description of the monument (i.e., 1" IP/Brass Cap/Copperweld, etc.)
 - ii.____ Tagged _____/Stamped _____/Illegible/No Tag
Note: It is acceptable to diagram stamping in a Detail Drawing.
 - iii.____ Relative Ground Position
 - iv.____ ...Accepted as (where applicable/when not obvious)
 - v.____ ...Per ... (Provide reference).
 - vi.____ UNO (Unless Noted Otherwise).
- b.____ "Found w/ no tag"/"Found, Tag Illegible"
- i.____ If position has a controlling influence on the survey, then set "your" tag. [Shown as a "found" symbol]
 - ii.____ If position does not have a controlling influence on the survey, leave monument as found. Place a note indicating the status of the monument (i.e., accepted as being on line).
- c.____ "Found, not accepted"
- i.____ If position has a controlling influence on the survey, then set a monument at the "true position," without disturbing the existing monument. In cases where the discrepancy is "minor" and a new monument cannot be set without disturbing the existing monument, then emphasis should be given to accepting the found monument. Use measured data vs. record data to indicate/highlight any discrepancies in the data.
 - ii.____ If position has a controlling influence on the survey, show the relation (inverse bearing and distance) of the found monument (not accepted) to the monument "Set at the true position" in a detail drawing, with pertinent data from the "Set...position." [Shown as a "set" symbol]
 - iii.____ If position does not have a controlling influence on the survey, show the relation (inverse bearing and distance) of the found monument (not accepted) to the established point with "Nothing set at the true position" in a detail drawing, with pertinent data from the "established" position.
 - iv.____ In either case, show data necessary to verify the position/procedure.
- d.____ "Found _____, no reference, accepted as _____ per _____." (Must provide reference and record data to verify the position).



- e. ___ “Found _____, in lieu of _____, accepted as _____ per _____.” (Must provide reference and record data to verify the position).
 - f. ___ In all cases, show enough reference and record data to verify the position.
2. ___ SET monuments
- a. ___ All “set” monuments, per Riverside County Ordinance 461.9. All monuments set per Riverside County Ordinance 461.9.
 - b. ___ All monuments shown as “set” shall be set in accordance with the monument agreement for the map. (If applicable)
 - c. ___ Description for Set monuments shall include:
 - i. ___ General description of the monument (i.e., 1" IP/Brass Cap/Copperweld, etc.)
 - ii. ___ Tagged _____/Stamped _____
 - iii. ___ Relative Ground Position
 - iv. ___ ...Per ... (Provide reference, if applicable re: re-establishment of a monument).
 - v. ___ If re-establishing a monument, provide reference and record data to verify the position.
 - vi. ___ If re-establishing a monument, state the procedure/method used, if it is not apparent.
 - vii. ___ UNO (Unless Noted Otherwise).
 - d. ___ If position has a controlling influence on the survey, and it is not accepted, then set a monument at the “true position.” (See above).
 - e. ___ Newly set positions
 - i. ___ Set monuments on the boundary at all corners, angle points, BCs, ECs, PCCs, and PRCs.
 - ii. ___ 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.
 - iii. ___ Set monuments for all parcel/ right-of-way positions.
 - iv. ___ Set monuments for all parcel corners and angle points.
 - v. ___ A position can be set on the side lot line projected, in lieu of the front corner, if so noted in the Surveyor’s Notes/Engineer’s Notes. “Set lead and tag “LS #/RCE #,” in top of curb (Riverside County Standard “E”) on side lot lines projected.”
 - vi. ___ A position can be set on the BC, EC, PCC, POC, and Cutbacks, projected, perpendicular or radial from centerline, in lieu of the true position, if so noted in the Surveyor’s Notes/Engineer’s Notes. “Set lead and tag “LS #/RCE #,” in top of curb (Riverside County Standard “E”) for BCs, ECs, PCCs, PRCs, and corner cutbacks projected perpendicular or radial from centerline.”



vii. ____ “Set” symbols are not required on interior of map for right-of-way and lot line if a note is included in the Surveyor’s Notes/Engineer’s Notes, “Set a (monument, i.e., 1” IP) with “LS #/RCE #” tag, flush at all lot corners, angle points in side or rear lot lines, and angle points in subdivision boundary.”

D. ____ REFERENCE NOTES (Within the Surveyor’s Notes/Engineer’s Notes, as a separate section of notes) (see Section 1.8)

1. ____ Include record reference(s) as needed, to verify the position(s)/procedure(s) of the survey.
2. ____ Each record reference shall have a separate and unique designation. (Do not combine references).
3. ____ Note if reference is record and measured data.
4. ____ Include, “UNO” (unless noted otherwise) if circumstances require.
5. ____ If re-establishing a position, provide the appropriate reference(s) to support the procedure(s).

E. ____ EASEMENT NOTES (see Section 5.0)

1. ____ All easements listed in the PTR, lying within the current map boundary, shall be listed on the final map, and plotted, if applicable.
2. ____ Inclusion of easement(s) under the Signature Omissions Note/Certificate does not negate the need to list and plot, when applicable, easement(s) on the final map (see Sections 4.14 and 5.3).
3. ____ All easements dedicated or retained via the map shall be placed/listed on the final map, and plotted, if applicable.
4. ____ Any easement(s) dedicated on the final map, that is/are not dedicated to the County of Riverside or to the Public, will require a Certificate of Acceptance from the beneficiary of said easement(s).
5. ____ Any easement(s) required, in order to record the current map, shall be plotted and referenced on said map. (This includes off-site easements. The extent of plotting will be determined on a case-by-case basis).
6. ____ Easement notes shall describe the purpose, the beneficiary (in favor of...), and a reference to the “mechanism” creating said easement(s).
 - a. ____ Recorded _____ as Instrument No. _____.
 - b. ____ Record Map
 - c. ____ Dedicated/Retained Hereon (via current map).
7. ____ Submit a copy of the “mechanism” creating the easement(s) for review.
 - a. ____ If “mechanism” is a recorded document, and the legal description within said document refers to another document or to a map, submit all reference material necessary to verify the location and extent of the easement(s) in question.
 - b. ____ If an easement is particularly cumbersome to locate, in order to save time and money on the review process, consider submitting/providing an exhibit to help expedite the review.
8. ____ Easements listed in “Tablet Form” shall be numbered with no overlaps or gaps in the numbering.



- a.____ Include a symbol (typically a triangle/delta) around the easement number to indicate that an easement is plotted.
 - b.____ Use the number only, with no symbol (triangle/delta) for “non-plottable” easements.
 - c.____ If an easement is not plottable, state the reason in the easement note (i.e., “not locatable from records,” “blanket in nature,” etc.).
- 9.____ Plottable easements shall be fully annotated and dimensioned (defining any encumbrances against the map).
- a.____ Easement(s) shall be tied to the boundary and/or any parcels (as applicable).
 - b.____ Easement(s) shall be tied to any other intersecting or abutting/adjoining easements.
 - c.____ Strip dimensions/descriptions/annotations are acceptable when applicable.
- F.____ NORTH ARROW
- 1.____ Include a north arrow on each sheet.
 - 2.____ Detail drawings may require a north arrow.
 - 3.____ See comments under “Basis of Bearings” re: convergence angles (see Section 1.12). The north arrow, on the boundary sheet, should graphically represent the difference between grid and geodetic north (if applicable).
- G.____ SCALE
- 1.____ A statement of scale shall be placed on each sheet corresponding to the dominant scale of said sheet.
 - 2.____ A graphic scale bar (1/4" minimum x 4" minimum) shall be placed on each sheet corresponding to the dominant scale of said sheet.
 - 3.____ While detail drawings, typically, are not required to be drawn to scale, if they are drawn to scale, include a statement of scale.
 - 4.____ If a detail drawing is not drawn to scale, then indicate NTS (not to scale).
 - 5.____ If a detail drawing is not drawn to scale, be sure to exaggerate the scale enough (but not too much) to ensure clarity of the information.
 - 6.____ Final mylars must be drawn/plotted to scale. If not drawn/plotted to scale, the mylars will be returned, un-recorded.
- H.____ OTHER NOTE(S)
- 1.____ Include a reference on each mapping sheet (as necessary) to indicate the location of Surveyor’s Notes/Engineer’s Notes, Monuments Notes (if applicable), Reference Notes (if applicable), and Easement Notes (if applicable).
 - 2.____ Include any other applicable notes as required by the Conditions of Approval.

V. MAP

- A.____ Boundary Sheet (first map sheet) with a distinctive border. (See Drafting Standards, Section 2, and Appendix A)
- B.____ County right-of-way, “In Fee Title” excluded from boundary/distinctive border.
- C.____ Index Map (if applicable) as a part of the boundary sheet, or as its own sheet.
- D.____ Each lot (not including lettered lots) shown in its entirety on any one sheet.



- E. ___ Number of residential lots (agrees with the approved Tentative).
- F. ___ Number of Open Space lots (agrees with the approved Tentative)
- G. ___ No duplicated lot numbers/letters
- H. ___ No omitted lot numbers/letters
- I. ___ Lettered lots on Streets, Alleys, RCFC&WCD Channels, and/or Barrier Strips only.
- J. ___ Vicinity map, no street name abbreviations, (approximate distance to County maintained road, if applicable) (see Section 1.6).
- K. ___ Details as needed. Include a letter designation for each with no duplicates and no omissions. Include a reference to scale. Include a reference to sheet number if detail applies to data on another sheet or other sheets.
- L. ___ Sheet size: 18" x 26" with 1" margin all-around.
- M. ___ Adjacent property info "ghosted-in." (Subdivisions and lot lines and numbers, deed information, LLA information, COC information, etc., as applicable)
- N. ___ Drafting standards (line-weights, line types, appropriate information) (see Section 2.0).
- O. ___ Record data referenced and verified, including recording information, data cited, i.e., monument description(s), bearings, distances and/or curve data.

VI. CONDITIONS THAT MUST BE SATISFIED

- A. ___ Conditions of Approval
 - 1. ___ Be sure to use the Final Map (FPM) Conditions of Approval. Occasionally the Conditions of Approval from the Tentative Map are not exactly the same as those Conditions of Approval from the Final Map.
 - 2. ___ All conditions must be satisfied as "MET," "DEFERRED," or "NOT APPLY."
- B. ___ Routing to County (TLMA) Departments
 - 1. ___ PLANNING
 - 2. ___ TRANSPORTATION
 - 3. ___ ENV HEALTH
 - 4. ___ RIVERSIDE FLOOD (RCFC&WCD)
 - 5. ___ FIRE
 - 6. ___ PARKS (If applicable)
 - 7. ___ RCA (If applicable)
- C. ___ Routing to Agencies/Entities outside the County.
 - 1. ___ Coachella Valley Water District (CVWD), in lieu of RCFC&WCD
 - 2. ___ Caltrans (if adjacent to/abutting/intersecting any Caltrans right-of-way)
 - 3. ___ Railroad (if adjacent to/abutting/intersecting any Railroad right-of-way)
 - 4. ___ Any CFD, CSA, L&LMD, ___ Santa Rosa CFD, ___ Tenaja CFD.
 - 5. ___ Any other agency or entity as required by the Final Map Conditions of Approval.
- D. ___ NILs (Non-Interference Letters)
 - 1. ___ Required from any existing public utility, with an easement of record, encumbering the property being divided. (See SMA and Section 5.4)
 - 2. ___ Do not rely on the Title Companies to obtain these. It is the responsibility of the applicant.



- E. ___ Access Issues
 - 1. ___ Legal vehicular access to any/all lots created by a subdivision.
 - 2. ___ Restricted Access as required by Ordinance 460, and/or the Conditions of Approval (see Section 4.15.1).
 - 3. ___ If an exception to restricted access/access opening is required to satisfy the requirement of legal vehicular access, the size, location, and acceptability (in general) must be approved by the Transportation Department.
 - 4. ___ If right-of-way within the current map boundary aligns with existing off-site right-of-way, the appropriate tie-data shall be included.
 - 5. ___ Barrier Strip(s) (lettered lot(s)) if newly dedicated right-of-way dead-ends at the current map boundary.
 - 6. ___ Appropriate acceptance or non-acceptance of right-of-way, easements, etc., as determined by the Transportation Department.
- F. ___ Taxes Signed (Tax Collector's Certificate and/or Tax Bond Certificate).
- G. ___ CC&Rs, as approved by County Counsel, on file in the Survey Department.
- H. ___ Bonds and Agreements, as approved by County Counsel, Agreements on file in the Survey Department.
- I. ___ Street name review, new and existing; must be six-months current at recordation.

VII. SURVEY PROCEDURE

- A. ___ Proper Control
 - 1. ___ Adequate boundary control.
 - 2. ___ Adequate centerline control.
 - 3. ___ Boundary survey agrees with vesting deed(s)
 - 4. ___ All "set" monuments were established from sufficient monuments of record, and used acceptable procedure(s).
 - 5. ___ Correct procedure for restored Government corners.
 - 6. ___ Correct procedure for restored lot and subdivision corners.
 - 7. ___ Correct procedure for deed lines established or re-established.
- B. ___ References
 - 1. ___ Monuments of adjoining surveys recovered and properly referenced (see Section 1.9).
 - 2. ___ Monuments of adjoining surveys tied into the current survey using record and measured values.
 - 3. ___ Found monuments of no record/no reference, used by the Surveyor/Engineer, should be: "Accepted as _____, per _____..." (and described, as to the position) (see Section 1.9).
 - 4. ___ If a monument is untagged and used for control, it must be tagged by Surveyor/Engineer responsible for the current survey.
 - 5. ___ If a position has a sectional value or is part of a sectional breakdown, so state (i.e., South ¼ corner, etc.).
 - 6. ___ Proper ties and references for found monuments.

VIII. COMPUTATIONS

- A. ___ Retracement Survey/Breakdown of larger area



- B. ___ Boundary Closure (less than 0.01')
- C. ___ Lot/Parcel Closures (less than 0.01')
- D. ___ Parts to the whole (increments to the overall) shall be equal, based on the data as shown on the current map.
 - 1. ___ Tangent line distances
 - 2. ___ Curved line distances
 - 3. ___ Curved line angles
 - 4. ___ Agreement of data/totals from one side of a line, to the other side of the line, when said line is common to more than one tier of increments.
 - 5. ___ Agreement of data/totals from one line, to another line, when said lines are parallel (or concentric) and common as to the area encompassed (i.e., n'ly right-of-way, centerline, and s'ly right-of-way over the same stretch of road).
 - 6. ___ Radial values must check-in flat (based on data shown on the map).
- E. ___ Curve Data
 - 1. ___ Radial Bearings are required:
 - a. ___ ... for all lines intersecting a curved line. Two intersecting curved lines will require a radial bearing for each.
 - b. ___ ... for all PCCs and PRCs.
 - c. ___ ... for the beginning or end of a "broken-back"/non-tangent point-of-curve.
 - 2. ___ Overall centerline curves require: (R) Radius, (D) Delta, (L) Length, and (T) Tangent data.
 - 3. ___ Increments of centerline curves require: (D) Delta and (L) Length.
 - 4. ___ Overall right-of-way curves require (R) Radius (unless obviously determined from centerline data and right-of-way tie-data shown), (D) Delta, and (L) Length. *Note: Overall right-of-way data typically should not cross intersecting right-of-way. Instead, the overall right-of-way would terminate at the cutback for any intersecting right-of-way.*
 - 5. ___ Increments of right-of-way curves require: (D) Delta and (L) Length.
 - 6. ___ A thin-dashed line shall be placed at all centerline BC, EC, PCC, or PRC position(s), delineated from said centerline position to the corresponding right-of-way indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate).
 - 7. ___ A thin-dashed line shall be placed at all right-of-way taper BC, EC, PCC, or PRC position(s), delineated from said right-of-way position to the corresponding centerline indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate). Note any such right-of-way position that is not radial/perpendicular to the centerline shall have no such delineation.
- F. ___ Corner Cutbacks
 - 1. ___ Procedure
 - a. ___ Radius value as determined based on the IW (Improvement Width(s)) for the corresponding right-of-way. (See Ordinance 461 ...) (See also Section 1.31)
 - b. ___ "Normal"/Typical cutback (see Section 1.31)



- c. ___ “Modified” cutback per “Countywide Guidelines” (see Sections 1.31 and 1.33).
 - i. ___ The intent of the “Modified” Cutback is to allow space for an Entry Monument within the right-of-way (modified so that the cutback is 26.5 feet, measured from curb face along the MOC).
 - ii. ___ The intent of the “Modified” Cutback is to create a cutback line at the right-of-way within the curb return area that is parallel to the back of Sidewalk.
- 2. ___ Drafting
 - a. ___ A thin-dashed line shall be placed at the right-of-way cutback point, delineated from said cutback point to the corresponding centerline indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate).
 - b. ___ The cutback bearing and distance shall be shown.
 - c. ___ The right-of-way distance shall be shown, as needed.
- G. ___ “Total Gross Area” for current map in Surveyor’s Notes/Engineer’s Notes
- H. ___ Lot/Parcel, net acreage, if required (see Section 1.25).
- I. ___ Lot/Parcel, gross acreage, if required (see Section 1.25).
- J. ___ Monument Security Bond (MSB) calculation (see Section 8.0).

IX. FINAL

- A. ___ Three mylars of Final Map (at least one of which has original/“wet” signatures) (see Section 3.6.4).
- B. ___ Condition of mylars
 - 1. ___ Erasures?
 - 2. ___ Hand-written revisions legible?
 - 3. ___ Smudges/Ink transfers?
 - 4. ___ Creases/Rips or Tears?
 - 5. ___ Sheet size (18" x 26" with 1" border all-around)? (see Section 1.7 and Appendix A).
- C. ___ Agreement
 - 1. ___ From original mylar to most current checkprint.
 - 2. ___ From original mylar to duplicate mylars.
- D. ___ Signatures
 - 1. ___ Proper Ink
 - 2. ___ Owner’s Signature(s)
 - a. ___ Present and in agreement with Notary Acknowledgement(s).
 - b. ___ In agreement with Vesting Deed(s) and PTR
 - 3. ___ Lessee’s Signature, if interest can ripen into fee title.
 - 4. ___ Trust Deed (if applicable), Trustee or Beneficiary signature(s) present and in agreement with Notary Acknowledgement(s).
 - 5. ___ Surveyor’s Signature, LS number and expiration date/Engineer’s Signature, RCE number (RCE 33965 or lower, January 1, 1982 or earlier) and expiration date. (Verify/Review license status on Consumer Affairs website).
 - 6. ___ Taxes Signed



- a. ___ Tax Collector's Certificate (when taxes are payable) (see Section 4.12).
- b. ___ Tax Bond Certificate (both signature lines) (see Section 4.11).
- E. ___ Expiration Dates
 - 1. ___ Notary Commission Date(s)
 - 2. ___ Tentative Map
 - 3. ___ Street name approval, (six-months current)
 - 4. ___ PTR, (30-days current)
- F. ___ ECS (Environmental Constraint Sheet)
- G. ___ Field Inspection approved
- H. ___ Improvement Security Agreements
- I. ___ GIS Package
- J. ___ DBF Balance
- K. ___ LMS, Routes and Conditions cleared



9.3 RECORD OF SURVEY CHECKLIST

AUTHORITY: Professional Land Surveyors’ Act

First Check: _____ File No: _____
Recheck: _____ Date: _____
Surveyor/Engineer: _____ Checked by: _____

Survey requested by: _____ Phone: _____
Email: _____

____ SUBMIT THE FOLLOWING FOR RECORDATION: SIGNED AND STAMPED ORIGINAL MYLAR AND A DIRECT POSITIVE MYLAR (DPM) OF THE ORIGINAL.
____ Submit check payable to Riverside County Recorder in the amount of _____ for recording fee.
If you are requesting a conformed DPM to be returned to surveyor, submit an additional DPM and add an additional _____ to the recording fee.

BACK-UP DATA

____ 2 Check prints
____ Methods and Reasoning Statement(8764)
____ Maps used to prepare survey.....(8764)
____ Deeds used to prepare survey.....(8764)
____ Evidence property created prior to March 4, 1972 or from a recorded subdivision map or a Certificate of Compliance issue from the governing agency or by other legal means(8762.5)

MAP TITLE

____ Name of City, if applicable(8762)
____ Name of County, California.....(8762)
____ “RECORD OF SURVEY”(8762)
____ Description of land or line surveyed(8764)
____ Section, Township, Range, or Rancho(8764)
____ Date of Survey(8764)
____ Sheet numbers..... (Sheet 1 of ____ Sheet(s) in upper right hand corner)
____ Firm Name and/or Surveyor/Engineer’s name and license number

STATEMENTS

____ County Recorder’s Statement (in upper right hand corner, Sheet 1 only)(8764.5)
____ Surveyor’s Statement, signed and sealed.....(8764.5)
____ County Surveyor’s Statement(8764.5)
____ Certificate per Section 8762.5 (if applicable)

SURVEYOR’S NOTES

____ Basis of Bearings, map of record, celestial observation, or State Plane Coordinates (include Epoch, combination factor, and convergence angle(8764 and 8771.5)
____ Found monuments and symbol (Recommend solid).....(8764)
____ Set monument symbols (Recommend open)(8764)
____ Symbols and non-standard abbreviations defined
____ Surveyor’s Notes or Legend(8764)



MEASURED DATA

- Bearings shown (8764)
- Distances shown (8764)
- Overall bearings shown (8764)
- Overall distances shown (8764)
- Sum of parts equal total of distance or delta (8764)
- Traverse calculations
- G.P.S. data (if applicable)
- All curve data shown (Delta, Radius, Arc Length) (8762)
- All radial bearings shown where required (8764)
- Non-tangent curves noted (8764)
- All areas shown (if required) (8764)
- Map loop closures within 0.02 feet

MAP BODY

- Map material; tracing cloth or polyester base film; black ink..... (8763)
- Map size: 18" x 26"..... (8763)
- Margin 1" all around..... (8763)
- North Arrow..... (8764)
- Scale..... (8764)
- Request bar scale for microfilming purposes (4" minimum)*
- Reference to adjacent tracts or other maps of record when pertinent (8764)
- Legibility of map data..... (8763)
- Street names and widths shown (8764)
- Reference for all found monuments and acceptance of non-record monuments (8764)
- Reference to deeds of official records if necessary for the establishment of lines or points (8764)
- Record data shown when beneficial to the interpretation of lines or points (8764)
- Bearings Distances (8764)
- Curve Data Other (8764)
- Detail for clarity (8764)
- Arrows to clarify dimensions..... (8764)

SURVEY PROCEDURES

- Proportions and other adjustments correct..... (8766)
- Sectional breakdowns correct (8766)
- Deed interpretations correct (8766)
- Monuments tagged, as required (8772)
- Ties to adjacent lines of record when pertinent (8772)
- Survey based upon proper control (8764)
- Methods of establishment of lines or points shown where necessary (8764)

REMARKS:

To the Surveyor: Pursuant to Section 8767 of the Professional Land Surveyors’ Act, the subject map should be corrected as indicated on the above checklist and check print and returned to this office within 60 days with the corrected check print.

Kenneth D. Teich, County Surveyor

By _____, Deputy



9.4 REQUEST FOR WAIVER OF PARCEL MAP CHECKLIST

PARCEL MAP NO.: _____

DATE MAP RECEIVED: _____

FIRST LDC DATE: _____

D/H MEETING DATE: _____

___ Waiver requested

___ Parcel Map Number _____

___ Legal Description

___ Vesting Deed(s) _____

___ Owner's Name _____

___ Owner's Address _____

___ Land Divider's Name _____

___ Land Divider's Address _____

___ Date _____

___ Entire Contiguous Ownership

___ Non-Contiguous Ownership Statement

___ Existing Zoning

___ Proposed Zoning

___ Existing Use

___ Proposed Use

___ Assessor's Tax Parcel Number _____

___ Method of Storm Water Control/Drainage easements/facilities

___ Total Gross Acreage _____

___ Field check/Monument Inspection

___ Existing Public Utility Easement(s) PUE(s)

___ Existing Easements

___ Existing structures

___ Taxes Paid

___ Tax Collector's Certificate

___ Tax bond to Clerk of the Board/Tax bond Certificate

___ North Arrow



- Scale
- Vicinity Map
- Contour Lines (at Proper Interval(s))
- Reference
- Water Courses
- Adjacent Record Maps
- Legal Access
- Distance to County Maintained Road
- Existing Dedications
- Proposed Dedications
- Approximate Centerline Grades
- Map Matches Legal per Deed(s)
- Map Parcel of Record Map
- Boundary Monuments Found per (Underlying) Record Map(s)
- Found Monuments Described
- Size, Type, Tag, Relative Ground Position
- No Monuments "To Be Set"
- Boundary Dimensions Match Record
- Curve Data Complete
- Parent Parcel Closes (within tolerance)
- Parcels Numbered
- Proposed Lots Dimensioned
- Street Name Check if new dedication
- Certificate of Compliance (COC), if applicable
- PTR (30-days Current)
- Existing legal vehicular access
- A parcel of a map, based on a Field Survey
- Restricted Access
- Exceptions to Restricted Access/Access Openings