

# MAP CHECKLIST

(Rev 02/13)

## COUNTY OF SAN MATEO

TRACT NO. \_\_\_\_\_

Note: [ ]<sup>1</sup> is Gov. Code, [ ]<sup>2</sup> is BP Code, [ ]<sup>3</sup> is S.M.Co. Ord.

### INITIAL SUBMISSION – Final Map

- Conditional Approval Letter and Approved Tentative Map [7016.2a1 & 7016.2a2]<sup>3</sup>
- Two (2) copies of Subdivision Map (check prints) [recommended]
- Initial map checking deposit against actual costs: \$750 each sheet [66451.2]<sup>1</sup> [7016.1c]<sup>3</sup>
- Copies of all documents used to complete map (including Filed Maps, 11"x17" or 12"x18"). Include current title report, copy of vesting deed and deeds to adjacent properties. [7011.1d, 7014.5c4 & 7015.4]<sup>3</sup>
- Computer closures for all circuits shown on map [66442a4]<sup>1</sup> [7015.6]<sup>3</sup>

THE ABOVE TO BE COMPLETED PRIOR TO THE COUNTY ACCEPTING THE MAP FOR CHECKING

### FINAL MAP

The following to be checked when complete or approved

- Map size (18"x 26" overall) [66434.b]<sup>1</sup> [7014.2b]<sup>3</sup>
- Blank margin (1" on all sides) [66434.b]<sup>1</sup> [7014.2c]<sup>3</sup>
- Size of letters and numbers: Mechanical-1/10", Freehand-1/8". Legibly drawn [66434.a]<sup>1</sup> [7014.2g]<sup>3</sup>
- Title Block (shown on all sheets): Name of Subdivision [7014.2h]<sup>3</sup> and subdivision number [66434.d]<sup>1</sup> (Number to be assigned after receipt of checking deposit) [7014.2h]<sup>3</sup>
- Subtitle to include subdivision number & brief description (either lot & block, Subdivision Name, Vol. & Page or Owner's Name & Official Record number of vesting document [7014.3b]<sup>3</sup>
- If partially within a city or town: "Partially Within the City (or Town) of \_\_\_\_\_; and Partially Within the Unincorporated Territory of the County of San Mateo" [accepted practice]
- Divider Bar: SAN MATEO COUNTY CALIFORNIA  
SCALE: 1" = \_\_\_\_\_' Month, Year [accepted practice]
- Scale: Suitable engineer's scale; check scaling of map [66434.b]<sup>1</sup> [7014.2e & 7014.2h]<sup>3</sup>
- North Arrow - Pointing up the page [7014.2h]<sup>3</sup> or pointing to the left [accepted practice]
- Legend and notes - if necessary [accepted practice]
- Shows relationship to surrounding surveys. [66434.e]<sup>1</sup> [7014.2d & 7014.4d]<sup>3</sup>
- Adjoining property identified by Sub. Name, Lot, Block, Vol. & Page or if no map, use Owner's Name and Vesting Document Number [66434.e]<sup>1</sup> [7014.4d]<sup>3</sup>
- Reference to recorded documents to be: Subdivisions (Vol. Maps Pg.), Parcel Maps (Vol. P.M. Pg.), Record of Survey

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Maps (Vol. L.L.S. Pg.), and Official Records (\_\_\_ O.R.) or (Vol.) O.R.(Pg.) [official designation]

- No other abbreviations except as noted on map. [accepted practice]
- Each lot numbered, parcels lettered, blocks numbered or lettered & streets named. [66434.d]<sup>1</sup> [7014.4a]<sup>3</sup>
- Location, widths, types and recording data (i.e.,\_O.R.\_) of all easements [7014.4c]<sup>3</sup>
- New easements correspond with Improvement Plans [66442.a2]<sup>1</sup> [7016.2a1 & 7016.2a2]<sup>3</sup>
- Existing & proposed streets shown, widths & center line shown.[7014.4b]<sup>3</sup>
- Names of streets, existing & proposed, adjacent or within, shown [7014.4b]<sup>3</sup>
- Vicinity map if there are no street intersections shown [66434.e]<sup>1</sup> [7014.3e]<sup>3</sup>
- Sheet numbering "Sheet 1 of 1" if map is only one sheet [66434.b]<sup>1</sup> [7014.2f]<sup>3</sup>
- Key map on first sheet, if area subdivided is shown on more than one sheet [accepted practice]
- Reference to adjoining sheets [66434.b]<sup>1</sup> [7014.2f]<sup>3</sup>
- Lot areas shown - Required if 1/2 acre or more. [7014.4a]<sup>3</sup>
- Each lot shown complete on one sheet [7014.4a]<sup>3</sup>
- Conformance to Tentative Map & Planning conditions [66442.a2]<sup>1</sup> [7016.2]<sup>3</sup>
- Distinctive boundary line. [66434.e]<sup>1</sup> [7014.2d]<sup>3</sup>

## SURVEY INFORMATION

- Based on a field survey only (noted in Surveyor's Statement) [66434.]<sup>1</sup> [7014.1a]<sup>3</sup>
  - Basis of bearings [7014.3]<sup>3</sup> [County Engineer's Assoc.] [accepted practice]
- Established by one of the following:
1. Reference to a monumented line, between two points of record.
  2. The California Coordinate System - State Plane Coordinates (CCS83) (if used) [8817 Public Resources Code]
    - Control Scheme shown through which coordinates were determined. [8771.5]<sup>2</sup>
    - Epoch (date) shown – NGS published epoch [8815.1] [8815.2 Public Resources Code]
    - FGCS order of accuracy shown for station purporting second order or better accuracy. [8815.4 Public Resources Code]
    - “ $\theta$ ” Mapping angle shown and location taken from survey. [accepted practice]
    - Combination Factor for ground / grid conversion [accepted practice]
  3. A solar or stellar observation
- Method of establishment of all lines and points shown on map [66434.c]<sup>1</sup> [7014.1b]<sup>3</sup>
  - City and/or County boundaries shown and verified [7014.4e]<sup>3</sup>
  - "Found Monuments" (type, size and tag) shown and referenced to recorded map [8764.a]<sup>2</sup> [7014.1d]<sup>3</sup>

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- Label "U.O." for Unknown Origin for tagged monuments that have no reference to record [County Engineer's Assoc.]
- Found monuments Use SOLID SYMBOLS [accepted practice]
- Monuments Set (type, size and tag) [66495., 66496. & 66497.]<sup>1</sup> [8771, 8772]<sup>2</sup> [7014.1d, 7029.1]<sup>3</sup>  
(use OPEN SYMBOLS) [accepted practice]
- Exterior boundary shall be monumented prior to filing of Final Map. [7029.1, 7029.2a]<sup>3</sup>
- Survey ties to monuments, property lines, easements & center lines of streets, adjacent & within subdivision. [7014.1c]<sup>3</sup>
- Record data shown when different from survey data [66434.e]<sup>1</sup> [7014.2d]<sup>3</sup> (the record data being placed in parentheses)  
[accepted practice]
- Curve data complete [66434.c]<sup>1</sup> [7014.1b]<sup>3</sup>
- Bearings and distances on all lines [66434.c]<sup>1</sup> [7014.1b]<sup>3</sup>
- Radial Bearings shown where appropriate [66434.c]<sup>1</sup> [7014.1b]<sup>3</sup>
- All Lot and Block dimensions shown [7014.1b & 4a]<sup>3</sup>
- Remainder parcels of 5 acres or more need not be shown but referenced by deed. [66434.e]<sup>1</sup> [7014.4f]<sup>3</sup>
- No ditto marks [accepted practice]

### MATHEMATICAL REVIEW

- Computer closure sheets (closure within 0.02') [7014.1e]<sup>3</sup>  
Data on sheets must match data on map exactly.
- Computer closures for all circuits shown on map [66442.a4]<sup>1</sup>
- Sums of parts equal total distances or delta [66442.a4]<sup>1</sup> [7014.1b]<sup>3</sup>

### STATEMENTS (see page 5 & 6)

- Owner's Statement and Acknowledgments (offer of dedication if required) [66430., 66436. & 66439.]<sup>1</sup> [7014.5a]<sup>3</sup>
- Trustee/Beneficiary Statement and Acknowledgment [66436.2]<sup>1</sup>
- Surveyor's Statement [66441.]<sup>1</sup> [7014.5b]<sup>3</sup>
- County Surveyor's Statement [66442.]<sup>1</sup> [7014c]<sup>3</sup>
- County Recorder's Statement [66466.c]<sup>1</sup> [7014.5f]<sup>3</sup>
- Clerk of the Board Statement [66440., 66477.1]<sup>1</sup> [7014.5e]<sup>3</sup>
- City or Town Engineer's Statement (if partially within a city) [66442.]<sup>1</sup>
- Soil Engineer's Statement (if report required) [66490., 66443.]<sup>1</sup> [7014.5d]<sup>3</sup>
- A notice on Final Map if Owner created a development Lien. [66434.1]<sup>1</sup>

FINAL REVIEW - FINAL MAP

- Final Map conforms substantially to approved Tentative Map [66442.a3]<sup>1</sup> [7016.2a1]<sup>3</sup>
- Requested revisions made
- Two (2) copies of revised Subdivision Map (for checking & forwarding)
- All Final Maps: Send revised copy of map to Planning and Building Department (Development Review) with Condition Check [7016.2a2]<sup>3</sup>
- Map checking deposit surplus [66451.2]<sup>1</sup> [7016.1c]<sup>3</sup>
- Planning and Building Department (Development Review) conditions of approval (Condition Check signed) before County Surveyor's signature [66442.a3]<sup>1</sup> [7016.2a2]<sup>3</sup>
- 2 mylars of Subdivision Map completely signed and sealed (18"x 26" overall size, 1" margin all around) legible [66434.a]<sup>1</sup> [7014.2a, 7016.1]<sup>3</sup>
- Tax Letter from Tax Collector, (original & copy) & any tax due [7016.1b]<sup>3</sup>
- Owner's Statement signed (and sealed if a Corporation) all opaque. [66436.a, 66434.a]<sup>1</sup> [7014.5a, 7016.2a4]<sup>3</sup>
- All acknowledgments signed and sealed, opaque [66434.a, 66436.a & 66436.c]<sup>1</sup> [7014.5a, 7016.2a4]<sup>3</sup>
- Surveyor's Statement signed, sealed, and date, all opaque. [66434.a]<sup>1</sup> [7014.5a, 7016.2.a4]<sup>3</sup>
- Distinctive border [66434.e]<sup>1</sup> [7016.1]<sup>3</sup>
- Final review prior to County Surveyor's signature [7016.2a, 7016.3 & 7016.4]<sup>3</sup>
- Submit mylars to County Surveyor for signature [66442.a]<sup>1</sup>
- Date and seal County Surveyor's Statement [7016.2b]<sup>3</sup>
- Transmit to the Clerk of the Board: 2 mylars, Tax Letter, name of Title Co. (for guarantee), Declarations of Restriction, Agreements, if any, (recording fee will be paid by the Title Company). (If checking map for a City, give map to City to record) [66464.]<sup>1</sup> [7015., 7016.3]

**MAP CHECKLIST**  
**REQUIRED STATEMENTS**

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**OWNER'S STATEMENT**  
[66430., 66436.]<sup>1</sup> [7014.5a]<sup>3</sup>

(I, We) hereby state that (I, we) (am, are) the owner(s) of, or have some right, title or interest in and to the real property included within the subdivision shown upon this map, and (I, we) (am, are) the only person(s) whose consent is necessary to pass clear title to said property, and (I, we) hereby consent to making and filing of said map and subdivision as shown within the distinctive border.

(I, we) also hereby dedicate for public use (Street Name), as shown on this map within said Subdivision. [66439.]<sup>1</sup>

OWNER(S): \_\_\_\_\_

**SURVEYOR'S (ENGINEER'S) STATEMENT**  
[66441.]<sup>1</sup> [66442.5a]<sup>1</sup> [7014.5b, 7029.2b]<sup>3</sup>

This map was prepared by me or under my direction and is based upon a field survey in conformance to the requirements of the Subdivision Map Act and local ordinance at the request of (name of person authorizing map) on (date). I hereby state that all the monuments are of character and occupy the positions indicated or that they will be set in those positions before (date), and that the monuments are, or will be, sufficient to enable the survey to be retraced, and that this final map substantially conforms to the conditionally approved tentative map.

( Seal ) [8761]<sup>2</sup> (Signed) \_\_\_\_\_

R.C.E. (or L.S.) No. \_\_\_\_\_

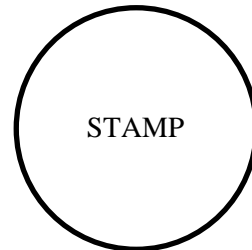
(Note: Surveyor shall post a Bond if interior monuments are to be set at a later date) [7029.2b]

**COUNTY SURVEYOR'S STATEMENT**  
[66442.]<sup>1</sup> [7014.5c]<sup>3</sup>

I hereby state that I have examined this map and that the subdivision as shown hereon is substantially the same as it appeared on the tentative map and any approved alterations thereof; that all the provisions of the California "Subdivision Map Act" and of the "San Mateo County Ordinance" applicable at the time of approval of the tentative map have been complied with; and that I am satisfied that this map is technically correct.

DATE: \_\_\_\_\_  
(Save room for seal  
1 1/2" square minimum)

(Signature Here) \_\_\_\_\_  
Christopher G. Vandrey, Licensed Land Surveyor  
L.S. No. 8783



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CLERK OF THE BOARD STATEMENT

[66440., 66477.1a]<sup>1</sup> [7014.5e]<sup>3</sup>

I hereby state that the Board of Supervisors of San Mateo County did approve the within map (and did accept on behalf of the public, any real property offered for dedication for public use in conformity with the terms of the offer of dedication subject to the condition that the County is not responsible or liable for any cost or expense of any offer accepted unless authorized by separate action of the Board of Supervisors).

DATE: \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Board of Supervisors,  
San Mateo County, State of California

By: \_\_\_\_\_  
Deputy

COUNTY RECORDER'S STATEMENT

[66442.5b]<sup>1</sup> [66466c]<sup>1</sup> [7014.5f]<sup>3</sup>

Filed this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_M in Volume \_\_\_ of Maps at Page \_\_\_ at the request of (Surveyor or Firm Name)

File No. \_\_\_\_\_

Fee \_\_\_\_\_

MARK CHURCH, County Recorder

By: \_\_\_\_\_  
Deputy

SOILS ENGINEER'S STATEMENT

[66443]<sup>1</sup> [7014.5d]<sup>3</sup>

A soils report was prepared for this subdivision by the firm of \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_, entitled " \_\_\_\_\_ " Project No. (or Job No.) \_\_\_\_\_, and is on file (where filed) and signed by \_\_\_\_\_.

Registration No. \_\_\_\_\_ License expires \_\_\_/\_\_\_/\_\_\_