



PUBLIC WORKS DEPARTMENT

Final or Parcel Map Review Checklist

Subdivision/Tract No.: _____

The map accompanying this checklist has been checked by me or under my direction for completeness and consistency with the items in this checklist, and is submitted for your examination and filing.

<p style="text-align: center;">Name of Engineering/Surveying Firm _____</p> <p>Contact Person: _____</p> <p>Telephone No.: _____</p> <p>E-mail Address: _____</p> <p>Developer: _____</p> <p>Assessor's Parcel No(s): _____</p> <p>_____</p> <p>Property Address: _____</p> <p>Tentative Map Approval Date: _____</p> <p>Tentative Map Expiration Date: _____</p>	<p style="text-align: center; font-weight: bold;">FOR OFFICE USE ONLY</p> <p>___ First Check / Recheck [Circle one]</p> <p>___ Sets of Maps</p> <p>___ Title Report</p> <p>___ Closure Calculations</p> <p>___ Checklist filled out AND signed</p> <p>___ Copies of any pertinent maps/deeds/ref. info</p> <p>Finance Control No.: _____</p> <p>Assigned to: _____</p> <p>Date Received: _____ Date Assigned: _____</p>
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Date: _____ Signature: _____

LS or RCE No. _____ Expiration Date: _____

(9.24.010)

Authority: State Subdivision Map Act (66434 & 66445 Govt. Code), City of Dublin Municipal Code Title 9.

INSTRUCTIONS: Use a ✓ or "x" to indicate you comply or N/A to indicate not applicable next to each item. Any requests for exceptions shall be made in writing and attached herewith. Numbers in parentheses indicate Subdivision Map Act or City of Dublin Municipal Code Section reference.

A. GENERAL AND FORM

- ___ 1. Agrees with the approved Tentative Map.
- ___ 2. Compliance with conditions of Approval (i.e. survey dedications-notes).
- ___ 3. Easements and monuments correspond with improvement plans.
- ___ 4. Title Report current (within 6 months) and map represents fee title ownership. An updated report may be required prior to approval.
- ___ 5. All Documents must contain assessor's parcel number.
- ___ 6. Legibly drawn, printed, or reproduced in black. (9.24.030.A)
- ___ 7. Full map size 18" x 26" (check before submitting) with 1" border, clear any printing, (16"x24") inside border. Should have scale of 1" = 40'; other scales must have Public Works approval. (9.24.030.B) (66434, 66445)
- ___ 8. All lettering 1 / 10" minimum in height. Shape and weight of lettering must be readily legible on print reproduction. (9.24.030.C)
- ___ 9. No shading, hatching, or gray scale.



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B. DEDICATION, CERTIFICATES & STATEMENTS

- 1. All certificates and statements signed and acknowledged with signatures (66436(c)) legible, using BLACK permanent ink. (9.24.030.A) (Ball point pens, blue ink, unreadable seals are not acceptable).
- 2. All certificates, statements, and acknowledgements as required by Government Code Section 66433 for Final Maps and 66444 for Parcel Maps. (9.24.041.L)
- 2. Parcels intended for public use shall be offered for dedication for public use. (9.24.040.G)
- 3. Dedicate easements as required. (9.24.040.I) (i.e. For private storm drainage purposes, slope purposes, etc.)
- 4. Dedications and offers of dedication shall be made by certification on the map OR by separate instrument, recorded prior to or concurrently with map. (9.24.040.J). Wording on map must match any documents to be recorded with map.
- 5. WAIVER OF SIGNATURE ON MAP Notification secured from public utilities or public entities. (66436 & 66445 (f))
- 6. Determination of Easement Rights for WAIVER on Planning Commission Agenda.
- 7. All easements shown on the map for public and private dedication have appropriate wording in the Owners Statement, and purpose indicated on map. (All easements created must be fully dimensioned)
- 8. Owners Statement (66436) and Acknowledgement.
- 9. Trustee's Statement (66436) and Acknowledgement. (Check signature requirements for corporations, etc.)
- 10. Surveyor's/Engineer's Statement including signature, seal, number and expiration date (66441 & 66449).
- 11. Name of person authorizing map. (66436)
- 12. Soil Engineer Statement or Soils Report Statement (66434.5 & 66443)
- 13. City Engineer's Statement and City Surveyor's Statement which includes L.S. number. (66442 & 66450)
- 14. County Clerk of the Board's Certificate (required for all maps). (66464 & 66440)
- 15. County Recorder's Statement. (66449b & 66465)

C. MONUMENTATION

- 1. All "found monuments" tied by survey and described with tag numbers and record reference.
- 2. "BASIS OF BEARINGS": A record bearing between TWO found monuments of Record, or other acceptable method (approved by Public Works Department) must appear. A statement must be given on each sheet and the "Basis of Bearings" must be labeled on each sheet of the map. (66434C)
- 3. Tie to Basis of Bearings. (P.L.S. 8764) (66434C)
- 4. Tie to all adjoining or nearby surveys. (66434C)
- 5. Monumentation adequacy approved by City Surveyor.
- 6. Standard street monuments required in existing or proposed streets.
- 7. Monument R/W at B.C., E.C. and property line if necessary.
- 8. Minimum 2" nominal diameter I.P. required at all Section, quarter-Section and Rancho corners.
- 9. Show monument lines and side lines of all streets, the total width of all streets, width of portion being dedicated and width of existing streets, widths each side of the monument line, and width of any railroad rights of way. (9.24.040.H) A monumented line shall be shown on all new subdivision streets with monument ties to right-of-way.

D. MATHEMATICAL ACCURACY & GEOMETRY

- 1. All bearings and distances, and curve information shown (9.24.040.N) to nearest .01' and nearest second (01").
- 2. Curve data shown (Δ, R, L).
- 3. Radial bearings of non-tangent curves.
- 4. Sum of increments equals total distance or delta.
- 5. Areas net and gross (as required to nearest 0.01 of acre or square footage).
- 6. Street widths, any setback lines, and/or required widening must be shown on map.
- 7. Math closures must be correct to 1 part in 20,000. The sum of interior distances, curve data (show Δ, R, L , and radial bearings) equal total. Areas (square feet or acres), must all compute accurately. Closures shall be provided for all contents of the map, including but not limited to parcels, lots, streets, easements, and monument lines. Closures shall run in closed loops and shall not go back and forth over the same line/arc.



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E. MAP BODY AND CONTENTS

- ___ 1. Title Block:
 - ___ a. Contains assigned subdivision number (9.24.040.A);
 - ___ b. Below number is "City of Dublin, Alameda County, California" (9.24.040.A);
 - ___ c. Name of surveyor or firm, County and State (9.24.040.A);
 - ___ d. Scale and Date (9.24.040.A);
 - ___ e. If a condominium project, the statement "A Condominium Project" or "For condominium Purposes" shall appear under the subdivision number (9.24.404.A).
- ___ 2. Title Sheet:
 - ___ a. Title block (9.24.040.B);
 - ___ b. Owner's certificate (9.24.040.B);
 - ___ c. Acknowledgements (9.24.040.B);
 - ___ d. Surveyor's Certificate (9.24.040.B);
 - ___ e. City Engineer's Certificate (9.24.404.B);
 - ___ f. City Surveyor's Certificate;
 - ___ g. County Recorder's Certificate (9.24.040.B);
 - ___ h. "A subdivision of..." (9.24.040.B).
- ___ 3. Show title block, north arrow, legend, basis of bearings, sheet number and number of sheets on EACH map sheet. (9.24.040.C)
- ___ 4. EACH sheet shall show scale, north point, basis of bearings on Zone III of the California coordinates, and the equation of the bearing to true north. (9.24.040.M). Indicate map distances as grid or ground, as well as the scale factor. (9.20.110)
- ___ 5. Exterior boundary of subdivision shall be a long line (min. 1 / 2" in length) followed by 3 short lines (max. 1 / 8" in length each). (9.24.040.D)(66445, 66434(e))
- ___ 6. Parcel designation in numerical order with no omissions or duplications: Lots designated by numbers beginning with "1". NO circles, squares or other geometric figures drawn around the letter/number. (9.24.040.E) Parcels offered for dedication, and common parcels designated by letters (9.24.040.F) starting with "A".
- ___ 7. Each block shown entirely on one sheet and each lot or parcel shown entirely on one sheet, unless approved otherwise. (9.24.040.E) If more than one sheet is required, the first sheet shall contain a small-scale, undimensioned map of the parcels.
- ___ 8. Indicate lots/parcels for sale or reserved for private purposes. (9.24.040.F)
- ___ 9. Indicate lots/parcels offered for dedication for any purpose (public or private). (9.24.040.F)
- ___ 10. Privately maintained street labeled with "Private Street" under street name on map. (9.24.040.F)
- ___ 11. Show monument lines and side lines of all streets, the total width of all streets, width of portion being dedicated and width of existing streets, widths each side of the monument line, and width of any railroad rights of way. (9.24.040.H)
- ___ 12. Show side lines of all easements, and clearly label and identify. If already recorded easement, give record reference. If being dedicated by map, properly state in owner's certificate. Show widths, length and bearings of lines of easement. (9.24.040.I)
- ___ 13. Show sidelines of all easements of record shall be shown by dashed lines on map, all of which shall be adequately dimensioned with widths, lengths, bearings of record. Recording information, to whom, and purpose of easements shall also be shown.
- ___ 14. If can't locate a recorded easement, make a statement on the title sheet. Show widths, length and bearings of lines of easement. (9.24.040.I)
- ___ 15. Street names, alley names, highway names shown on the map are approved by Community Development Director. (9.24.040.K)
- ___ 16. Street names designated by number shall be spelled out completely using hyphens (i.e. "Twenty-Third Street"). (9.24.040.K)
- ___ 17. Completely spell out "avenue," "boulevard," "place," etc. (9.24.040.K).
- ___ 18. Adjoining property owners including book and page of official records, and/or recent subdivisions (showing lot/parcel) including recording info. (9.24.040.O)
- ___ 19. Discrepancies with recorded data shown. Recording information of record used must be clearly indicated.
- ___ 20. Non-measured record lines in parentheses.



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- ___ 21. Show approved legal access to subdivision with recorded book and page number of instrument giving access.
Legend: Found monument: solid symbol: set monument: open symbol with type, size, tag #.; city limit line;
Relinquishment of abutter's rights; record data, etc.; show on each map sheet.
 - ___ 22. Privately-maintained road easements shown by dashed lines; public-maintained roads by solid lines.
 - ___ 23. Map tie to next street intersection or a vicinity map.
 - ___ 24. Street names, spelling, R/W width, setback lines and/or required widening.
 - ___ 25. Common areas notation or condominium notes.
 - ___ 26. City boundaries which cross or join the subdivision must appear on map.
 - ___ 27. Future street lines and original property lines.
 - ___ 28. Key or index map showing sheets numbers. (66445b)
 - ___ 29. No stick-on seals or lettering.
 - ___ 30. Notice from the Planning Department that planning conditions of approval have been satisfied.

F. FEES, AGREEMENTS & LETTERS

- ___ 1. Map Checking deposit (see current Master Fee Schedule, if applicable). Or indicate if existing deposit account balance is current and positive.
Amount \$ _____
No. of Lots/Parcels _____
Costs that exceed initial deposit will be charged at time and materials rate.
- ___ 2. Deferred Improvement Agreement _____
- ___ 3. Grant Deed of Development Rights _____
- ___ 4. Any documents that need to record with map. This could include: Private or Public agreements, Soils Reports, Notification Statements by owners of anything called for by the conditions of approval to be a notification to future owners, CC&Rs, O&M Agreement, etc.

ENGINEER/SURVEYOR'S COMMENTS:
