

**SANTA CLARA COUNTY SURVEYOR'S OFFICE
CHECK LIST FOR PARCEL AND TRACT MAPS**

GENERAL INSTRUCTIONS:

It is requested that surveyors and engineers please use this form as their checklist for the preparation of parcel maps and tract maps to be submitted to the County Surveyor and furnish a fully completed and signed copy of the form at the time of submitting the map. (See sheet 4 for complete submittal requirements).

The purposes of this form are first, to inform all parties in advance of the County Ordinance and policy requirements, and secondly to expedite our review.

The ultimate goal is the initial receipt of maps that are acceptable for signing and filing without any changes.

ALL MONUMENTS, EXCEPT THOSE TO BE COVERED BY MONUMENT BOND, MUST BE SET PRIOR TO SUBMITTAL OF THE SIGNED ORIGINAL MAP.

LEGEND

(66445) State Subdivision Map Act	OK: Good
(C12-26) County Ordinance Code	NA: Not Applicable
(8764) State Land Surveyors' Act, Public Resources Code	

Items	OK	NA	Comments
1. Agrees with approved Tentative Map (C12-26,124)			
2. This Map complies with the Conditions of Approval:			
A. Survey			
B. Easement Dedications			
(1) Roads			
(2) Storm Drainage			
(3) Ingress & Egress			
(4) Public Service easement			
(5) Slope easement			
(6) Other			
(C12-26,33,123,124,130)			
3. All monuments have been set per County monumentation policy (see general instructions above) (C12-26,33)			
4. Title Report current within 6 months and map represents fee title interest described (66434f)			
5. Discrepancies with recorded data shown and source of record data noted (Map Bk & Pg; Deed Bk & Pg/Doc.#) (C12-26,33 8762; 8764)			
6. Non-measured Record lines parenthesized and source of record data identified with Map Bk & Pg or Deed Bk & Pg/Doc.# (C12-26,33)			
7. Show and tie to map all easements of record, include dedication Book and Page (C12-26,33,C12-228)			
8. Show approved legal access with record Book and Page/Doc.#			
9. Distinctive border line around the exterior boundary of the land within the subdivision (C-12-26,33; 66445, 66434e)			
10. Parcel designation (C12-26,33; 66445)			
11. Owner's Statement (66436; C12-16,27,33) (See Statements & Dedication Wording Handout)			

Check List for Parcel and Tract Maps (Cont'd.)

Items	OK	NA	Comments
12. All easements shown on the map for dedication have appropriate wording in the owner's statement, purpose indicated on map, and tied to map. (See Statements & Dedication Wording Handout)			
13. Notation or reference to additional information required by 66434.2 (66434f, 66445g)(No building site notes)			
14. All monuments found, replaced or removed by construction are described as to kind, size, tag numbers, reference to origin, and tied by survey to this map (8764a, 8771, 8772)			
15. Monument new R/W at BC, EC and property line (C12-26,33)			
16. Minimum 2-inch nominal diameter I.P. required at all Section, Quarter Section and Rancho corners (C12-26)			
17. Extension of streets into a new subdivision, requires adequate survey tie (C12-26,33)			
18. Monument boxes required in existing or proposed County roads are shown on map and improvement plans. (C12-26)			
19. Show by survey the relationship to adjacent lands, streets, or senior conveyances. (8764d, C12-26,33)			
20. Book and Page of adjoining record maps (C12-26)			
21. Basis of Bearing, Two found monuments on map of record, recorded deed, celestial observation, Calif. Coord. System. Survey tied to Basis of Bearings; Geodetic Coordinate System ie WGS 84 (8764b; C12-26,33)			
22. Legend: Found mon. solid symbol; set mon. open symbol and tag number noted; distinctive borderline symbol; () all record data identified by Map Bk & Pg or Deed Bk & Pg/Doc.#			
23. Math closures (C12-26,33; 8766a)			
24. Bearings & distances of all lines shown (C12-26,33)			
25. Curve data (Δ , R, L) (C12-26,33) (8764b)			
26. Radial bearings of Non-tangent Curves (C12-26,33; 8764b,g)			
27. Areas net and gross (C12-26,33)			
28. Sum of the increment parts equals total distance or delta angle (C12-26,33; 8764b)			
29. Map tie to next street intersection (C12-26,33; 8764g)			
30. Details as required for clarity (8764g, 8763)			
31. Title Block: "Parcel Map", or "Tract Map No. "; name and legal designation of property in which the survey is located; city, county, state, date of survey; firm name; scale; sheet number (C12-26,33)			
32. Minimum road center line radius - 200'/75' (C12-184f)			
33. Sectionalized lands-show method of subdivision (8764g)			

Check List for Parcel and Tract Maps (Cont'd.)

Items	OK	NA	Comments
34. California Coordinates, show control scheme from which they were determined (8771.5) (8801- 8819)			
35. Surveyor's/Engineer's Statement signed, sealed, (C12-27,35; 66441, 66449, 66445)			
36. County Surveyor's Statement (C12-27,35,133; 66442, 66450)			
37. Recorder's Statement (C12-27,35,104; 66449)			
38. Clerk of the Board's Statement (Tract Maps only) (C12-27)			
39. All statements signed and acknowledged in black opaque ink and Notary legible (C12-16,26,84,94, 66436C)			
40. Map size (18 x 26), permanent record material, one inch blank margin (C12-26,33;66434, 66445)			
41. Map suitable for microfilming / scanning. Minimum size lettering 3/32". (C12-26)			
42. Scale and North Arrow (C12-26,33)(8764b)			
43. New street names approved through the appropriate street name procedures and filed with the Board of Supervisors. (C12-26d)			
44. Street names complete, spelling correct, R/W width, centerline data (C12-26,33,178)			
45. Adjoining property owners' names and/or subdivisions shown (C12-26,33)			
46. Privately maintained road easements shown by dashed lines (policy); public maintained roads by thin solid line			
47. City limits lines shown (C12-26,33)			
48. Official plan lines, future width lines, scenic setback lines shown (C12-55)			
49. Show and tie lines of possession such as fences and encroachments such as buildings (8764d,g)			
50. Location map and sheets numbered, if more than one sheet (C12-26,33; 66445)			
51. Each lot/parcel must be shown complete on one sheet. If more than one sheet is required, the first sheet shall contain a small scale undimensioned map of the parcels/lots.			
52. County cadastral map and grid numbers, and County file number (C12-26)			
53. Easements and monuments correspond with the improvement plans			
54. Bond for monuments within a construction area, give cost estimate, specify time to be set in legend and Surveyor's Statement and designate monuments on map.			
55. Subdivision guarantee - provide at final submittal (C12-102)			
56. Tax Clearance Letter (*see note on page 4)			

Check List for Parcel and Tract Maps (Cont'd.)

SUBMITTAL REQUIREMENTS: Please submit the following items at the time of the first map submittal. Any required plans must be submitted together with the subdivision map. (No mylars)

- _____ 1. 12 prints signed and sealed by the surveyor/engineer or Electronic/Digital Copies with 4 paper copies.
- _____ 2. Preliminary title reports issued within the past six months.
- _____ 3. Copy of current deed for the property surveyed.
- _____ 4. Copies of all adjoining deeds, and senior conveyances/deeds called for in the surveyed property's deed.
- _____ 5. Copies of unrecorded documents or maps when they are used in the map preparation, such as State R/W Maps, Herrmann Maps, McMillan Maps, Viewers Maps, etc.
- _____ 6. Copies of all reference/adjoiner maps or any other documents used to prepare your map.
- _____ 7. Complete electronic calculations used to prepare this map.
- _____ 8. Completed and signed copy of this checklist.
- _____ 9. Map review, **NON REFUNDABLE DEPOSITS:**
 Maps with 4 or less lots - For current fee schedule go to: <http://www.sccgov.org/sccsurveyor>
 Maps with 5 or more lots - For current fee schedule go to: <http://www.sccgov.org/sccsurveyor>

*Note: A Subdivision Guarantee is required with the final submittal, and a tax clearance letter will be required by the County Recorder at the time of map recording.

Surveyor/Engineer: _____ Road: _____

Applicant: _____ County File No.: _____

Tentative Map Expiration Date: _____

Maximum Final Date for Receipt of Map by County: _____

NOTE: This date is specified by County Ordinance as 3 weeks prior to expiration of the approved tentative map for parcel maps and 9 weeks prior for tract maps. (See C12-85 and C12-94.)

The map accompanying this check list has been reviewed by me for completeness and consistency with the items listed in the above check list, and is in conformance with all requirements of the Professional Land Surveyors' Act, the Subdivision Map Act, and related statutes, and County ordinances. The map is submitted for examination by the County Surveyor.

Date: _____

Signature: _____

PLS or RCE No.

Please list your current mailing address and telephone number:

Telephone number: _____

E-mail Address: _____

Please check if you want to correspond via e-mail. I will allow the County Surveyor to correspond via e-mail.

For this and other forms, visit the Santa Clara County web site: <http://www.sccgov.org/sccsurveyor>