



- First Submittal Requirements
 Map Check Fee (See F.1)
 Title Report (See A. 4)
 Closure Calculations
 Map/2 Copies
 Check List Filled Out and SIGNED
 Copies of any pertinent maps/deeds/other references used

(PLEASE READ EACH ITEM BEFORE CHECKING IT OFF)

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

Signature: _____ Date: _____
 LS or RCE No. _____

Authority: State Subdivision Map Act (66434 & 66445 Govt. Code) & Title 9, County Ordinances Code (94-4.2).

INSTRUCTIONS: In spaces to left of item number place to indicate you have complied or N/A to indicate that the particular item does not apply. Numbers in parentheses indicate Subdivision Map Act or County Ordinance Code Section reference.

A. GENERAL

- 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. (94-4.602) An updated report may be required prior to approval.
- 5. All Documents must contain assessor's parcel number. (64-6.815)

B. DEDICATION, CERTIFICATES & STATEMENTS

- 1. Dedicate Public Service Easements as required. (9-4.4.214) (For roadway purposes, slope purposes, etc.)
- 2. Dedicate Drainage & Flood Control Easements as required. (94-4.214)
- 3. Wording on map must match any documents that will be recorded with map.
- 4. WAIVER OF SIGNATURE ON MAP Notification secured from public utilities or public entities. (66436 & 66445 (f)).
- 5. Determination of Easement Rights for WAIVER on Zoning Administrator Agenda.
- 6. 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 sideline dimensioned**)
- 7. Owners Statement (66436) and Acknowledgement
- 8. Trustee's Statement (66436) and Acknowledgement. (Check signature requirements with Engineering Services.)
- 9. Surveyor's/Engineer's Statement including signature, seal, date and license number (66441 & 66449).
- 10. Name of person authorizing map. (66436)
- 11. Planning Commission Statement, Building Inspection Department Statement, Soil Engineer Statement, etc. (66443)(94-4.224)
- 12. County Surveyor's Statement which includes L.S. number 7438 – County Surveyor is **Dana Trezise**.
- 13. Clerk of the Board's Certificate (required for all maps). (66464 & 66440) – The Clerk of the Board of Supervisors and County Administrator is **Monica Nino**.
- 14. County Recorder's Statement (66449b & 66465) - County Recorder is **Deborah Cooper**.
- 15. The following box-surrounded disclaimer is required to be placed above all notary statements (GOV 8202):

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

- 16. All certificates and statements signed and acknowledged with signatures (66436(c)) legible, using **BLACK** permanent ink. (94-4.210) (Ballpoint pens, blue ink, unreadable seals are **not** acceptable).

C. MONUMENTATION

- 1. All "found monuments" tied by survey and described with license numbers and record reference. (94-4.212)
- 2. Basis of Bearings: Must appear in a statement and be labeled on map. The "Basis of Bearings" shall be taken between TWO FOUND DURABLE MONUMENTS OF RECORD, curb split, or other appropriate method, the adequacy of which is subject to approval by the Public Works Department. (94-4.212 and 66434C)
- 3. Tie to Basis of Bearings. (94-4.212) (P.L.S. 8764) (66434C)
- 4. Tie to adjoining surveys. (66434C)
- 5. Set Monumentation (912-2.002) (94-4.222) (Adequacy approved by County Surveyor.)
- 6. Standard street monuments required in existing or proposed County roads at intersections, begin & end of curves. (minimum)
- 7. Minimum 2" nominal diameter I.P. required at all Section, quarter-Section and Rancho corners.
- 8. 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 to nearest .01' and nearest second (01") (94-4.216)
- 2. Curve data (Δ , R, L). (94-4.216)
- 3. Radial bearings of non-tangent curves. (94-4.216)
- 4. Sum of increments equals total distance or delta.
- 5. Areas net and gross (as required to nearest 0.01 of acre) (Net is gross area less area for public or private roadway purposes)
- 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. (94-4.604) The sum of interior distances, curve data (show Δ , R, L, and radial bearings) equal total (94-4.216). Areas (square feet or acres), must all compute accurately. (94-4.604)

E. MAP BODY

- 1. Discrepancies with recorded data shown. Recording information of record used must be clearly indicated.
- 2. Non-measured record lines in parentheses.
- 3. Show approved legal access to subdivision with recorded book and page number of instrument giving access.
- 4. Privately maintained road note. Place the words "Private Road, Not County Maintained" under road name on map. (Applies when road will not be maintained by County upon subdivision approval).
- 5. Map suitable for scanning/microfilming. (94-4.226)
- 6. Full map size 18" x 26" (check before submitting) on mylar with 1" border (16"x24" inside border). Standard scales or multiples of 10 thereof; other scales must have Public Works approval. (94-4.212. 94-4.204) (66434,66445)

E. MAP BODY continued

- ___ 7. Title Block: contains assigned subdivision number; subtitle refers to existing maps/general description of land surveyed as denoted in the Title Report; and is below subdivision. "Contra Costa County California" is placed below subtitle. (94-4.208) Date, scale (map sheets only) & firm name are shown.
- ___ 8. Legend: Found monument: solid symbol: set monument: open symbol with type, size, license #.; city limit line; Relinquishment of abutter's rights; record data, etc.; show on each map sheet.
- ___ 9. Legibility of map data-minimum 1/8" letter and symbol size. Any size smaller is **not acceptable**. Shape and weight of lettering must be readily legible (94.4.226)
- ___ 10. Distinctive border (66445, 66434(e), 94-4.204) and 1/16" solid black boundary line around subdivision. Be sure monuments on boundary line can be seen clearly.
- ___ 11. Adjoining property owners including official recording reference and/or recent subdivisions (showing lot/parcel) including map recording info. (94-4.218)
- ___ 12. Privately-maintained road easements shown by dashed lines; public-maintained roads by solid lines.
- ___ 13. Show **sidelines** of all easements presently existing and of record by **dashed** lines on map, all of which shall be adequately dimensioned with widths, lengths, bearings, and ties to map. (94-4.214(e)) Recording information, to whom, and purpose of easements shall also be shown.
- ___ 14. Map tie to next street intersection or a vicinity map.
- ___ 15. Road names, spelling, R/W width, setback lines and/or required widening. (98-4.002)
- ___ 16. New road names approved by the Department of Conservation and Development. (98-2.016)
- ___ 17. Parcel designation: lots designated by numbers; parcels designated by letters. (94-4.210, 94-4.206).
- ___ 18. Common areas notation or condominium notes.
- ___ 19. City boundaries which cross or join the subdivision must appear on map. (94-4.220)
- ___ 20. Future street lines and original property lines.
- ___ 21. **Each lot/parcel must be shown completely on one sheet.** (94-4.206) If more than one sheet is required, the first sheet shall contain a small-scale, undimensioned map of the parcels.

- ___ 22. Key or index map showing sheets numbers. (94-4.210) (66445b)
- ___ 23. No stick-on seals or lettering.
- ___ 24. Notice from DCD that planning conditions have been satisfied.

F. FEES, AGREEMENTS & LETTERS

- ___ 1. Checking fee deposit - \$7,000 for Final Map or \$3,000 for Parcel Map.
Amount attached \$ _____
No. of Lots/Pcls. _____
Fees that exceed 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 notifications to future owners, etc.

Engineering Firm: _____

Telephone No: (____) _____

Mailing Address: _____

Contact Person: _____

Assessor's Parcel No.: _____

Owner Address: _____

Property Address: _____

Subdivision: _____

Applicant: _____

Tentative Map Exp. Date: _____

Zoning: _____

Submittal Date: _____

Check Date: _____

Improvement Plan Engineer: _____