



CITY OF OAKLEY
PARCEL MAP AND FINAL MAP CHECKLIST
 PUBLIC WORKS AND ENGINEERING DIVISION
 3231 MAIN STREET
 OAKLEY, CA 94561
 PH. (925) 625-7037 FAX (925) 625-9194

FINAL AND PARCEL MAP REVIEW CHECKLIST

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 review.

Subdivision No.: _____

Date: _____

Signature: _____

RCE No.: _____

Expiration Date: _____

Contact Information

Engineering Firm:	Developer:
Contact Person:	Contact Person:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email Address:	Email Address:

Assessor's Parcel No.: _____

Tentative Map Expiration Date: _____

First Submittal Requirements:

- ___ City Mapping Fee
- ___ Plan Check Fee
- ___ Title Report
- ___ Boundary Traverse - Closures

Check List for Parcel Maps and Final Maps
 Sheet 1 of 10 Sheets

- ___ Map/3 Copies of each Sheet
- ___ Reference Maps and Deeds (all for map and survey used)
 - Surveyor to provide written comment on any boundary assumptions or items, which vary from recorded survey.

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

INSTRUCTIONS: In space to left of item number place \checkmark 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.

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)

A. DEDICATION, CERTIFICATES & STATEMENTS

- ___ 1. Dedicate Public Service Easements as required. (94-4.214) (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 to be recorded with map.
- ___ 4. WAIVER OF SIGNATURES 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 owner’s/owners’ statement, and purpose indicated on map. (all easements created must be fully dimensioned).
- ___ 7. Owner’s/owners’ statement (66436) and acknowledgment.
- ___ 8. Trustee’s statement (66436) and acknowledgment.
- ___ 9. Surveyor’s/engineer’s statement including signature, seal, number and expiration date (66441 & 66449).
- ___ 10. Name of person authorizing map. (66436).
- ___ 11. Planning Commission statement,
- ___ 12. Soil engineer statement, etc. (66443) (94-4.224)
- ___ 13. City Engineer statement which includes R.C.E. number and expiration date (66442 & 66450).
- ___ 14. Clerk of the Board’s Certificate (required for all maps). (66464 & 66440) – The Clerk of the Board of Supervisors and County Administrator is John Sweeten.
- ___ 15. County Recorder’s Statement (66449b & 66465) – County Recorder is Stephen L. Weir.

- ___ 16. All certificates and statements signed and acknowledged with signatures & notary seals (66436(c)) legible, using BLACK India ink. (94-4.210) (BALL POINT PENS, FLAIR PENS, BLUE INK, UNREADABLE SEALS ARE ALL NOT ACCEPTABLE.)

C. MONUMENTATION

- ___ 1. All “found monuments” tied by survey and described with tag numbers and recorded reference. (94-4.212).
- ___ 2. “BASIS OF BEARINGS”, TWO found monuments of (approved by Public Works Department) must appear in a statement and be labeled on each sheet of the map. (94-4.212 and 66434C).
- ___ 3. Tie to Basis of Bearings. (94-4.212) (L.S. 8764) (66434C).
- ___ 4. Tie to adjoining surveys. (66434C).
- ___ 5. Monumentation (912-2.002) (94-4.222) (Adequacy approved by City Engineer.)
- ___ 6. Monument boxes required in existing or proposed roads.
- ___ 7. Monument at B.C., E.C. and intersections.
- ___ 8. Minimum nominal diameter I.P. required at all Section, quarter-Section and Rancho corners.
- ___ 9. A monumented line shall be shown on all new subdivision streets with monuments set on centerline with ties to right-of-way.

D. MATHEMATICAL ACCURACY AND GEOMETRY

- ___ 1. All bearings and distances, and curve information shown to nearest .001 and nearest second (01”) (94-4.216).
- ___ 2. Curve data (Δ , R, L) (94-4.216).
- ___ 3. Label radial bearings of non-tangent curves (94-4.216) and PRC, PCC.
- ___ 4. Areas net and gross (as required to nearest 0.01 acre) (Net is gross area less area dedicated to City for roadway purposes.)
- ___ 5. Minimum road centerline radius – 650’/200’/100’. Street widths, any setback lines, and/or required widening must be shown on map.
- ___ 6. 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, either in square feet or acres, must all compute accurately. (94-4.604).

E. MAP BODY

- ___ 1. Show discrepancies with recorded data. Record information must be clearly indicated.
- ___ 2. Non-measured lines of record to be in parentheses.
- ___ 3. Show approved legal access to subdivision with recorded book and page.
- ___ 4. For privately maintained road add the note. “Private Road, Not City Maintained” under road name on map. (Applies when road is not maintained by City after current project).
- ___ 5. Storm drainage note (not City maintained – private.)
- ___ 6. Note air easement and/or noise setback.
- ___ 7. Map suitable for microfilming. (94-4.226)

- ___ 8. Full map size 18 x 26 on tracing cloth or polyester with 1” borders . Should have scale of: 40/50/60; other scales must have Public Works approval. (94-4.212, 94-4.204) (66434, 66445).
- ___ 9. Title Block: Placed in upper center or upper right of map title sheet and upper center or upper right or lower right of map sheets title to contain assigned subdivision number; subtitle referring to existing maps/general description of land surveyed, as denoted in the Title Report; and is placed below subdivision number. “City of Oakley” is placed below subtitle. (94-4.208). Date, scale (map sheets only) and firm name are shown.
- ___ 10. Legend shown on each map sheet: Found mon-solid symbol; set mon-open symbol; type size, tag no.; city limit line; Relinquishment of Abutter’s rights; record data, etc. or label each on map.
- ___ 11. Legibility of map data: minimum 1/8” lettering size. Any size smaller is not acceptable. Shape and weight of lettering must be readily legible (94-4.226).
- ___ 12. 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.
- ___ 13. Labeling adjoining property owners, include book and page of official records, and/or recent subdivisions (showing lot/parcel) including record information (94-4.218).
- ___ 14. Privately-maintained road easements shown by dashed lines (policy); public-maintained roads by solid lines.
- ___ 15. 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 the easements. (94-4.21(c)). Record information, to whom, and the purpose of easements shall also be shown.
- ___ 16. Tie boundary to next street intersection or a vicinity map.
- ___ 17. Road names, spelling, R/W width, setback lines and/or required widening. (98-4.002)
- ___ 18. New road names approved by Community Development Department. (98-2.016)
- ___ 19. Parcel designation. Lots designated by numbers; parcels designated by letters. (94-4.210, 94-4.206).
- ___ 20. Common area notation or condominium notes.
- ___ 21. City boundaries which cross or join the subdivision must appear on the map. (94-4.220).
- ___ 22. Future street lines and original property lines.
- ___ 23. 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.
- ___ 24. Key or index map showing sheets numbers. (94-4.210) (66445b).
- ___ 25. No-stick-on seals or lettering.
- ___ 26. Notice from CDD that planning conditions have been satisfied.

F. FEES, AGREEMENTS & LETTERS

- ___ 1. Checking fee amount \$ _____
No. of lots/pcls: _____ G _____ Date: _____
- ___ 2. Drainage area fee. Amount: \$ _____ Area: _____
- ___ 3. Deferred Improvement Agreement _____
- ___ 4. Grant Deed of Development Rights _____
- ___ 5. Common Use Agreements (For: _____)
- ___ 6. Letter from Health Department for water and septic tank requirement _____.

- ___ 7. Letter from Fire District. _____
- ___ 8. Letter from Fish and Game Department _____
- ___ 9. Letter from Army Corps _____
- ___ 10. Tax Collector Letter (Rec'd: _____ Amt: \$ _____)
- ___ 11. Bond of Taxes (D.P. or Bond stamped by Tax Collector)
- ___ 12. Base mapping fee (\$25 x number of lots/parcels.)

G. COMMENTS

A. A complete map submittal includes the following:

- ___ 1. One copy of the approved tentative map if a subdivision.
- ___ 2. Two copies of the final action letter with the conditions of approval attached.
- ___ 3. Four copies of the map.
- ___ 4. Two copies of the Title Report (dated within the last six months).
Note: "Pro-Forma" Title Reports are not acceptable.
- ___ 5. One copy of each of the easement documents noted within title report.
- ___ 6. Two copies of the Closure calculations
 - a. Boundary closures
 - b. Boundary titles
 - c. Block closures
 - d. Street closures (dedications)
 - e. Individual lot closures
 - f. Monument to monument closures
 - g. Monument line increments and ties to side line closures
 - h. Easement closures (if not concentric or parallel)
- ___ 7. Two copies of deeds for the subject property and for adjoining properties.
- ___ 8. Two copies of maps and documents referenced on the map.
- ___ 9. The map check fee.
- ___ 10. This map checklist.
- ___ 11. Two copies of draft deeds, legal descriptions, closure calculations, plats for all off-site rights-of-way, and preliminary title reports.
- ___ 12. A right-of-way acquisition map/log if three or more off-site easements or dedications are required.

Note: If improvements are required, the Map cannot be submitted without the improvement plans.

B. Final Map Checklist:

- 1. Affidavit Sheet
 - ___ Owner's statement
 - ___ Streets dedicated
 - ___ All street names and spellings in owner's statement carefully checked to assure they agree with names and spellings on map
 - ___ Channels dedicated. Storm drain reservation dedicated when channel dedication must be deferred
 - ___ Parks dedicated

- _____ Pedestrian paths dedicated
- _____ Prohibited access dedicated
- _____ Public parcels dedicated
- _____ Easements dedicated:
- _____ Storm 10' for <36" pipe, 15' for ≥ 36" pipe
- _____ Landscape
- _____ Water
- _____ Public Utility
- _____ Sewer
- _____ Emergency access
- _____ Sidewalk
- _____ Pedestrian access
- _____ Private or common areas dedicated
- _____ Signature and notary provisions for sub divider in the upper left corner of the first sheet. Owner's statement includes all dedication of streets and easements shown on the map
- _____ Owner's acknowledgement (notary statement)
- _____ Trustee's Certificate (if applicable)
- _____ Trustee's acknowledgement (if applicable)
- _____ Signature and notary provisions for trustee
- _____ Engineer's statement (developer's engineer)
- _____ Subdivision area
- _____ Engineer's (Surveyor's) license and expiration date
- _____ City Engineer's statement
- _____ City Engineer's license and expiration date
- _____ City Clerk's statement
- _____ Soils report statement
- _____ Clerk's statement specifically accepts or rejects with right to later accept grants, dedications, relinquishments.
- _____ Clerk of the board of Supervisor's statement
- _____ County Recorder's statement
- _____ Tract number, City of Oakley, Contra Costa County, California

Note: This information shall be placed in the upper center of the first sheet of the map, and in the lower right corner of all subsequent sheets

2. General Requirements:

- _____ Title – Tract Number, City of Oakley, Contra Costa County, California
- _____ Date:
- _____ Name of Engineer – all sheets (including affidavit sheet)
- _____ Sheet numbers and total number of sheets indicated – all sheets (including affidavit sheet)
- _____ North Arrow – all sheets
- _____ Sheet size – 18" X 26" with a 1" margin – all sheets. Note: the 26" dimension shall be along the bottom and top of each sheet.
- _____ Key map required for three or more sheets of maps (excluding certificate sheets)

_____ Basis of Bearing, making reference to a recorded map or to a solar or polaris observation, or other record acceptable to City Engineer – all sheets

_____ Scale – 1” = 100’ or larger – all sheets (except for boundary vicinity map)

_____ Legend for:

_____ Tract Boundary (wide black line) of three dashes and one long dash

_____ Lot lines (medium black line)

_____ Monument lines (narrow line) of two short dashes and one long dash

_____ Easement lines (landscape, P.U.E., storm, water, sewer, emergency access)

_____ City Boundary

_____ Prohibited access

_____ Existing monuments, iron pipes, spikes, nails, tacks, etc., of record

_____ Relinquishment of abutters’ rights (//////)

_____ Easement abbreviations (P.U.E., L.E., S.S.E., S.D.E., W.L.E.)

_____ Statement as follows shown on map:

_____ “A chiseled mark shall be cut into the top of curb at the prolongation of the lot lines, and an iron pipe/plug, a rebar and cap, or a 2” X 12” redwood hub shall be set at all non-frontage corner and angle points.”

3. Technical Requirements

_____ Conformance in all respects with approved tentative map (Approved Exhibit B-1)

_____ Map checked for conformance to adjacent record data

_____ Tract boundary adequately shown and labeled

_____ Street and lot configuration in general conformance with the tentative map and conditions of approval (conditions of approval prevail)

_____ Street widths agree with tentative map requirements

_____ Streets intersect at 80° to 100° angles. Central angles of intersection returns fall within 80° to 100°

_____ A public utility easement in provided with the back edge located _____ feet from the face of curb

_____ Knuckles acceptable to city

_____ Pedestrian way easements adequate (15 foot wide)

_____ Iron pipes with tag provided at all off-street tract boundary angles (if deemed necessary by project coordinator)

_____ Each line has a bearing and distance (no dittos)

_____ All total distances are the sum of the individual distances

_____ Radius (R), delta (A), and arc length (L) for all curves

_____ Radial bearings are shown and (R) noted after bearing

_____ Lot and block size acceptable – blocks less than 1500’ long

_____ Backing lot treatment per city standards (major streets)

_____ Adjacent sheet numbers shown

_____ Line of high water (100 year flood plain) shown if subdivision is adjacent to a stream, channel or any body of water and any areas subject to inundation shown on blueprint for city records.

_____ Preliminary title report reviewed for trustees, easements, correct ownership, etc.

- _____ Water main easements and sanitary sewer easements are shown within private streets, if water and sewer is public
- _____ All lots are numbered consecutively
- _____ Two ties minimum to existing monuments
- _____ Ownerships shown for all adjacent non-tract parcels with recording information
- _____ Adjacent subdivisions shown (Tract, lot numbers, and recording data, i.e.: Book and Page)
- _____ All existing streets are named in accordance with tentative map approval. Street names in owner's statement match street names shown on map exactly
- _____ All existing easements shown with recordation data
- _____ Computed distances to be shown as decimal to the thousandths of a foot
- _____ Measured distances may be shown as decimal to the hundredths of a foot
- _____ Deed or reference distances to be shown to the same decimal precision as noted in the document
- _____ PUE's are 6' wide and adjacent to right-of-way lines for residential subdivisions
- _____ Monument to monument distances (M-M) or (M-T/L) shown. Ties of property line returns to monument line shown (and verified by closures)
- _____ Monument to knuckle radius point ties shown
- _____ All closures are to be map check type closures, showing error of closure. Inverse closures are not acceptable.
- _____ All lengths, bearings, arcs, radii, all centers of cul-de-sacs, returns, and elbows shown
- _____ Boundary closure, block to monument line closure, block to right-of-way closure and lot closure within 0.005 feet. Plan checker will mark discrepancies between map and closures on final map.
- _____ Every bearing and distance checked (including _____° _____' _____" and N E S W)
- _____ City boundary shown, if near tract
- _____ Tract area calculations to 0.001 acres
- _____ Monuments close with existing adjacent monuments
- _____ Property line corner radii at intersections as follows:
 - a. Residential street intersection = 30 feet with a residential street
 - b. Residential street intersection = _____ feet