**Attachment K**

**CHECKLIST - PROCESSING OF FINAL MAPS**

NOTE: This checklist has been compiled as an aid for processing of record maps for divisions of land into 5 or more lots generally (some exceptions). See the referenced sections of the City Subdivision Ordinance (eff. 7 Mar 79) and the State Map Act (as amended 1 Jan 87) for details and complete exposition.

<table>
<thead>
<tr>
<th>FORM AND CONTENT OF FINAL MAP</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sheet size - 18 x 26 inches, with blank 1&quot; margin on all sides</td>
<td>66434 (b)</td>
</tr>
<tr>
<td>2. Sheet number and total sheets marked on each sheet</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>3. Relation of each sheet to adjoining sheets clearly shown</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>4. Legibly drawn, printed, or reproduced permanently in black on:</td>
<td>66434 (a)</td>
</tr>
<tr>
<td>a. Tracing cloth or polyester base film</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>5. Certif., affid., &amp; acknowl. may be stamped or printed (opaque ink)</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>6. Title block - Name of subdivision</td>
<td>re30.35(d)</td>
</tr>
<tr>
<td>a. Legal description (caption or metes and bonds)</td>
<td>&quot; (a)</td>
</tr>
<tr>
<td>1. Kind of division - subdivision, resub., reversion to acreage</td>
<td>Convention</td>
</tr>
<tr>
<td>2. Relation to specified original tract of land - all or part of</td>
<td>re30.35(d)</td>
</tr>
<tr>
<td>3. Details of recordation of original tract</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>4. Location of subdivision - city, county, state</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>b. Date of map, scale, north point</td>
<td>&quot; (a)</td>
</tr>
<tr>
<td>c. Firm preparing map - street, city, state, zip code</td>
<td>&quot; (d)</td>
</tr>
<tr>
<td>d. Identification as condominium plan, if applicable</td>
<td>Convention</td>
</tr>
<tr>
<td>7. Survey data to locate &amp; retrace monuments, &amp; any &amp; all int. &amp; ext. lines</td>
<td>66434 (c)</td>
</tr>
<tr>
<td>a. Bearings and distances or straight lines</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>b. Radii and arc length, or chord bearings &amp; length, for all curves</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>c. Information necessary to locate centers of curves</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>d. Ties to existing monuments used to establish subd. biundaries</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>e. Record dimensions shown in ( ), if different from measured values</td>
<td>Convention</td>
</tr>
<tr>
<td>8. Exterior boundary shown by distinctive symbol and clearly designated</td>
<td>66434 (e)</td>
</tr>
<tr>
<td>9. Location of subdivision and its relation to surrounding surveys</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>a. Adjacent subdivisions, lots, blocks identified (broken figures)</td>
<td>re30.35(f)</td>
</tr>
</tbody>
</table>
10. Remainder (if designated) shown by survey, unless 5A or more 66424.6, 66434(e)
11. Location, names, and widths of existing and proposed streets re30.35(g)
12. Location, width, and direction of watercourses, incl. flood area "(h)(4)
13. Location, purpose, and widths of existing easements "(i)
a. Reference to public record if existing easements recorded Convention
14. Each lot or parcel numbered in consecutive sequence 66434(d)
15. Each block numbered or lettered in consecutive sequence "
16. Lot areas to nearest square foot or one-tenth acre re30.35(c)
17. Special conditions of tentative map and/or PD approval 30.51
18. Monuments indicated, both found and newly set (per stds. in 8771)
   a. All exterior boundaries monumented or referenced "
   b. Reference to recording data, if existing monuments recorded "
   c. Witness monuments, if recorded monuments not able to be replaced "
   d. Monuments locating new streets tied to monuments of record "
   e. Legend identifying found and set monuments, type, and material Convention
   f. Additional monuments as required by City Engineer 30.85
19. Dedications for public uses - show size and indicate purpose 66439, 30.73
   a. Streets, highways, expressways, freeways, and alleys "
   b. Sanitary sewer systems and appurtenant structures (P.S.E.) 30.73
   c. Storm drainage eas. - pipes, planned or natural channels (P.S.E.) 30.73
   d. tree planting & maintenance eas. (T.P.M.E.), earth retaining walls 30.122, 30.87
   e. Public utility company easements (P.S.E.) 30.73
   1. Electrical, gas, telephone per 66473.2, cable per 66473.3 30.87(h)(i)
   f. Other improvement easements as conditions of tent. or PD approval "(m)
   g. Pedestrian, equestrian, and bicycle path easements 66411.1(2), 30.72, 30.120
   h. Access easements relating to public waters 30.93
i. School dedications to RC and/or Belmont Elementary Districts

j. Conservation and open space dedications

20. Reservations for parks, rec., fire stations, libraries, or other

21. Delineation of areas for non-public use (easements or fee)

a. Common areas, parks, access, sunlight eas. (66475.3), other

b. Reference to any recorded instruments re new private easements

22. See MAP ACT for amending maps and/or certificates of correction

23. Info not affecting title interest, by ordinance only

CERTIFICATES, ACKNOWLEDGEMENTS, & NOTES (Items 1 & 2 may be combined)

1. Owner's certificate - all whose consent is reqd. to pass clear title

a. Consent to making of map and recordation

b. Signatures - identify as owners, trustees, executors, or other

c. Exceptions for certain property interests as noted in Map Act

d. Dedications for specified public uses

1. Streets, other ways - with waiver of access, if applicable

2. Easements for sewers, storm drains, and public utilities (P.S.E.)

3. Easements for pedestrian/bicycle paths (P.S.E.)

4. Tree planting and maintenance easements (T.P.M.E.)

5. Optional statement identifying streets not offered for dedication

6. See other check list for subdivisions fronting on public waters

7. Signatures - identifying as owners, trustees, executors, or others

2. Certificate identifying and designating common areas

a. Not dedicated for use by the general public, but...

b. Intended for the common use & enjoyment of
owners in the subd.,

____ c. As more fully provided in CCR's applicable to
(name of subd.)

____ d. Said CCR's are hereby incorporated in and
made part of this map

____ e. Signatures - identify as owners, trustees,
executors, or others

____ 3. Acknowledgement for each signer - Notary seal
not reqd., if...

____ a. Identity and execution attested
Civil Code 1191

____ b. Identify title of signer for corporations -
president, etc.

____ 4. Certificate of approval of City Council, with:

____ a. Date of meeting at which map was approved

____ b. Acceptance or rejection of dedications or
waivers of access

____ c. See other check list for subdivisions fronting on
public waters

____ d. Date and signature of City Clerk - name, title,
and city

____ 6. Certificate of City Engineer (for execution by
Comm. Dev. Dir.)

____ a. Map has been examined

____ b. Subdivision is substantially as approved
tentative or alteration

____ c. All provisions of Map Act nd local ordinances
complied with

____ d. Satisfied that map is technically correct

____ e. Signature - Name, registration, seal (with
expiration, B & P 6735)

____ 7. Certificate of County Recorder, ...at request of
owners or agent

____ 8. Note identifying resolution creating an owner's
development lien

____ a. Recording indicia, & property subject to owner's
development lien

____ b. Each parcel subject to prorated amount of
owner's development lien
### REVIEW AND RECORDING OF FINAL MAP

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Final map conforms with approved tentative map</td>
<td>30.51</td>
</tr>
<tr>
<td></td>
<td>a. Conditions of approval incorporated in map and CCR's</td>
<td>&quot;</td>
</tr>
<tr>
<td></td>
<td>b. Conditions of PD approval incorporated</td>
<td>Per Cond.</td>
</tr>
<tr>
<td></td>
<td>c. Approved recommendations of agencies within 3 miles, if any</td>
<td>66453</td>
</tr>
<tr>
<td></td>
<td>d. Approved recommendations of State Dept. of Transportation, if any</td>
<td>66455</td>
</tr>
<tr>
<td></td>
<td>2. Map complies with Map Act and City Subdivision Ordinance</td>
<td>30.54(c)</td>
</tr>
<tr>
<td></td>
<td>a. Sufficiency of affadavits and acknowledgements</td>
<td>&quot; (a)</td>
</tr>
<tr>
<td></td>
<td>b. Correctness of survey and mathematical data</td>
<td>&quot; (b)</td>
</tr>
<tr>
<td></td>
<td>c. Sufficiency and adequacy of public service easements</td>
<td>&quot; (d)</td>
</tr>
<tr>
<td></td>
<td>d. No lots divided by a City boundary line</td>
<td>30.117(d)</td>
</tr>
<tr>
<td></td>
<td>3. Title Report Examined</td>
<td>30.56</td>
</tr>
<tr>
<td></td>
<td>a. All persons reqd. to consent to map, dedications, and recording</td>
<td>&quot; ,66436</td>
</tr>
</tbody>
</table>

- 9. Note identifying basis of bearings
- 10. Note identifying units of dimensions
- 11. Note identifying borders and acreage of subdivision (to tenths)
- 12. Signature of util. co. having existing easements; their option, if:
  - a. Decided at tent. review, subd. will not interfere with easements
  - b. Map & Sec. 66436 sent to util. co. by developer (certified mail)
- 13. Statement why signatures unobtainable for obsolete easements, etc.
- 14. Other certificates & acknowledgements if reqd. by City ordinance
- 15. Additional certificates as determined by City Engineer
- 16. Note identifying CA coord. system (if used) & ctrl coords.
b. Correctness of survey and mathematical data

4. Monuments in conformity with Sec. 8771 Bus. & Prof. code
   a. Min. 1 ext. boundary line set or referenced before map recorded
   b. Interior monuments set before map is recorded, or: 66496 et al
   c. Interior monuments set later if performance security deposited

5. Improvement plans and cost estimate approved by City Engineer

6. Improvement agreement drafted by City Attorney

7. Grant deeds to City, for land or easements not dedicated by map

8. CCR's reviewed by City Attorney, Engineering, and Planning
   a. Maintenance responsibilities of Association specifically detailed
   b. City, State, & federal maintenance stds., City right to enforce
   c. City right to approve maintenance amendments
   d. Private streets irrevocably private, with right of City access

9. Executed mylars submitted, with 1 cloth and 1 paper copy
   a. Certificate signatures underprinted, permanent, & reproducible

10. Certificate of City Engineer executed & sealed by CD Director

11. City Council approval of map, deeds, & agreement

12. Improvement agreement sent by City Clerk for execution
   a. Bonding and insurance sent to City Clerk by Developer
   b. Additional deposit if required for plan review costs

13. Tax certificate obtained by Developer (delivered to Engr.)
   a. Surety for estimated taxes, as noted on tax certificate
14. Certificate of Council approval executed & sealed by City Clerk

15. Map and documents transmitted to County by City Clerk
   a. Transmittal letters to County Clerk of Board, and Recorder
   b. Improvement agreement with resolution #8722
   c. Deeds of dedication with resolution of acceptance #7101
   d. Map recording fee __________ ($6 first sheet, $2 each after)

16. Additional documents accompanying map to County
   a. Tax certificate & surety; CCR's; deeds to Association, other

17. Map Guarantee, required by recorder at time of recordation

18. After recordation, following item required from subdivider
   a. One copy of CCR's with recording indicia, for Engr. Div. files