

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.

FORM AND CONTENT OF FINAL MAP	Reference
_____ 1. Sheet size - 18 x 26 inches, with blank 1" margin on all sides	66434 (b)
_____ 2. Sheet number and total sheets marked on each sheet	" "
_____ 3. Relation of each sheet to adjoining sheets clearly shown	" "
_____ 4. Legibly drawn, printed, or reproduced permanently in black on:	66434 (a)
_____ a. Tracing cloth or polyester base film	" "
_____ 5. Certif., affid., & acknowl. may be stamped or printed (opaque ink)	" "
_____ 6. Title block - Name of subdivision	re30.35 (d)
_____ a. Legal description (caption or metes and bonds)	" (a)
_____ 1. Kind of division - subdivision, resub., reversion to acreage	Convention
_____ 2. Relation to specified original tract of land - all or part of	re30.35 (d)
_____ 3. Details of recordation of original tract	" "
_____ 4. Location of subdivision - city, county, state	" "
_____ b. Date of map, scale, north point	" (a)
_____ c. Firm preparing map - street, city, state, zip code	" (d)
_____ d. Identification as condominium plan, if applicable	Convention
_____ 7. Survey data to locate & retrace monuments, & any & all int. & ext. lines	66434 (c)
_____ a. Bearings and distances or straight lines	" "
_____ b. Radii and arc length, or chord bearings & length, for all curves	" "
_____ c. Information necessary to locate centers of curves	" "
_____ d. Ties to existing monuments used to establish subd. boundaries	" "
_____ e. Record dimensions shown in (), if different from measured values	Convention
_____ 8. Exterior boundary shown by distinctive symbol and clearly designated	66434 (e)
_____ 9. Location of subdivision and its relation to surrounding surveys	" "
_____ a. Adjacent subdivisions, lots, blocks identified (broken figures)	re30.35 (f)

_____	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)	30.85, 66495
_____	a. All exterior boundaries monumented or referenced	"
_____	1. Subd. corners & suitable intervals, angle points, curve ends	Convention
_____	b. Reference to recording data, if existing monuments recorded	8771
_____	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	"
_____	1. Identify special access rights and abutter's rights	"
_____	2. Note or symbol identifying any waivers of access rights	30.72, 66476
_____	3. Street names as continued, and as approved by CD Director	30.119
_____	4. Street lighting, traffic signal, fire alarm, and water systems	30.87
_____	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	66478.1 et al
_____	j. Conservation and open space dedications	30.73
_____	20. Reservations for parks, rec., fire stations, libraries, or other	30.98
_____	21. Delineation of areas for non-public use (easements or fee)	Condit.or
_____	a. Common areas, parks, access, sunlight eas. (66475.3), other	Convention
_____	b. Reference to any recorded instruments re new private easements	"
_____	22. See MAP ACT for amending maps and/or certificates of correction	66469
_____	23. Info not affecting title interest, by ordinance only	66434 (f) , 66434.2 (a)

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

Reference

_____	1. Owner's certificate - all whose consent is reqd. to pass clear title	30.56
_____	a. Consent to making of map and recordation	66436
_____	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	66439
_____	1. Streets, other ways - with waiver of access, if applicable	30.72,30.73
_____	2. Easements for sewers, storm drains, and public utilities (P.S.E.)	"
_____	3. Easements for pedestrian/bicycle paths (P.S.E.)	30.122
_____	4. Tree planting and maintenance easements (T.P.M.E.)	30.73
_____	5. Optional statement identifying streets not offered for dedication	66439
_____	6. See other check list for subdivisions fronting on public waters	66478.1
_____	7. Signatures - identifying as owners, trustees, executors, or others	66439
_____	2. Certificate identifying and designating common areas	Cal Legal Forms 30.54
_____	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...	66436
_____	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:	66440
_____	a. Date of meeting at which map was approved	"
_____	b. Acceptance or rejection of dedications or waivers of access	30.72,66440,66476
_____	c. See other check list for subdivisions fronting on public waters	66478.1
_____	d. Date and signature of City Clerk - name, title, and city	66440
_____	6. Certificate of City Engineer (for execution by Comm. Dev. Dir.)	66442
_____	a. Map has been examined	"
_____	b. Subdivision is substantially as approved tentative or alteration	"
_____	c. All provisions of Map Act and 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	66466(c)
_____	8. Note identifying resolution creating an owner's development lien	66434.1
_____	a. Recording indicia, & property subject to owner's development lien	"
_____	b. Each parcel subject to prorated amount of owner's development lien	"

_____	9. Note identifying basis of bearings	66434(e)
_____	10. Note identifying units of dimensions	Convention
_____	11. Note identifying borders and acreage of subdivision (to tenths)	re30.35(c)
_____	12. Signature of util. co. having existing easements; their option, if:	66436(c)(1)
_____	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.	" " (2)
_____	14. Other certificates & acknowledgements if reqd. by City ordinance	66443
_____	15. Additional certificates as determined by City Engineer	30.52
_____	16. Note identifying CA coord. system (if used) & ctrl coords.	8771.5 P & V,8813PR

REVIEW AND RECORDING OF FINAL MAP

Reference

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

_____	b. Correctness of survey and mathematical data	" ,66436
_____	4. Monuments in conformity with Sec. 8771 Bus. & Prof. code	30.85
_____	a. Min. 1 ext. boundary line set or referenced before map recorded	30.85
_____	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	30.86(b)
_____	6. Improvement agreement drafted by City Attorney	Procedural
_____	7. Grant deeds to City, for land or easements not dedicated by map	30.56
_____	8. CCR's reviewed by City Attorney, Engineering, and Planning	30.53(g)
_____	a. Maintenance responsibilities of Association specifically detailed	Convention
_____	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	Council
_____	9. Executed mylars submitted, with 1 cloth and 1 paper copy	30.54,66466(e)
_____	a. Certificate signatures underprinted, permanent, & reproducible	30.54
_____	10. Certificate of City Engineer executed & sealed by CD Director	30.54,66457
_____	11. City Council approval of map, deeds, & agreement	30.55
_____	12. Improvement agreement sent by City Clerk for execution	30.79
_____	a. Bonding and insurance sent to City Clerk by Developer	30.79, 30.80
_____	b. Additional deposit if required for plan review costs	30.71
_____	13. Tax certificate obtained by Developer (delivered to Engr.)	66492
_____	a. Surety for estimated taxes, as noted on tax certificate	66493

_____	14. Certificate of Council approval executed & sealed by City Clerk	66440
_____	15. Map and documents transmitted to County by City Clerk	30.57,66464
_____	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)	Procedural
_____	16. Additional documents accompanying map to County	30.57
_____	a. Tax certificate & surety; CCR's; deeds to Association, other	"
_____	17. Map Guarantee, required by recorder at time of recordation	66465
_____	18. After recordation, following item required from subdivider	30.57
_____	a. One copy of CCR's with recording indicia, for Engr. Div. files	"