

# PARCEL MAP CHECKLIST

COUNTY OF SAN MATEO

(Rev. 11/19)

PARCEL MAP NO. \_\_\_\_\_

Note: [ ]<sup>1</sup> is Gov. Code, [ ]<sup>2</sup> is BP Code, [ ]<sup>3</sup> is S.M.Co. Ord.

## INITIAL SUBMISSION - PARCEL MAP

- Conditional Approval Letter and Approved Tentative Map [7016.2a 1 & 7016.2a 2]<sup>3</sup>
- Two (2) copies of Parcel Map (check prints) [accepted practice]
- Initial map check **deposit** against actual costs: \$750 for each sheet [66451.2]<sup>1</sup> [7016.1 c]<sup>3</sup>
- Copies of all documents used to complete the map (including Filed Maps, 11"x17" or 12"x18").
- Current title report, copy of vesting deed and deeds to adjacent properties. [7011.1 d, 7014.5 c4, 7015.4]<sup>3</sup>
- Computer closures for all circuits shown on map [66450.a4]<sup>1</sup> [7015.6]<sup>3</sup>

## **THE ABOVE TO BE COMPLETED PRIOR TO THE COUNTY ACCEPTING THE MAP FOR CHECKING**

### PARCEL MAP

#### The following to be checked when complete or approved

- Map size (18"x 26" overall size) [66445.b]<sup>1</sup> [7014.2b]<sup>3</sup>
- Blank margin (1" on all sides) [66445.b]<sup>1</sup> [7014.2c]<sup>3</sup>
- Size of letters and Numbers: Mechanical - 1/10", Freehand - 1/8". Legibly drawn. [66445.a]<sup>1</sup> [7014.2g]<sup>3</sup>
- Title Block (Shown on all sheets): "PARCEL MAP NO. \_\_\_\_\_" [7014.2h]<sup>3</sup> [66445.c]<sup>1</sup>
- Subtitle: Lands of (Owner's Name) with Official Record number of vesting document, and a brief description (either lot & block, Subdivision Name, Vol. & Page or [7014.3b]<sup>3</sup>
- If partially within a city or town: "Partially within the City (or Town) of \_\_\_\_\_; and partially within the unincorporated territory of the County of San Mateo" [accepted practice]
- Divider Bar: SAN MATEO COUNTY CALIFORNIA  
Scale: 1" = \_00'      Month, Year [Accepted practice]
- Scale: Suitable Engineers Scale, check scaling of map [66445.b]<sup>1</sup> [7014.2e, h]<sup>3</sup>
- North Arrow - Pointing up the page [7014.2h]<sup>3</sup>, or pointing to the left [accepted practice]
- Legend and notes (if necessary) [Accepted practice]
- Shows relationship to surrounding surveys. [66445.d2]<sup>1</sup> [7014.2d & 7014.4d]<sup>3</sup>
- Adjoining property identified by Sub. Name, Lot, Block, Volume & Page, or if no map, Owner's Name & Vesting document Number. [66445.d2]<sup>1</sup> [7014.4d]<sup>3</sup>

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- Reference to Recorded Documents to be: Subdivisions (Vol. Maps Pg.), Parcel Maps (Vol. P.M. Pg.), Record of Survey Maps (Vol. L.L.S. Pg.), and Official Records (\_\_\_\_\_ O.R.) or (Vol. O.R. Pg.) [Official designation]
- No other abbreviations unless noted [Accepted practice]
- Each parcel numbered and lettered, new street named. [66445.c]<sup>1</sup> [7014.4a]<sup>3</sup>
- Location of all easements, widths, types & referenced to record. [7014.4c]<sup>3</sup>
- New easements correspond with improvement plans. [66450.a]<sup>1</sup> [7016.2a]<sup>3</sup>
- Existing & proposed street widths & center lines shown. [7014.4b]<sup>3</sup>
- Names of existing & proposed streets, adjacent and within shown. [7014.4b]<sup>3</sup>
- Vicinity map if there are no street intersections shown [7014.3e]<sup>3</sup>
- Sheet numbering - "Sheet 1 of 1" if map is only one sheet [66445.b]<sup>1</sup> [7014.2f]<sup>3</sup>
- Key map on first sheet, if area subdivided is shown on more than one sheet [accepted practice]
- Reference to adjoining sheets. [66445.b]<sup>1</sup> [7014.2f]<sup>3</sup>
- Parcel area shown - required if 1/2 acre or more. [7014.4a]<sup>3</sup>
- Each parcel shown complete on one sheet [7014.4a]<sup>3</sup>
- Conformance to Planning Conditions and Tentative Map [66450.a2]<sup>1</sup> [7016.2a1 & 7016.2a2]<sup>3</sup>
- Distinctive boundary [66445.d1]<sup>1</sup> [7014.2d]<sup>3</sup>

## SURVEY INFORMATION

- Based on a field survey or compiled from record data only if survey info. exists on filed maps to retrace whole boundary from existing monuments. [66448.]<sup>1</sup> [7014.1a]<sup>3</sup>
- Basis of bearings [7014.3]<sup>3</sup> [County Engineer's Assoc.] [accepted practice]  
Established by one of the following:
  1. Reference to a monumented line, between two points of record.
  2. The California Coordinate System - State Plane Coordinates (CCS83) (if used) [8817 Public Resources Code]
    - Control Scheme shown through which coordinates were determined. [8771.5]<sup>2</sup>
    - Epoch (date) shown – NGS published epoch [8815.1] {8815.2 Public Resources Code}
    - FGCS order of accuracy shown for station purporting second order or better accuracy. [8815.4 Public Resources Code]
    - “θ” Mapping angle shown and location taken from survey. [accepted practice]

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- Combination Factor for ground / grid conversion [accepted practice]

### 3. A solar or stellar observation

- Method of establishment of all lines and points shown on map. [66445.d2]<sup>1</sup> [7014.1b]<sup>3</sup>
- City and/or County boundaries shown and verified. [7014.4e]<sup>3</sup>
- "Found Monuments" (type, size and tag) shown and referenced to recorded map [8764.a]<sup>2</sup> [7014.1d]<sup>3</sup>
- Label "U.O." for Unknown Origin for tagged monuments that have no reference [County Engineer's Assoc.]
- Found monuments Use SOLID SYMBOLS [Accepted practice]
- Monuments set (type, size and tag) [66495., 66496. & 66497.]<sup>1</sup> [8771., 8772.]<sup>2</sup> [7014.1d, 7029.1]<sup>3</sup> (use OPEN SYMBOLS) [Accepted practice]
- Survey ties to monuments, property lines, easements, & center lines of streets, adjoining or within subdivision. [66445.d2]<sup>1</sup> [7014.1c & 7014.2d]<sup>3</sup>
- Record data shown when different from survey data [66445.d2]<sup>1</sup> [7014.2d]<sup>3</sup> (the record data being placed in parentheses) [accepted practice]
- Curve data complete. [7014.1b]<sup>3</sup>
- Bearings and distances on all lines [7014.1b]<sup>3</sup>
- Radial Bearings shown where appropriate [7014.1b]<sup>3</sup>
- All parcel dimensions shown [7014.1b & 7014.4a]<sup>3</sup>
- Remainder parcels 5 acres & over need not be shown but referenced by deed. [66445.d2 & 66445.d3]<sup>1</sup> [7014.4f]<sup>3</sup>
- No ditto marks [Accepted practice]

### MATHEMATICAL REVIEW

- Computer closure sheets (closure within 0.02') [7014.1e]<sup>3</sup>  
Data on sheets match data on map exactly.
- Computer sheets for all circuits shown on map [66450.a4]<sup>1</sup>
- Sums of parts equal total distance or delta [66450.a4]<sup>1</sup> [7014.1b]<sup>3</sup>

### STATEMENTS (See page 5, 6, & 7)

- Owner's Statement and Acknowledgments (offer of dedication, if required) [66430., 66445.e & 66447.]<sup>1</sup> [7014.3c & 7014.5a]<sup>3</sup>
- Trustee/Beneficiary Statement and Acknowledgment [66445.e]<sup>1</sup>
- Surveyor's Statement [7014.3c & 7014.5b]<sup>3</sup>

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- County Surveyor's Statement [7014.3c & 7014.5c]<sup>3</sup>
- County Recorder's Statement [7014.3c & 7014.5f]<sup>3</sup>
- Clerk of the Board Statement (if street or easement dedication) [7014.3c & 7014.5e]<sup>3</sup>
- City or Town Engineer's Statement (if partially within a city ) [66442.]<sup>1</sup>
- Soil Engineer - when required [66490.]<sup>1</sup> [7014.5d]<sup>3</sup>

### FINAL REVIEW

- Conformance with Tentative Map [66450.a2]<sup>1</sup> [7016.2a1]<sup>3</sup>
- Submitted updated title report (six months or newer) [Accepted practice]
- Requested revisions made
- Two (2) prints of revised Parcel Map (for checking and forwarding).
- Send a copy of corrected map to Planning and Building Department (Development Review) with a condition check before recording. [66450.a3]<sup>1</sup> [7016.2a2]<sup>3</sup>
- Received monumentation letter from surveyor, stamped and signed [66497.]<sup>1</sup>
- Field visit to confirm monuments set are the same character as shown on the map. [7014.1b & 7014.1d]<sup>3</sup>
- Map checking deposit surplus [66451.2]<sup>1</sup> [7016.1c]<sup>3</sup>
- Planning and Building Department (Development Review) signed condition check prior to County Surveyor's signature. [66450.a3]<sup>1</sup> [7016.2a 2 & 7016.2a 3]<sup>3</sup>
- 2 Mylars of Parcel Map completely signed and sealed, 18"x 26" overall size, 1" margin on all sides. Legible [66445.a,b]<sup>1</sup> [66466.e]<sup>1</sup> [7016.1] [7014.2a]<sup>3</sup> [66466.e]<sup>1</sup> [7016.1a]<sup>3</sup>
- [Tax certification from tax collector](#), (original & copy) & any tax due [7016.1b]<sup>3</sup>
- Owner's Statement and Acknowledgments signed and sealed - signatures opaque. [66445.a & 66445.e]<sup>1</sup> [7014.5 & 7016.2a4]<sup>3</sup>
- Acknowledgments signed, sealed & expiration date, all opaque. [66445.a & 66445.e]<sup>1</sup> [7014.5a & 7016.2a4]<sup>3</sup>
- Surveyor's Statement signed, sealed, & dated, all opaque. [66449.a]<sup>1</sup> [7014.5b & 7016.2a4]<sup>3</sup>
- Distinctive border [66445.d1]<sup>1</sup> [7014.2d]<sup>3</sup>
- Final review of map prior to obtaining County Surveyor's signature [7016.2b]<sup>3</sup>
- Submit Mylars to County Surveyor for signature and seal [66450.a]<sup>1</sup>
- Transmit to the Clerk of the Board: 2 Mylars, Tax Letter, name of Title Co. (for guarantee), Declarations of Restriction, Agreements, if any, (recording fee will be paid by the Title Company). (If checking map for a City, give map to City to

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record) [66464.]<sup>1</sup> [7016.3]<sup>3</sup>

## REQUIRED STATEMENTS

### OWNER'S STATEMENT

[66430., 66445.e & 66447.]<sup>1</sup> [7014.5a]<sup>3</sup>

(I, We) hereby state that (I, we) (am, are) the owner(s) of, or have some right, title or interest in and to the real property included within the subdivision shown upon this map, and (I, we) (am, are) the only person(s) whose consent is necessary to pass clear title to said property, and (I, we) hereby consent to the making and filing of said map and subdivision as shown within the distinctive border.

OWNER(S): \_\_\_\_\_

### (WHEN BASED UPON A FIELD SURVEY)

[66445.i & 66449a]<sup>1</sup> [7014.5b]<sup>3</sup>

### SURVEYOR'S (ENGINEER'S) STATEMENT

This map was prepared by me or under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of (Name of Person Authorizing Map) on (date). I hereby state that this parcel map substantially conforms to the approved or conditionally approved tentative map, if any, and that all the monuments are of the character and (occupy the positions indicated / will be set in the positions indicated on or before (date) [see note]) and (are / will be) sufficient to enable the survey to be retraced.

( SEAL ) [8761.c]<sup>2</sup>

( Signature )  
LS Number (or RCE Number)

(Note: Surveyor shall post a Bond if interior monuments are to be set at a later date) [7029.2b]<sup>3</sup>

### (WHEN COMPILED FROM RECORD DATA)

[66449.a]<sup>1</sup> [7014.5b]<sup>3</sup>

### SURVEYOR'S (ENGINEER'S) STATEMENT

This map was prepared by me or under my direction and was compiled from record data in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of (Name of Person Authorizing Map) on (date). I hereby state that this parcel map substantially conforms to the approved or conditionally approved tentative map, if any.

( SEAL ) [8761.c]<sup>2</sup>

( Signature )

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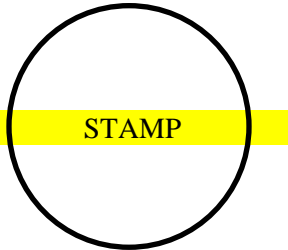
LS Number (or RCE Number)

COUNTY SURVEYOR'S STATEMENT

[66450.]<sup>1</sup> [7014.5c]

I hereby state that I have examined this map and that the subdivision as shown hereon is substantially the same as it appeared on the tentative map, if required, and any approved alterations thereof; that all the provisions of the California "Subdivision Map Act" and of the "San Mateo County Ordinance" applicable at the time of approval of the tentative map, if required, have been complied with; and that I am satisfied that this map is technically correct.

DATE: \_\_\_\_\_ (Signature Here) \_\_\_\_\_  
(Save room for seal John T. May Interim County Surveyor  
1 1/2" square minimum) L.S. No. 8570 exp. 3/31/2021



(THE FOLLOWING STATEMENT IS TO BE USED WHEN NO DEDICATION IS REQUIRED)

CLERK OF THE BOARD STATEMENT

I hereby state that the Board of Supervisors of San Mateo County, State of California, do hereby certify that certificates have been filed and deposits have been made in conformance with the requirements of Sections 66492 and 66493 of the Government Code of the State of California.

Dated: \_\_\_\_\_  
Clerk of the Board of Supervisors  
San Mateo County, State of California

By: \_\_\_\_\_  
Deputy

(THE FOLLOWING STATEMENT IS TO BE USED WHEN A DEDICATION IS REQUIRED)

[66463. & 66477.1a]<sup>1</sup> [7014.5e]<sup>3</sup>

CLERK OF THE BOARD STATEMENT

I hereby state that the Board of Supervisors of the San Mateo County did accept on behalf of the public, and real property offered for dedication for public use in conformity with the terms of the offer of dedication, subject to the condition that the County is not responsible or liable for any cost or expense of any offer accepted unless authorized by separate action of the Board of supervisors.

Dated: \_\_\_\_\_  
Clerk of the Board of Supervisors  
San Mateo County, State of California

By: \_\_\_\_\_  
Deputy

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## COUNTY RECORDER'S STATEMENT

[66449.b & 66466.c]<sup>1</sup> [7014.5f]<sup>3</sup>

Filed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_ at \_\_\_\_\_ .M. in Volume \_\_\_\_\_ of Parcel Maps at Page \_\_\_\_\_ at the request of (Surveyor or Firm Name)

File No. \_\_\_\_\_ Fee \_\_\_\_\_

MARK CHURCH, County Recorder

By: \_\_\_\_\_  
Deputy