



Engineering Division

701 Laurel Street
Menlo Park, CA 94025
Phone: (650) 330-6740
Fax: (650) 327-5497

FINAL MAP – CHECKLIST (For 5 or more lots/units)

SUBDIVISION NAME AND ADDRESS: _____

TENTATIVE MAP PLANNING COMMISSION REVIEWED AND RECOMMENDED APPROVAL

TENTATIVE MAP CITY COUNCIL APPROVAL: _____ EXPIRATION DATE: _____

DEVELOPER'S NAME: _____

SURVEYOR'S NAME: _____

ADDRESS: _____

DATE RECEIVED: 1) INITIAL SUBMISSION: _____

2) REVISED MAP SUBMISSION: _____

INITIAL SUBMISSION – FINAL MAP

Note: All of the following items are required to be electronically submitted as a complete package prior to City Engineer accepting the Final Map for review.

_____ Copy of Final Map (check prints)

_____ Final map fee as per the latest City Master Fee Schedule

_____ Copies of all documents used to complete map (current title report dated within two months of the initial submission date, Easement Deed, Grant Deed, filed maps, etc.)

_____ Copies of all electronic computer closures for all circuits shown on map

**THE ABOVE TO BE COMPLETED PRIOR TO THE CITY ACCEPTING THE MAP FOR
CHECKING**

THE FOLLOWING TO BE CHECKED WHEN COMPLETE

_____ Map size (18" x 26" overall)

_____ Blank margin (1" on all sides)

_____ Title Block (shown on all sheets)

_____ Name of Subdivision

_____ Subtitle to include _O.R. or Recorder's file number of vesting document of present owner

The subtitle should include a brief description of the land being divided. A recorded map, when available, is preferred, i.e. "A portion of Lot 34, Map of Stanford Park annex, recorded in the office of the San Mateo County Recorder in Book 9 of Maps at Page 9".

_____ If partially within a county or town: "Partially Within the County of San Mateo (or Town) of

FINAL MAP

_____ Divider Bar: City of Menlo Park, San Mateo County, California
SCALE: 1"=00' Month, Year

_____ Scale: Suitable engineer's scale; check scaling of map

_____ North Arrow - Pointing up the page when at all possible

_____ Legend and notes

_____ Orientation with other filed maps (i.e., Subdivisions (Maps), Parcel Maps (____P.M.____) and Record of Survey Maps (____L.L.S.)

_____ Reference to Recorded Documents to be: Official Records (____O.R.____) or (O.R.82123456) or for the year of 1981 (O.R.12345 AS or AT) or Book of DEEDS (____D____)

_____ Sheet numbering "Sheet 1 of 1" if map is only onesheet

_____ Reference to adjoining sheets

_____ Adjacent Subdivision Lot No. (Maps____) or Parcel No. (P.M.) If property is not subdivided use lands owners' Name with Vesting document No.

_____ Lot and Block numbering, same as tentative map

_____ Location, widths, types and recording data (i.e.,____O.R.) of all easements

- _____ New easements correspond with Improvement Plans
- _____ Widths and names of adjacent streets
- _____ Key map on first sheet if map comprises more than one sheet
- _____ Vicinity map if there are no street intersections shown
- _____ Size of letters and numbers (Mechanical-1/10") (Freehand-1/8")
- _____ Each lot shown complete on one sheet

STATEMENTS (See sample attached)

- _____ Owner's Statement and acknowledgments (dedication offer, if required) including Trustee or Beneficiary
- _____ Surveyor's or Engineer's Statement
- _____ City Engineer's Statement
- _____ City Surveyor's Statement
- _____ County Recorder's Statement
- _____ City Clerk Statement
- _____ County or Town Engineer's Statement (if partially within a county or town)
- _____ Soil Engineer's Report Statement

SURVEY INFORMATION

- _____ For condominium projects, the "Unit" boundary shall substantially conform to the building footprint of the townhouse type building.
- _____ Basis of Bearings (reference to Filed Map and monumented line preferred)
- _____ Method of establishment of all lines and points shown on map
- _____ "Found Monuments" shown and referenced (label "U.O." for Unknown Origin)(type, size and tag) (use SOLID SYMBOLS)
- _____ Surveyor "SET TAG" on all monuments that were accepted and used
- _____ Monuments set (type, size and tag) (use OPEN SYMBOLS)

- _____ City and/or County boundaries shown and verified
- _____ Dimensional ties to adjacent Filed Maps and public streets
- _____ Record data shown where different from survey data (the record data, together with the record reference being placed in parentheses)
- _____ Bearings and distances on all lines
- _____ All angles/bearings shall be measured to 1 second and all distances shall be shown to hundredths of feet.
- _____ Radial Bearings shown where appropriate
- _____ All Lot and Block dimensions shown
- _____ All street dimensions shown
- _____ All easement dimensions and ties shown
- _____ Lot areas shown
- _____ Lot areas meet zoning and Tentative Map requirements
- _____ Sums of interior distances equal exterior distance; sums of central angles equal total central angle; and sums of the sub-arc lengths equal total arclength
- _____ No ditto marks

MATHEMATICAL REVIEW

- _____ California coordinate system checked (if used, not mandatory)
- _____ Electronic computer sheets (closure within 0.02')
- _____ Electronic computer closures for all circuits shown on map
- _____ Closure calculations should be traversed, not inversed. All bearings and distances should be calculated at exactly as shown on the map (i.e. truncated to 0.01 feet and to 1 second of angle)

GENERAL REQUIREMENTS AND APPROVALS

- _____ Conforms to Tentative Map and all Conditions of Approval
- _____ Soils Report
- _____ Geological Report (if required)
- _____ West Bay Sanitary District approval
- _____ Water Company letter stating they will furnish water supply
- _____ Utility Companies (PG& E – AT&T) letter of approval
- _____ Fire Department letter of approval (if required)
- _____ Other

RECORDATION

Note: Staff will direct applicant when to submit the below documents. Do not submit without checking with City Engineer

- _____ Copy of revised Final Map
- _____ Requested revisions made and check print returned.
- _____ All statements and acknowledgments signed and sealed in black, permanent non-erasable ink.
- _____ Tracings of Final Map on mylar (18" x 26" overall size) (1" margin all around) Completely signed and sealed
- _____ Final review of map prior to obtaining City Engineer's signature and seal
- _____ Submit (1) sets of mylar originals to City Engineer for signature
- _____ City Engineer's seal and date signed
- _____ City Clerk's signature, seal and date signed (if applicable)
- _____ Final Title Report (dated within 90 days) or other proof of taxes paid
- _____ Improvement Plans approved
- _____ Engineer's Estimate
- _____ Grading and erosion control plans

- _____ Subdivision Agreement (installation of improvements)
- _____ Improvement Bond, a Letter of Credit (100% of estimated cost plus 25%)
- _____ All Bonds, Agreements approved by City Attorney
- _____ City Council approval of final map and accepting Bond and Agreement
- _____ Contact information of the staff in the title company that is responsible for recording the subject parcel map.

FINAL MAP

CITY ENGINEER'S STATEMENT

I hereby state that I have examined this map and have found that the Subdivision shown hereon is substantially the same as it appeared on the Tentative Map and any approved alterations thereof; that the map conforms to Chapter 2 of the Subdivision Map Act; and that the map complies with local ordinances applicable at the time of approval of the Tentative Map.

Date: _____

GUAN HUAN FU, R.C.E. 79833
ASSISTANT PUBLIC WORKS DIRECTOR
CITY OF MENLO PARK

CITY SURVEYOR'S STATEMENT

I, Michael L. Foreman, City Surveyor for the City of Menlo Park, do hereby state that I have examined this map and I am satisfied that the survey data shown thereon is technically correct.

Date: _____

MICHAEL L. FOREMAN, R.C.E. 5778
CONTRACT CITY SURVEYOR
CITY OF MENLO PARK

CITY CLERK'S STATEMENT

I, Judi Herren, City Clerk and Ex-Officio Clerk of the City Council of Menlo Park, State of California, hereby certify that said Council by Resolution adopted at a regular meeting on the ____ day of _____, 20__ did duly approve the within map and subdivision and did accept on behalf of the public, all parcels of land as offered for dedication for public use(if applicable).

DATE _____

Judi Herren, City Clerk and Ex-Officio Clerk of the City
Council of the City of Menlo Park, California

(SURVEYOR'S) (ENGINEER'S) STATEMENT

I hereby state that this map was prepared by me or under my direction and is based upon a field survey in accordance with the requirements of the "Subdivision Map Act" and local ordinances at the request of _____ in _____, 20__; that the survey is true and complete as shown and that all the monuments are of the character and occupy the positions indicated or (will be set in the positions indicated on or before _____ (date) _____, and set documents (are)/(will be) sufficient to enable the survey to be retraced.

DATE _____

(SURVEYOR'S) (ENGINEER'S) NAME & NO.

Note: Surveyor shall post a Bond
if monuments are to be set
at a later date

COUNTY RECORDERS STATEMENT

Filed this ____ day of _____, 20__ at ____ M in Book _____ of Maps at Page ____ at the request of _____

File No. _____ Fee _____

MARK CHURCH, San Mateo County Recorder

By: _____
Deputy Recorder

OWNER'S STATEMENT

(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 making and filing of said map and subdivision as shown within the distinctive borderline. (I, We) hereby dedicate for public use (Street Name), as shown on this map within said Subdivision (if applicable).

OWNER (S): _____ DATE: _____

OWNER (S): _____ DATE: _____

TRUSTEE (OR BENEFICIARY):
