



## Engineering Division

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

### PARCEL MAP – CHECKLIST (For 4 or less lots/units)

PARCEL MAP \_\_\_\_\_

TENTATIVE PARCEL MAP APPROVED: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

SURVEYOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE RECEIVED: 1) INITIAL SUBMISSION: \_\_\_\_\_

2) REVISED MAP: \_\_\_\_\_

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#### **INITIAL SUBMISSION - PARCEL MAP**

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

\_\_\_\_\_ Copy of Parcel Map (check prints)

\_\_\_\_\_ Parcel 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

\_\_\_\_\_ Parcel map must be accompanied by Improvement Plans (unless previously submitted) with first submittal.

**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 size)
- \_\_\_\_\_ Blank Margins (1" on all sides)
- \_\_\_\_\_ Title Block (Shown on all sheets); "PARCEL MAP"
- \_\_\_\_\_ 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 \_\_\_\_\_";
- \_\_\_\_\_ Divider Bar: City of Menlo Park, San Mateo County, CALIFORNIA  
Scale: 1" = 00' \_\_\_\_\_ Month, Year
- \_\_\_\_\_ Scale: Suitable Engineers Scale; check scaling of map
- \_\_\_\_\_ North Arrow - Pointing up the page
- \_\_\_\_\_ Legend and notes (if necessary)
- \_\_\_\_\_ 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 one sheet
- \_\_\_\_\_ Adjacent Subdivision Lot No. ( \_\_\_\_\_ Maps \_\_\_\_ ) or Parcel No. ( \_\_\_\_\_ P.M. \_\_\_\_ )
- \_\_\_\_\_ Reference to adjoining sheets
- \_\_\_\_\_ New parcel designations (numbers 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 parcel shown complete on one sheet
- \_\_\_\_\_ Conformance to Planning Conditions and Tentative Map

#### 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 (if street or roadway or public utility easement dedication)
- \_\_\_\_\_ County or Town Engineer's Statement (if partially within county or town)

#### SURVEY INFORMATION

- \_\_\_\_\_ For condominium projects the "Unit" boundary shall substantially conform to the building footprint of the townhouse type building. Do not show the "Unit" boundary on the map.
- \_\_\_\_\_ (Compiled from record data) or (Based on a field survey) whichever is applicable
- \_\_\_\_\_ Basis of bearings (reference to Filed Map and monumented line preferred) and tie to basis of bearings.
- \_\_\_\_\_ 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 untagged 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 when 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 parcel dimensions shown
- \_\_\_\_\_ Sums of interior distances equal exterior distance; sums of central angles equal total central angle, and sums of the sub-arc lengths equal total arc length
- \_\_\_\_\_ All easement dimensions and ties shown
- \_\_\_\_\_ Parcel area shown
- \_\_\_\_\_ No ditto marks

### MATHEMATICAL REVIEW

- \_\_\_\_\_ California Coordinate System checked (if used, not mandatory)
- \_\_\_\_\_ Electronic computer sheets (closure within 0.02')
- \_\_\_\_\_ Electronic computer sheets 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)

### RECORDATION

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

- \_\_\_\_\_ Submit one (1) set of original mylar drawings to the City Engineer for signature. All signatures must be in black, permanent, non-erasable ink.
- \_\_\_\_\_ PDF file of the City Approved Map
- \_\_\_\_\_ PDF file of the condominium plan (where applicable)
- \_\_\_\_\_ Subdivision Guarantee for the project
- \_\_\_\_\_ County document indicating that all taxes are paid to date and no lien against property
- \_\_\_\_\_ City Engineer's seal and date signed
- \_\_\_\_\_ Tax letter from City Clerk
- \_\_\_\_\_ City Clerk's signature, seal and date signed (if applicable)
- \_\_\_\_\_ Final Title Report (issued within 90 days) or other proof of taxes paid.
- \_\_\_\_\_ Contact information of the staff in the title company that is responsible for recording the subject parcel map.

PARCEL MAP

WHEN BASED UPON A FIELD SURVEY

**(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 indicate on or before (see note) ) and (are) (will be) sufficient to enable the survey to be retraced.

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

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

WHEN COMPILED FROM RECORD DATA

**(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.

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

**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  
SENIOR CIVIL ENGINEER  
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

**COUNTY RECORDER'S STATEMENT**

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_ M. in Book \_\_\_\_ of Parcel Map 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 a 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 line. (I, We) hereby dedicate for public use (street names) as shown on this map within said Subdivision. (If applicable).

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

TRUSTEE (OR BENEFICIARY): (to be used when a dedication is required) \_\_\_\_\_

(The following statement is to be used when a dedication is required)

**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 accept on behalf of the public, all parcels of land as offered for dedication for public use.

\_\_\_\_\_  
Date

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