



Engineering Division

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

PARCEL MAP – CHECKLIST (URBAN LOT SPLIT – SB 9)

An applicant for an urban lot split shall file an application with the Community Development Department, together with copies of an urban lot split parcel map.

The Community Development Department shall not accept an application or a parcel map for processing unless the Department finds that the urban lot split map is consistent with the zoning provisions and that all approvals and permits required by the city zoning provisions for the project have been given or issued.

ADDRESS, APN _____

OWNER'S NAME: _____

SURVEYOR'S NAME: _____

DATE RECEIVED: 1) INITIAL SUBMISSION: _____

 2) REVISED MAP: _____

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.

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

_____ Submit 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.)

_____ Submit all electronic computer closures for all circuits shown on map

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

_____ Submit a signed and notarized affidavit from the applicant as a separate, stand-alone document. Please refer to document titled *Affidavit SB9 Urban Lot Split* below.

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**
URBAN LOT SPLIT
(site address)"

_____ 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)

_____ Relation to surrounding surveys; i.e., Subdivisions (Maps _____), Parcel Maps (_____ P.M. ___) and Record of Survey Maps (L.L.S. _____)

_____ Reference to Recorded Documents must include recording information including, book, page, and/or document number.

_____ 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

_____ 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

_____ Lot Lines: The side lines of all lots shall be at right angles to streets or radial to the centerline of curved streets

_____ The following advisory note should be placed on the cover sheets of parcel maps prepared for urban lot splits:

URBAN LOT SPLIT PARCEL MAP

THIS PARCEL MAP HAS BEEN APPROVED AS AN "URBAN LOT SPLIT" PURSUANT TO THE REQUIREMENTS OF SENATE BILL 9 (GOV. CODE §66411.7). AS SUCH, THE APPLICANT HAS SIGNED AN AFFIDAVIT (UNLESS INAPPLICABLE) STATING THAT THE APPLICANT INTENDS TO OCCUPY ONE OF THE HOUSING UNITS ON ONE OF THE TWO NEW PARCELS AS THEIR PRINCIPAL RESIDENCE FOR A MINIMUM OF THREE YEARS FROM THE DATE OF APPROVAL OF THIS "URBAN LOT SPLIT" PARCEL MAP.

_____ 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

STATEMENTS (See sample attached)

- _____ Owner's Statement and acknowledgments (dedication offer, if required) including Trustee's or Beneficiary's statement and acknowledgment (if required)
- _____ Surveyor's or Engineer's Statement
- _____ City Engineer's Statement
- _____ Certificate of Acceptance
- _____ 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)
- _____ 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)
- _____ The Surveyor shall set a tag on all set monuments
- _____ Monuments set (type, size and tag) (use OPENSYMBOLS)
- _____ 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 error shall not exceed 0.02 feet nor 1/10,000)
- _____ 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

- _____ 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

- _____ 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 urban lot split parcel map and have found that the Subdivision shown hereon is approved as an "urban lot split" pursuant to the requirements of senate bill 9 (Gov. Code §66411.7) 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.

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

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)

Certificate of Acceptance (Parcel Maps with Dedications only)

This to certify that all parcels of land offered for dedication for public use are hereby accepted by the undersigned on behalf of the City pursuant to authority conferred by Resolution of the City Council of the City of Menlo Park bearing No. 6453, adopted on August 6, 2018, and said City consents to recordation thereof.

Date: _____

JUSTIN I C MURPHY
CITY MANAGER
CITY OF MENLO PARK