

# FINAL MAP CHECKLIST (FOR FIVE OR MORE LOTS/UNITS)

Public Works  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6780



Information		
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:	Initial submission:	Revised map:
Initial submission – Final Map		
Note: All 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 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);	
	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: <u>City of Menlo Park, San Mateo County, California</u> Scale: 1" = 00' Month, Year	
	Scale: Suitable Engineers Scale; check scaling of map	
	North Arrow - Pointing up the page	
	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 one sheet	
	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 (if street or roadway or public utility easement dedication)
	County or Town Engineer's Statement (if partially within 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 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 lot and block dimensions shown
	All easement dimensions and ties shown
	Lot area 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 arc length.
	No ditto marks

<b>Mathematical review</b>	
	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 inverted. 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)
<b>General requirements and approvals</b>	
	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
<b>Recordation</b>	
Note: Staff will direct applicants when to submit the documents below. 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, RCE 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

**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 Cleark 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 and No. \_\_\_\_\_

Note: Surveyor shall post a Bond if monuments are to be set 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: _____	