

# PARCEL MAP CHECKLIST (FOR FOUR OR LESS LOTS/UNITS)

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



<b>Information</b>		
<b>Parcel map:</b>		
<b>Tentative parcel map approved:</b>	<b>Expiration date:</b>	
<b>Owner's name:</b>		
<b>Surveyor's name:</b>		
<b>Address:</b>		
<b>Date received:</b>	<b>Initial submission:</b>	<b>Revised map:</b>
<b>Initial submission – Parcel Map</b>		
All 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.	
<b>The following to be checked when complete</b>		
	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: <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 (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
<b>Statements (See sample attached)</b>	
	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)
<b>Survey information</b>	
	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

<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 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)
<b>Recordation</b>	
Note: Staff will direct applicants when to submit the documents below. 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 and No.

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

**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 and 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) \_\_\_\_\_

**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