



## 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 (checkprints)

\_\_\_\_\_ 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

\_\_\_\_\_ Copy of the CC&R's for Condominium projects with the Condominium Plan attached as an exhibit.

\_\_\_\_\_ CC&R review fee as per the latest City Master Fee Schedule

**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 one sheet
- \_\_\_\_\_ 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 OPENSYMBOLS)

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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 (2) 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 CC & R's (with Condominium Plan) signed and submitted
- \_\_\_\_\_ Final Title Report 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: \_\_\_\_\_

\_\_\_\_\_  
EBRAHIM SOHRABI, R.C.E. 42982  
SENIOR CIVIL ENGINEER  
CITY OF MENLO PARK

**CITY SURVEYOR'S STATEMENT**

I, Michael J. Middleton, 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: \_\_\_\_\_

\_\_\_\_\_  
CRAIG S. HAMNER, R.C.E. 28745  
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):

\_\_\_\_\_