



Engineering Division

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

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 (checkprints)

_____ 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

_____ 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

_____ 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 OPENS YMBOLS)
- _____ 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 (2) sets of original mylar to City Engineer for signatures
- _____ PDF file of the City Approved Map
- _____ PDF file of the condominium plan (where applicable)

- _____ Signed CC&R's with 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 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: _____

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
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