

**CITY OF HUNTINGTON BEACH
PUBLIC WORKS DEPARTMENT
FINAL TRACT & PARCEL MAP CHECKLIST**

Project Name: _____
Final Map No.: _____

Plan Checker: _____
Plan Check No. and Date Complete: _____

A. SUBMITTAL REQUIREMENTS TO PUBLIC WORKS (Concurrent with OCS)

1. Notice of Action (NOA) from Planning.
2. Three prints of map.
3. Current Title Report (within 6 weeks).
4. Closure calculations.
5. Plan check fee.
6. Attach copies of all easements listed in title report.

B. DISTRIBUTION OF PLANS FOR PLAN CHECK COMMENTS

1. To Planning Department w/Transmittal -1-Map & (anything beyond the submittal requirements like CC&R's)
2. To Survey Department w/Transmittal - 1-Map & (anything that has survey background like Record maps)
3. Keep for Public Works Plan Check – NOA, 1-Map, 1 title report, closure calculations & reference easements

C. GENERAL (PLANNING DEPT. TO CHECK ITEMS 1 AND 2)

1. Agrees with the approved Tentative Map (Conditions of Approval & Code Requirements from all Dept's)
 - a) Obtain stamped copy of approved tentative map from Planning Department.
 - b) Check number and shape of lots, easements, streets, etc.
 - c) Final Map must be in substantial conformance with the approved Tentative Map.
 - d) Final Map in conformance with any specific plan or overriding design guidelines within boundary.
2. Send to Public Works compliance letter or punch list that shall be completed prior to Planning Sign-Off
 - a) Compliance with conditions of approval, CUP, TPM, TTM: (i.e. easements, dedications, etc.)
 - b) Punch List of inadequacies or lack of information
 - c) New street names approved by Fire Department.
3. Public Works to check Public Works Development Requirements and Conditions. Obtain approved copy of the conditions and codes letter. They should be in the file, if not, obtain copy from the Planning Department.
4. Map corresponds with improvement plans if applicable.
 - a) Check all infrastructures, making sure all easements are shown; are they public or private?; are the streets public or private?; check landscape easements. Make sure the improvement plans match the Final Map.
5. Check Title Report first to describe boundary (The Reference on the Reports Needs to say for Map (i.e. for Subdivision Purposes).
 - a) Title Report current (within 6 weeks) and map represents fee title ownership. An updated report may be required prior to approval.
 - b) Check all signatures on the map against the Title Report. Either the Trustee or Beneficiary, not both, must sign the map.
 - c) Check for signature omissions.

D. DEDICATIONS & CERTIFICATION (SHOWN ON TITLE SHEET)

1. Dedicate Public Easements as required.
 - a) Check against approved tentative map and conditions of approval.
2. Dedicate Drainage and Flood Control Easements as required.
 - a) Check against approved tentative map and conditions of approval.
3. Signature omissions (66436 (a)(3)).
 - a) This can be found in the Title Report.
4. **All** easements shown on the map for dedication have appropriate wording in the owner's certificate, and purpose indicated on map.
5. Owners statement. (66436)
 - a) Check the wording as shown on sheets 4 through 9.
6. Surveyors/Engineer's Certificate. (66441 & 66449)
 - a) Check the working as shown on sheets 4 through 9.
7. Planning Commission Certificate (Final Maps Only). (66443)
 - a) Check the wording as shown on sheets 4 through 9.
8. County Surveyor's Statement. (66442 & 66450)
 - a) Check the wording as shown on sheets 4 through 9.
9. County Treasurer-Tax Collector's Certificate. Add exception clause if the tract is to be recorded between November 1st and March 1st. (66443)
 - a) Check the wording as shown on sheets 4 through 9.
10. Country Recorders Certificate (upper right hand corner of sheet 1). (66446b & 66465)
 - a) Check the wording as shown on sheets 4 through 9.
11. City Engineer's Statement. (66443)
 - a) Check the wording as shown on sheets 4 through 9. **(IMPORTANT)**
12. City Clerk's Certificate (Final Maps Only). (66443)
 - a) Check the wording as shown on sheets 4 through 9. **(IMPORTANT)**
13. All certificates signed and acknowledged with signatures and notary seals legible, using black opaque ink.
 - a) All signatures must be in black opaque ink; blue ink will not be accepted.
14. Improvement Certificate (Parcel Maps Only). (66411.1)
 - a) Check the wording as shown on sheets 4 through 9.
15. Check legal description against Title Report.
16. Check for any required street or easement abandonment's.
17. Check Deeds of Trusts listed in Title Report and compare to Ownership Certificate for correctness.

E. MONUMENTATION (CITY SURVEY DEPT. TO CHECK ITEMS 1 THROUGH 8)

1. All found monuments to be tied by survey and described with tag numbers and recorded reference. (Joe.)
2. Basis of Bearings, two found monuments of record, must be OCS GPS points (county requirement), approved by City Engineer, must appear in a statement and be labeled on each sheet of the map. (66343(c)) On there the county will check and verify.
3. At least one exterior boundary line of the subdivision must be adequately monumented or referenced before map is recorded.
4. Minimum 2" nominal diameter iron pipe required at all Section, Quarter Section, and Rancho corners.

5. All monuments shown as set on the map must be tagged. This includes spikes, etc. (Joe.)
 6. The map must show which monuments are to be set prior to recordation and that the remaining monuments will be set on or before a specified date provided a monument bond is posted.
 7. City Survey Section to field review monument, referenced on map for correct description and monument reference. (Joe Derleth.)
 8. City retains the right to require monuments to be set at points of control used to establish parcel boundary.
 9. Survey to Provide Monument Letter to Public Works.
10. Public Works to add comments from Survey Department Monument Letter to Comments Letter.

F. MATHEMATICAL ACCURACY & GEOMETRY (ALL BY COUNTY; NOT REVIEWED BY CITY)

1. All bearings, distances, and curve information shown to the nearest .01/ft. and nearest second.
 - a) Check this against the closure sheet furnished by the engineer.
2. Curve data (delta, radius, and length).
 - a) Check this against the closure sheet furnished by the engineer.
3. Radial bearings, non-tangent curve.
 - a) Check this against the closure sheet furnished by the engineer.
4. Sum of increments equals total distance or delta.
 - a) Check this against the closure sheet furnished by the engineer.
5. Areas net and gross (as required to nearest .01 of acre shown).
 - a) Check this against the closure sheet furnished by the engineer.
6. Street widths, any setback lines, and/or required widening must be shown on map.
 - a) Check against approved tentative map and conditions of approval.
7. Math closures must be correct to 1 part in 20,000. The sum of interior distances, curve data (give delta, radius, length, and a radial bearing) equal total. Areas (square feet or acres), must all compute accurately.

G. MAP BODY

1. The size of each sheet shall be 18 x 26 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of 1 inch. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. (66445)
2. The map shall be legibly drawn, printed, or reproduced by a process guaranteeing a permanent record in black on tracing cloth or polyester base film. Certificates or statements, affidavits, and acknowledgments may be legibly stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility. (No sticky backs on Final Map)
3. North arrow and scale on all map sheets.
4. Adjoining property owner's lot information including book and page of Official Records, and/or recent subdivisions including recorded information or ghost screened back print.

5. Show sidelines of all easements presently existing and of record by dashed lines on the map, all of which shall be adequately dimensioned with widths, lengths, bearings, and ties to the easements. Include instrument number or reference that establishes easement.
6. Map tie to next street intersection or a vicinity map.
7. Street names, spelling, R/W widths, setback lines and/or required widening.
 - a) Check against approved tentative map and conditions of approval.
8. Parcel designation. Lots designated by numbers. Letter usually designates private streets and landscape areas.
 - a) Check against approved tentative map and conditions of approval.
9. City boundaries must appear on the map. Label and arrow City Limit Line from the interior of City Territory; if adjoining territory is unincorporated print the words, "Unincorporated Territory of Orange County" therein.
10. Each lot/parcel must be shown completely on one sheet. If more than one sheet is required, the first sheet shall contain a small-scale, undimensioned map of the lot/parcels.
11. Key or index map showing sheet numbers.
12. The lettering on the map, relative to the north arrow directed away from the reader should be most conveniently read from the bottom (south) and right (east).
13. All lines lying outside the exterior boundary line shall be dashed.
14. The distinctive borderline shall be a solid line **three** times heavier than the next heaviest line on the map other than the margin.
15. All lettering on maps shall be a minimum of 0.10 hundredths of an inch in height. In addition, monument symbols shown on the map shall be of sufficient size to reproduce reference.
16. All record data shall be shown in parenthesis with its appropriate reference.
17. Date of Survey to be shown.
18. Engineer's/Land surveyor's wet seal.
19. Ghost lettering of underlying parcel, lots, and maps.
20. Room in upper right corner for Recorder information.
21. Additional comments: _____

22. Public Works to send first Plan Check Comments to Engineer (Repeat for further plan checks).

H. ROUTING SEQUENCE FOR SIGNATURES

1. City Engineer for PM or Tract Map
2. Planning Director after Council Approval for Tract Map
3. Planning Dept. Issues letter for PM
4. City Clerk to Release to Title Company

SAMPLE STATEMENTS (FINAL TRACT MAPS)
(Tract Dedication Accepted by City Clerk)

SURVEYOR'S/ENGINEER'S STATEMENT

I HEREBY STATE THAT I AM A (LICENSED LAND SURVEYOR OR REGISTERED CIVIL ENGINEER) OF THE STATE OF CALIFORNIA; THAT THIS MAP CONSISTING OF _____ SHEET(S) AND THE TRUE AND COMPLETE SURVEY MADE IN _____, WHICH IT CORRECTLY REPRESENTS WERE BOTH MADE BY ME OR UNDER MY DIRECTION; THAT THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY (OR WILL OCCUPY) THE POSITIONS INDICATED BY SAID MAP AND THE MONUMENT NOTES NOTED THEREON, AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

(Print Name)

L.S./R.C.E. No. _____ (Number)
My registration expires _____ (Month/day/year)

Used by HB when OCS does technical Review

CITY ENGINEER'S STATEMENT

I HEARBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND IT TO BE SUBSTANTIALLY IN CONFORMANCE WITH THE TENTATIVE MAP, AS FILED WITH, AMENDED, AND APPROVED BY THE CITY PLANNING COMMISSION; THAT ALL PREVISIONS OF THE SUBDIVISION MAP ACT AND CITY SUBDIVISION REGULATIONS HAVE BEEN COMPLIED WITH.

DATED THIS ____ DAY OF _____, 20 ____.

(Print Name)

CITY ENGINEER OF HUNTINGTON BEACH

BY _____

R.C.E. NO. _____ (Number)

MY REGISTRATION EXPIRES _____ (Month/day/year)

COUNTY SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT ALL MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT HAVE BEEN COMPLIED WITH AND AM SATISFIED SAID MAP IS TECHNICALLY CORRECT RELATIVE TO THE TRACT MAP BOUNDARY.

DATED THIS ____ DAY OF _____(month), 20____.

Name of Surveyor, COUNTY SURVEYOR

SAMPLE STATEMENTS (PARCEL MAPS)
(Parcel Dedication Accepted by City Engineer)

SURVEYOR'S/ENGINEER'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION (AND WAS COMPILED FROM RECORD DATA) OR (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 ME) ON (DATE). I HEARBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN SUCH POSITIONS ON OR BEFORE (SPECIFIED DATE); AND THAT SAID MONUMENTS ARE SUFFIEICIENT TO ENABLE THE SURVEY TO BE RETRACED. I HEARBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP.

(Signature)

(Print Name)

L.S./R.C.E. No. _____ (Number)
My registration expires _____(Month/day/year)

Used by HB when OCS does technical Review

CITY ENGINEER'S STATEMENT

I HEARBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND IT TO BE SUBSTANTIALLY IN CONFORMANCE WITH THE TENTATIVE MAP, AS FILED WITH, AMENDED, AND APPROVED BY THE CITY PLANNING COMMISSION; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND CITY SUBDIVISION REGULATIONS HAVE BEEN COMPLIED WITH.
AND DID ALSO ACCEPT ON BEHALF OF THE CITY OF HUNTINGTON BEACH:

1. THE EASEMENT FOR (STORM DRAIN, SEWER, WATER, PUBLIC UTILITY, ETC.) PURPOSES AS DEDICATED.
2. THE DOMESTIC WATER SYSTEM AND APPURTENANCES AS DEDICATED.
3. THE SANITARY SEWER SYSTEM AND APPURTENANCES AS DEDICATED.
4. THE STORM DRAIN SYSTEM AND APPURTENANCES AS DEDICATED.
5. ACCESS RIGHTS IN, OVER, ACROSS, UPON, AND THROUGH THE PRIVATE STREETS WITHIN SAID TRACT FOR THE PURPOSE OF MAINTAINING, SERVICING, CLEANING, REPAIRING, AND REPLACING THE WATER SYSTEM WITHIN SAID TRACT/PARCEL MAP AS DEDICATED.
6. THE EASEMENT OVER THE PRIVATE STREETS WITHIN SAID TRACT FOR POLICE AND FIRE DEPARTMENT ACCESS PURPOSES AS DEDICATED.
7. THE VEHICULAR ACCESS RIGHTS TO (Street Name) AS RELEASED AND RELINQUISHED.

DATED THIS ____ DAY OF _____ (month), 20____.

(Print Name)
CITY ENGINEER OF HUNTINGTON BEACH

BY _____ (Signature)
R.C.E. NO. _____ (Number)
MY REGISTRATION EXPIRES _____ (Month/day/year)

COUNTY SURVEYOR'S STATEMENT

THIS MAP CONFORMS WITH THE MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT AND AM SATISFIED SAID MAP IS TECHNICALLY CORRECT RELATIVE TO THE PARCEL MAP BOUNDARY.

DATED THIS ____ DAY OF _____ (month), 20____.

(OC Surveyor) COUNTY SURVEYOR

SAMPLE CERTIFICATES (FINAL TRACT MAPS AND PARCEL MAPS)

OWNERSHIP CERTIFICATE

WE, THE UNDERSIGNED, BEING ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN THE LAND COVERED BY THIS MAP, DO HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF SAID MAP, AS SHOWN WITHIN THE DISTINCTIVE BORDERLINE.

SAMPLE DEDICATION NOTES:

WE ALSO HEREBY DEDICATE TO THE PUBLIC FOR STREET PURPOSES: (Print Street Names).

WE ALSO HEREBY DEDICATE TO THE CITY OF HUNTINGTON BEACH:

1. THE EASEMENT FOR (STORM DRAIN, SEWER, WATER, PUBLIC UTILITY, ETC.) PURPOSES AS SHOWN ON SAID MAP.
2. THE DOMESTIC WATER SYSTEM AND APPURTENANCES AS SHOWN ON THE IMPROVEMENT PLANS FOR THIS TRACT/PARCEL MAP.
3. THE SANITARY SEWER SYSTEM AND APPURTENANCES AS SHOWN ON THE IMPROVEMENT PLANS FOR THIS TRACT/PARCEL MAP.

I HEREBY CERTIFY THAT THIS MAP WAS PRESENTED FOR APPROVAL TO THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH AT A REGULAR MEETING THEREOF HELD ON THE ____ (date) DAY OF _____ (month) 20____, AND THAT THEREUPON SAID COUNCIL DID, BY AN ORDER DULY PASSED AND ENTERED, APPROVE SAID MAP AND DID ACCEPT ON BEHALF OF THE PUBLIC, SUBJECT TO IMPROVEMENTS; THE DEDICATION FOR STREET PURPOSES OF: (Print Street Name)

AND DID ALSO ACCEPT ON BEHALF OF THE CITY OF HUNTINGTON BEACH:

1. THE EASEMENT FOR (STORM DRAIN, SEWER, WATER, PUBLIC UTILITY, ETC.) PURPOSES AS DEDICATED.
2. THE DOMESTIC WATER SYSTEM AND APPURTENANCES AS DEDICATED.
3. THE SANITARY SEWER SYSTEM AND APPURTENANCES AS DEDICATED.
4. THE STORM DRAIN SYSTEM AND APPURTENANCES AS DEDICATED.
5. ACCESS RIGHTS IN, OVER, ACROSS, UPON, AND THROUGH THE PRIVATE STREETS WITHIN SAID TRACT FOR THE PURPOSE OF MAINTAINING, SERVICING, CLEANING, REPAIRING, AND REPLACING THE WATER SYSTEM WITHIN SAID TRACT/PARCEL MAP AS DEDICATED.
6. THE EASEMENT OVER THE PRIVATE STREETS WITHIN SAID TRACT FOR POLICE AND FIRE DEPARTMENT ACCESS PURPOSES AS DEDICATED.
7. THE VEHICULAR ACCESS RIGHTS TO (Street Name) AS RELEASED AND RELINQUISHED.

*AND ALSO DID APPROVE THE SUBJECT MAP PURSUANT TO THE PROVISIONS OF SECTION 66436(A)(3)(A) OF THE SUBDIVISION MAP ACT.

 (Print Name)
 CITY CLERK OF HUNTINGTON BEACH

BY _____
 (Signature)
 DEPUTY

*This note is to be used when a public entity or public utility is listed as an omitted signature.

PLANNING COMMISSION CERTIFICATE (FINAL MAPS ONLY)

I, (Name)_____, SECRETARY TO THE PLANNING COMMISSION OF THE CITY OF HUNTINGTON BEACH, CALIFORNIA, DO HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND IT TO BE SUBSTANTIALLY THE SAME AS THE TENTATIVE MAP AS FILED WITH, AMENDED, AND APPROVED BY THE HUNTINGTON BEACH CITY PLANNING COMMISSION.

DATED THIS ____ DAY OF _____ (month), 20____.

 (Print Name)
 SECRETARY OF THE PLANNING COMMISSION
 OF HUNTINGTON BEACH

BY _____
 (Signature)

IMPROVEMENT CERTIFICATE (PARCEL MAPS ONLY)

PURSUANT TO THE PROVISIONS OF SECTION 66411.1 OF THE SUBDIVISION MAP ACT, NOTICE IS HEREBY GIVEN THAT ALL REQUIRED IMPROVEMENTS WILL BE CONSTRUCTED PRIOR TO FINAL INSPECTION.

COUNTY RECORDER'S CERTIFICATE

ACCEPTED AND FILED AT THE REQUEST OF

(Name of Requestor)

DATE: (Month/date/year)

TIME: _____ FEE: \$_____

INSTRUMENT NO: _____

BOOK: _____ PAGE: _____

(Name of Clerk-Recorder)

COUNTY CLERK-RECORDER

BY: (Name)

DEPUTY