



City of
SANTA CLARITA
 Engineering Services
 Phone: (661) 286-4060
 www.santa-clarita.com

FINAL MAP

Plan Review Checklist

Applicant Contact Information				Project/Case Information	
Name		Mailing Address <i>street# & Name</i>		Master Case #:	Engineering Project No.:
Company		City	State	Zip	Map No:
Email		Phone:		For City Use Only New Case # FMP	

Type of Map: Tract Parcel Purpose of Map: Subdivision Condominium Mobile Home Purposes
 Are Monuments Deferred: Yes No

Map check dates and status

Map Reviewer: _____ Phone: _____

Submitted	Returned	Status	Map Check Notes	
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____
#4	_____	_____	_____	_____
#5	_____	_____	_____	_____

Notes: Corrections are required for Circle items
Provide a written response to all plan review comments
Highlight any changes not requested on the previous map check
This Plan Check Expires, if a resubmittal is not received in 365 days [16.23.020(B)]

General Submittal Requirements:

- The map border is provided digitally as a polygon in AutoCAD format [16.29.030(F)]
- Map review, easement checking, and records management fees are provided [16.29.050, 16.29.060]
- Improvement Plans have already been submitted for plan check (Street, Sewer, Storm, Grading, and Street Light) [16.21.070, 16.21.090, 16.21.130]
- The map is sealed by a person licensed to perform land surveying in the State of California [66434]
- Two full size prints of the map are provided
- A digital file of the map, in PDF format is provided [16.29.030]
- The current County Assessor Map(s) are provided [16.29.030]
- The current subdivision report is provided along with supporting documents for all easements [16.29.020]
- Copies (and a list) of all record information (documents and maps) referenced on the map is provided [16.29.030]
- The approved Tentative Map is provided [66442]
- The Final Conditions of Approval are provided [16.29.060]
- The Development Agreement is provided, if applicable
- PDF file showing all combined public improvements that require easements [16.29.070]
- Closure calculations are provided and closure errors are < 0.017' (1:10000) [16.05.010, 16.29.030]

Requirements for Map Approval

Requirements for First Sheet(s)

- A 3”H x 4”V space is provided for County Recorder
- The map subtitle/description of the real property being subdivided is provided and is consistent with the subdivision report; includes complete reference to county records [16.31.010]
- The total number of lots and total area is shown
- Owner’s Statement is provided and includes correct dedications, offers, restrictions, open space, etc. based on Conditions of Approval and the approved Tentative Map (see “Map Certificates” on City’s website) [16.29.070, 16.31.210, 16.31.250]
- The signatures; owner(s) and trustees/beneficiaries; match the subdivision report [16.19.020]
- Documentation is provided to justify the authorization of signers for corporate owners and corporate trustees/beneficiaries
- The Surveyor's or Engineer's Statement is included (see “Map Certificates” on City’s website) [66441, 66442.5, 66449, 16.31.010]
- The Basis of Bearing is shown and is based on two found monuments [16.31.010]
- The City Engineer’s Statement is provided and includes digital PE and LS seals (see “Map Certificates” on City’s website / request AutoCAD file) [66442]
- The City Clerk’s Statement corresponds with the dedications and provides space for 2 ¼” seal (see “Map Certificates” on City’s website) [66440]
- The City Clerk’s Statement vacates existing easements, as applicable (see “Map Certificates” on City’s website) vacated easements are not shown, reference to recorded deed is shown [66434(g)]
- The Signature Omissions correspond with the subdivision report (subdivision guarantee) and the purpose and nature of each easement is indicated [66436(a)(3), 16.31.150, 16.31.170]
- Notary Acknowledgments are current (see “Map Certificates” on City’s website) [66436(c)]
- The Residential Planned Development Note, Condominium Note, and Drainage Note are included, as applicable (see “Map Certificates” on City’s website)
- The Special Assessment Statement is provided (see “Map Certificates” on City’s website) [66443]
- County Tax Certificates are correct and provide space for 2 ¼” county seal (see “Map Certificates” on City’s website) [66443]
- Any Lots subject to Hazards are listed in large font [16.31.230]
- Reference is made to signature omissions and notary acknowledgements if not on sheet 1

Requirements for Boundary Establishment

- Established street centerlines in or adjacent to the map are re-established by survey, shown on the map, referenced to the previous record, and notes indicate monuments found and/or if established by ties [16.05.010(B)]
- The exterior map boundary is established and monumented (found, set, or labeled “To be set”) with durable monuments at each corner of the map; but not more than 1,000 feet apart. [16.05.020, 16.31.030]

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- The precise location and the character (type, depth, tags, reference to record data) of each monument is shown [16.05.020, 16.05.050]
- Centerlines are monumented (found, set, or labeled “To be set”) at intersection, at Map border, and at the beginning and end of each curve [66434(c), 16.05.030]
- If monuments are found untagged and used for boundary establishment, they must be tagged by the Land Surveyor of Record; or offset monuments may be set [16.05.050]
- Establishment of all survey elements are in conformance with accepted survey practices [16.05.010]
- Recording information for recorded deed or filed map references are shown for all exterior boundaries of the map including public streets [66434(e), 16.31.030]
- Public street centerlines, section lines, boundary lines, easement lines, and all corners on the map boundary are established correctly [16.31.030]
- Names of exterior and interior streets are labeled and widths are dimensioned [16.31.130, 16.31.140]
- Section corners and section lines are identified
- Sketches are provided for easements originating outside the map boundary
- Calculations are provided for proportionate measures
- Field Book references are labeled correctly on the Map. (page 185 of County guide)
- Map is in compliance with State law regarding the California Coordinate System, if applicable
- Found monuments are referenced or labeled, “NO REF”
- All Iron Pipes found or set indicate outside diameter and vertical position relative to the ground
- Bearing and distance ties from the established corner to found monuments are shown, if applicable
- Display reference to all monuments including those searched for and not found

Requirements for all Map Sheets

- The map is identified as “Vesting” if applicable based on the Tentative Map
- The Title (Map Number) from the County of Los Angeles is shown [16.31.010, 16.31.050]
- “In the City of Santa Clarita, County of Los Angeles, State of California” is shown [16.31.010]
- The purpose of the map is indicated, unless for “subdivision purposes” (i.e. “For Condominium Purposes” or “Division of Land for Mobile Home Purposes Only”) [16.17.020]
- Sheet number and total number of sheets is shown [66434(b), 16.31.050]
- Sheet size is 18” x 26” with a 1” blank Margin on all sides [66434(b)]
- Ink is black (no grayscale) and permanent [66434(a)]
- All text is solid lettering
- Minimum text size is 0.08”, no text is obscured, and no line work is overlapping
- The map scale used is a standard engineering scale and is sufficient to show all line work, labels, dimensions and text [66434(b), 16.31.050]
- Details are provided as needed to clarify dimensions [66434(b)]
- The North arrow is shown and oriented correctly; text is oriented to be read from the bottom or lower right [16.31.040, 16.31.050]
- No words are misspelled

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- The distinctive map border is included in the legend on sheet 1 and all sheets showing the map boundary [66434(e)]
- The map boundary is delineated (distinctive map border) on all mapping sheets [66434(e)]
- Adjacent sheets are referenced [66434(b), 16.31.050]
- All existing easements are shown on the map and mathematically tied to the map border with centerlines or sidelines; or have been verified to be ‘indeterminate’ or ‘blanket in nature’ and are designated as such on the map and in the subdivision report [16.31.170, 16.31.180]
- All easements are identified and the record reference is shown, easement lines are subordinate to lot lines [16.31.150, 16.31.200]
- Existing private easements are subordinated to proposed dedications or vacated [16.19.030]
- Natural drainage courses, flood hazard areas, and geological hazard areas; are included on the map sheet, included in the legend, and dedicated in the owner’s statement, as applicable
- All proposed dedications, easements, restrictions, etc. shown in the owner’s statement are located within the map, identified in a legend based on the City’s standards, and are mathematically tied to the map border
- Storm drains easements, sanitary sewers easements, and fire access easements are designated by fine dashed lines [16.31.160, 16.19.070]
- All existing and proposed, public and private easements, including widths, are shown on the map [16.31.150, 16.31.180]
- Proposed easements shown on the map are labeled or included in a legend on each sheet, as applicable (see “Map Certificates” on City’s website)
- Proposed easements are consistent with the approved improvement plans (street, sewer, storm, flood control) [16.19.080]

Mathematical Requirements [16.29.070]

- The total area shown on Sheet 1 matches the closure calculations
- Closure calculations match the data shown on map and allow all data shown on the map to be verified [16.31.080, 110 66434(c)]
- Gross lot area, and net lot area where required, is shown for each lot and match the closure calculations. (guidelines for net area calculations are on City’s website) Square Feet are shown if the lot size is less than 0.75 Acre [16.31.110]
- Bearings and Distances are shown for all lines [16.31.080, 16.31.140, 16.31.180]
- Radius, Delta and Length are shown for all curves [16.31.100, 16.31.140]
- Closure calculations match distances shown on the map within 0.01 feet
- Closure calculations match angles shown on the map to the second
- The sum of the parts is equal to the overall dimensions [66442]
- Radial bearings are shown for each terminus of non-tangent curves
- Radial bearings are shown where side lot lines intersect street right of way
- The tangent bearing into a curve and the tangent bearing out of a curve are consistent with the curve delta for all curves (negative or positive)

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- Duplicate data on adjoining sheets is consistent
- Easement Widths and Railroad ROW widths are shown [16.31.140, 16.31.180]

Miscellaneous Requirements

- All Lots created by the map have access to a public street [16.07.010]
- Lots are numbered consecutively and each lot is shown entirely on one sheet [66434(d), 16.31.070]
- City/County boundary is delineated, and mathematically tied to the map, if applicable [16.31.120]
- Every line shown on the Map is identified
- Existing easements are labeled with “OF” [16.31.150]
- Proposed dedications are labeled with “TO”
- A sheet index is provided, if required
- The Map conforms to the approved tentative map (number of lots, use of lots, lot configuration, street widths and location, easements widths and location, restricted use areas, open space, etc.) [66442, 16.29.070, 16.21.250]
- The conditions of approval, that affect the approval of the map, have been complied with
- The map complies with the Development Agreement, if applicable
- If the map is phased, show the remainder area within the subdivision and label it “DESIGNATED REMAINDER” [66434]
- Street Names are consistent with the approved “Street Name” Exhibit. (Adrian Silva) [16.31.130]
- The map includes Trail Dedications, if required (Jeff Morrison)
- Dedication for public easement is provided for access to public waterway [66478.5]

Final Review for Approval

- Final subdivision guarantee has been provided
- Required signatures (owner(s) and trustees/beneficiaries) along with authorization documents are provided

For Inclusion on Council’s Agenda

Engineering Services

- Map, including only proposed lots as polygons, is provided in AutoCAD format [16.29.030(F)]
- Signed Mylars are provided
- CC&Rs have been approved, if applicable: Typical comments on the CC&Rs include granting the City the authority to review, comment, and approve any revisions, affecting city conditions, to the CC&Rs – Signature not required; and granting the City the right but not the obligation to enforce the provisions of the CC&Rs.
- CC&R review fee, based on time spent, has been paid
- Separate Instruments, required by the conditions of approval, have been submitted, reviewed, and approved, and all required plan check fees have been paid [16.29.050]
- Grant Deed has been prepared to transfer common lots to the HOA/POA
- Will-serve letters have been provided (Water, Cable TV, and Electric) [16.21.190, 66473.7]

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- Underground utilities letter has been provided (see sample on City's website)
- Non-interference letters have been provided from all Utilities and or public entities (Edison, Gas, Time Warner, AT&T, CLWA) that have any easement rights within the map border 66434(g)
- Fee receipt from the Sanitation District for Annexation has been provided, if applicable
- Annexation into Streetlight Maintenance District is approved, as required (Sue Lynch)
- Annexation into Landscape Maintenance District is approved, as required (Darin Seegmiller)
- Parks and Trail requirements have been met, as required (Jeff Morrison)
- If sewer is not available, the written approval from the County of Los Angeles Health Department for the location of the proposed septic system(s) has been provided. Note: Compliance with FEMA Publication 348 for construction of a sewage system in a FEMA flood hazard area is required
- Reciprocal access easement and maintenance agreement has been addressed for all shared driveways within the project site, as required
- Improvement plans are approved (Street, Sewer, Storm, Grading, and Street Light) [16.21.090]
- Inspection fees for all improvements have been paid. [16.23.010]
- All Plan check fees for improvements, map review, and separate instruments have been paid [16.23.010, 16.29.040, 16.29.060]
- Bond amounts (for construction, inspection, and one year warranty) for Streets, Sewer, Storm, Grading, and Street Lights are approved [16.23.010, 16.23.030, 16.23.050]
- Faithful performance bonds and labor & materials bonds, or other security, are provided for Streets, Sewer, Storm, Grading, and Street Lights [16.23.030]
- Bond Processing fees have been paid [16.29.050, 16.29.060]
- An executed contract with the water utility; and proof of security for the construction of water system improvements, posted to the water utility, has been provided [16.23.040]
- Cash security deposit to cover setting monuments, setting centerline ties, and providing corner records has been paid for deferred survey monuments, if applicable (\$400.00 per boundary monument deferred + \$900.00 per centerline monument deferred with a minimum of \$3,500.00; or other amount determined by the land surveyor and approved by the City Engineer) [16.23.030, 16.23.070]
- Provide a "Staking Exhibit" showing all existing control monuments together with survey monuments to be set, along with a point coordinate file of all monuments.
- Survey monument inspection fees have been paid (\$155.00 per map + \$40.00 per monument for all monuments shown on map) [16.29.050, 16.29.060]
- The "Subdivision Improvements Agreement", executed in duplicate, is provided [16.21.020, 16.29.070]
- Street maintenance fees have been paid, based on approved asphalt quantities (\$0.40 per square foot of new asphalt for public streets) [16.21.070]
- Storm Drain Transfer Processing Fee has been paid if required by conditions of approval
- Bridge & Thoroughfare Fee has been paid, or deferred to building permit [66484]
- Park in Lieu/Quimby Fee has been paid, or deferred to building permit [66477]
- Transit Mitigation Fee has been paid, or deferred to building permit [66484.7, 66475.2(b)]
- *Plan Reviewer:* prepare agenda item for City Council Approval

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- *Plan Reviewer*: confirm the map polygon, with the case number assigned as an attribute, is included in GIS

Other City Divisions

- *Planning*: Lot area, lot frontage, and lot configuration complies with current zoning requirements. All planning conditions related to Map approval are satisfied. The Tentative Map has not expired
- *Traffic and Transportation Planning*: Street widths, intersection angles and sight distance easements are provided. All traffic conditions related to Map approval are satisfied.
- *Parks, Recreation & Community Services*: Dedications and easements are provided to address parks and Trail requirements. All Parks, Recreation & Community Services conditions related to Map approval are satisfied.
- *Transit*: Right of Way and/or easements are provided to address bus stop requirements. Fees are satisfied. All Transit conditions related to Map approval are satisfied
- *Building and Safety*: All Building & Safety conditions related to Map approval are satisfied
- *Special Districts*: All required Annexations and other Special District conditions related to Map approval are satisfied. Fees are satisfied.

For Recording Map (within 12 months of Council Approval) [16.29.070(D)(5)]

- Map is routed for staff signatures as authorized by City Council
- Applicant provides the city plan reviewer with notification and receipt that tax bond amount has been determined and bond has been paid through Los Angeles County Department of Public Works
- Applicant provides the city plan reviewer notification that final subdivision guarantee has been sent to the Los Angeles County Department of Public Works, Subdivision Mapping Section
- City of Santa Clarita delivers the signed map (Mylar) to the County of Los Angeles, Department of Public Works, Subdivision Mapping Section

For Building Permit

- A copy of the Recorded CC&R's have been filed with the City Clerk's Office

To release the Survey Monument cash security deposit

- The surveyor of record submits a letter stating that all monuments have been set per the map. The request should include copies of the corner records (Centerline Tie Notes) approved by the County of Los Angeles, if centerline monuments are required.
- The surveyor of record requests a survey monument field inspection and an authorized representative, familiar with the location of the set monuments, meets with the City staff in the field to inspect the survey monuments
- After inspection, the City will release the security deposit to the owner or surveyor [16.05.060]