



**Standard Check List for Tract
Maps and Parcel Maps**

Engineer of Record:

Owner / Developer:

Tract / Parcel Number:

Check #:

NOTE: All items listed are based on the County of San Bernardino Final Map Standards Dated Jan 01, 2003 and current City of Victorville Ordinances. Should conflicts arise between the two, the City Ordinance shall prevail.

		COMPLIANCE	NON - COMPLIANCE	NOT APPLICABLE
1	Agrees with approved Tentative Map or approved modification thereto			
2	Compliance with Conditions of Approval: Easement Dedications: (1) Roads (2) Storm Drainage (3) Reciprocal Access (4) Public Utility Easements (5) Landscape Easements (6) Slope Easement (7) Sewer Easement (8) Other			
3	<u>Basis of bearings:</u> two found monuments on map of record, celestial observation, Calif Coord System and GPS with control scheme and reference stations used. Surveys tied to Basis of Bearings PLS Act (8764(b)) Must be labeled on map.			
4	Overall Survey Closure Report to include: sectional areas as well as map boundary. Closure report must match bearings and distances shown on map.			
5	Sum of the increment parts equals total distance, total arc length, delta angles, etc. (appropriate rounding shall be performed)			
6	Street widths correspond with general plan circulation map and Conditions of Approval of Tentative			
7	Record Bearing and Distances and Curves Parenthesized and source of record data identified with Map Bk & Pg or Deed Bk & Pg			
8	Bearings and distances of all lines shown			
9	All distances in feet and hundredths thereof			
10	Curve Data (Delta, Tangent, Radius, Length)			
11	Radial Bearings of Non Tangent Curves and between two curves			
12	Complete Lot Closure Calculations to include: Tract Boundary, Survey Sections, Right of Ways, Street Centerline Data and Complete Curve Data showing Radials In and Out, Coordinates to 4 decimal places			
13	All locatable easements, Offers of Dedication, Rights and interests, Deeds of Trust, etc. per the title report, shall be referenced on map including widths.			



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14	Sectionalized lands: show method of subdivision			
15	All easements shown on the map for dedication have appropriate wording in the owner's statement, wording on city council's acceptance certificate, purpose indicated on map and tied to map. (consistent between statements and map)			
16	Lot Numbers (sequential numbering with no duplicates) (66434(d))			
17	Map size (18"x26"), permanent record material, one inch clear margin (66434) (Plot on the front side of mylars) Refer to Auditor/Contoller-Recorder Map Requirements dated 12/12/02			
18	Show and tie to map property lines all easements of record, include dedication Book and Page, or document number			
19	The exterior boundary of the land included within the subdivision shall be indicated by distinctive symbols and clearly so designated. The map shall show the definite location of the subdivision, and particularly its relation to surrounding surveys. (66434(e))			
20	Owner's Statement (66436) (consistent between statements and map)			
21	Notation or reference to additional information required by (66434.2) and (66434(f))			
22	All monuments found, replaced or removed by construction shall be described as to kind, size, tag numbers, reference to record (or no reference). All reference to monuments must be shown as the most recent replacement. Description shall include the relative position of the monument with respect to the ground / finish surface.			
23	Adjoining Subdivisions shown with map number, Recorder's Book & Page, show existing lot lines (dashed) and lot numbers (shadow font)			
24	Legend: All record data identified by map bk and page or deed bk and page. Show symbols for monuments found and set. Show complete wording for all abbreviations used on map			
25	Details shall be provided for clarity in a larger scale			
26	Title Block: "Tract Map No. _____", name and legal designation of property in which the survey is located; city, county, state. Minimum text height for tract number is 0.5 inches. Ref Sec, Township and Range			
27	Surveyor's/ Engineer's Statement signed, sealed, exp. Date (66441)			
28	County Recorder's Statement (66442(b))			
29	Board of Supervisors' Statement			
30	Auditor's Certificate			
31	Graphic Scale and North Arrow (standard engineering scale)			



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32	North arrow shall point to the title			
33	Approved complete street names per City Development Department, correct spelling, R/W width and centerline data			
34	R/W's and lot lines shown as thin solid lines; all others shown by medium dashed lines (boundary line width is at least three times the width of all other lines)			
35	City limit lines shown with distinctive thick dashed line if part of tract boundary			
36	Sheets numbered (66434(b)) example: Sheet 2 of 6 Sheets			
37	Each lot must be shown on a sheet. If more than 2 map sheets are required, an index/boundary map showing the area covered by each sheet shall appear on the first map sheet			
38	Monument Bond or surety. Specify date to be set in Surveyor's/Engineer's Statement			
39	Abandonment Certificate for excess rights			
40	Trustee or beneficiary to sign map			
41	Receipt of Certified Mail to any Public Entity or Public Utility which has previously acquired a right of way or easement. (66436(a)(3)(A)(i))			
42	Signature Omissions (Required for all parties with rights and / or interest whose signature is not required)			
43	City Engineer's Statement			
44	Engineer's/ Surveyor's Notes			