



# IMPERIAL BEACH California

Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments.

Project ID (MF)/ Description:	
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Submittal No.	
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Yes	No	N/A	ITEM OR DESCRIPTION
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**MAP SUBMITTAL PACKAGE REVIEW (Non-compliance with bold items can trigger rejection of submittal)**

Reviewer / Date:	
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			<b>1 electronic copy Tract or Parcel Map processed with a Tentative Map* <u>OR</u> 1 electronic copy of Parcel Map processed without a Tentative Map**</b>
			<b>1 electronic copy of Site Plan (only applies to Parcel Maps processed without a Tentative Map)</b>
			<b>1 electronic copy of a current title report (Dated within last 90 days)</b>
			<b>1 electronic copy of closure calculations (<u>signed &amp; sealed by LLS or RCE</u>)</b>
			<b>1 electronic copy of <u>all</u> easements, deeds and maps listed in the Title Report</b>
			<b>1 electronic copy of any other maps and deeds used to the prepare map</b>
			<b>1 electronic copy of Articles of Incorporation (needed for authority to sign map)</b>
			<b>All Map Review Fees</b>

<b>MAP REVIEW CHECKLIST (Non-compliance with bold items can trigger rejection of submittal)</b>			
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>ITEM OR DESCRIPTION</b>
Reviewer / Date:			
<i>Formatting</i>			
			<b>Map sheets 18" X 26" with 1" border from edge?</b>
			<b>Map includes a Scale?</b>
			<b>Map includes complete Standard Legend? (Include all found and set pipes and monuments-Include "As Noted")</b>
			Map Certificates formatted correctly? (Ownership Certificates, Engineers' Certificates, Clerk's and Recorder's Certificates)
			Legal Description at upper right of Title sheet with description of property such as "BEING A PORTION OF THE ...ETC."
			Map includes a North Arrow?
			All standard notes as required, including area within distinctive border?
<i>Map</i>			
			Owner's Certificate includes all public and private easements required and shown on map?
			Owner name printed below signature line in ownership Certificate?
			Company name printed on signature line? (If corporation or partnership include company name above signature line with space for signature and name and title below line)
			Trustee and/or Beneficiary signature(s) on map?
			Notary Certificate(s) complete and correct? (Notary Certificate filled out for each signatory with current license and no stamp.
			Engineer's/Surveyor's Certificate correct?
			Map signed and stamped by RCE/LLS?
			City Clerk's Certificate correct?
			City Engineer's/Surveyor's Certificate correct?
			Clerk of the Board of Supervisor's Certificate?
			CEQA Certificate?
			County Recorder's Certificate correct?
			Administrative Services Director Certificate correct?
			Signature of Omission of Easement if required?

Yes	No	N/A	ITEM OR DESCRIPTION
<i>Technical</i>			
			<b>Map conforms to Tentative Map, Planning conditions, Map Act and City Muni Code?</b>
			<b>Distinctive Border Line shown? (Distinctive Border Line around property to be subdivided-easements and ROW dedicated by this map to be within the distinctive border line)</b>
			<b>Basis of Bearing indicated? (Basis of Bearing: Must be between two found monuments of record and include distance and bearing. Provide TIE to boundary with bearing and distance)</b>
			<b>Lots designated by numbers or letters?</b>
			Map references shown?
			Public Street Dedication shown?
			Public Service Easements and other public easements shown?
			Private easements shown?
			Restricted Access required/shown?
			Geologic Set Back Zone required/shown?
			All streets shown and ROW dimensioned?
			All streets (public, private) named?
			Curve data for all curves?
			Radial Bearings for all non-tangent curves?
			Parcel tie to next sheet?
			Subdivision boundary monumentation complies with Imperial Beach Muni Code Section 18.60.020?
			All new Public and Private Street monuments are City Standard?
			Existing / found monuments verified by Record Maps?
			Witness monuments shown?
			Map agrees with Record Data? (Adjoining record maps or records of survey-(give record data and provide copies of documents))
			Record and measured data shown and differentiated?
			Closure calculations indicate area? (Survey Closure Calculations must include: gross area within Distinctive Border line, individual lot areas and public street areas dedicated by this map)
			Property borders County or another City? (If the property is next to city boundary with county or other city, show and label it)