

Parcel Map checklist City of El Cajon

Date & Initial = OK
Blank = DEFICIENT
----- = N/A

(Applicable Map Act Section & Municipal Code)

	EOW	Check	Verify
1. Title Sheet Data:	-----	-----	-----
a. Description of land (16.32.070, 16.20.060 A) and approximate total acreage			
b. *Land owner's certificate (Beneficiary or Trustee, but not both, can be omitted) (16.32.040 B, 16.20.110 I, 66445 e, 66436): Subdivider only if no dedication.			
c. Dedication and Acceptance included in Land Owner's and City Engineer's Certificate. (Owner & CE) (16.32.040 C,F, 16.20.070 D & 110 J)			
d. *Acknowledgments (Notary Public: Stamp or name, county & expiration) (16.32.060, 66445 e, 66436)			
e. *Registered Engineer's Certificate & stamp: Deferred monumentation statement/setting monuments within one year (16.32.040 D, 66449 a) (If RCE, #≤33,965)			
f. **City Engineer's certificate & stamp (16.32.040 A, 66450)			
g. *Utility Interest (acceptance)/(Easement) (16.32.070, 16.20.070 E)			
h. Signature omitted. Names & nature of easements. (16.32.040 B, 16.20.110 I, 66445 e, 66436) Statement if easements are not definitely located. (16.32.070, 16.20.070 A)			
i. County Recorder for filing (16.32.040 E, 66449 b)			
j. Parcel Map Name, if any, or TPM No. on top center of Sheet 1			
k. TPM No. (all sheets)			
(KEY: * Signatures required (prior to Council Action if required). **Signatures required (after Council Action if required) prior to release to Title company)	-----	-----	-----
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2. Title Sheet additional notes: (Not required in M.C., nor Subdiv. Act)	-----	-----	-----
a. Subdivision Guarantee info. (16.32.050)			
b. City Council Resolution of TPM approval			
c. City Council Resolution of planning action (PRD/PUD) approval			
d. Subdivision Agreement for Public Improvements is on file with the City.			
e. Improvement plans drawing No. & Drainage plan references			
f. School district assessment info.			
g. Certification of Soils Report and date (16.04.080, 66434.5)			

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	EOW	Check	Verify
3. Sheet Size 18" x 26" (including 1" margin) (66445 b)			
4. Sheet Numbers and total number of sheets (Index sheet for more than 2 sheets, Scale: 1"=200')			
5. Vicinity map			
6. North arrow and scale (16.32.070, 16.20.060 B,)			
7. Match with TPM			
8. Subdivision Boundary lines (66445 d)			
8.a. All subdivision boundary monuments shown on map			
8.b. All subdivision interior monuments, or general statement, shown on map (if applicable)			
9. Basis of bearings (16.32.070, 16.20.060 B)			
10. Tie points found (basis of bearing) (Map references, section corners)(16.32.070, 16.20.060 B & 080 D)			
11. Show existing monuments outside Subdivision			
12. Names of all streets: existing and future (66445 C)			
13. Street centerline ties to intersections, monuments			
14. Surrounding map numbers and names (66445 d)			
15. Centerline data on all streets, alleys, and easements (distance, bearing, radial bearing, radius, angle, width, half street width, width of dedications)			
16. Street, alley, easement dedications			
17. Easements: length, width, and type (shown by broken line) (16.32.070, 16.20.070 A-E) Statement on cover sheet if not definitely located.			
18. Show a solid line separating all private ways, easements and other rights-of-way not to be accepted as public streets (16.32.070, 16.20.060 E)			
19. Lot Numbers (Check Tentative Map) (66445 c)			
20. Each lot shown entirely on one sheet			
21. Distances & bearings and closure: Lots, blocks, boundaries, streets, easements, etc.			
22. Bearings and distances on all straight lines and Curve data (radius & arc and angle) on all curves			
23. Radial lines marked on all compound, reversing, and non-tangent curves			
24. Traverse info submitted, checked and match with Map (Boundary, lots, blocks, streets, easements, etc.)			
25. Lot acreage to the thousandths			
26. City Boundary lines			
27. Future freeway			

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28. Notation made on each sheet where area in map is subject to flood hazard (16.32.030, 16.32.070, 16.20.060 D)			
29. Check improvement plans and drainage plans for conformity, including right of way, easements, other			
30. If no grading proposed, state on Parcel Map			
31. Will Serve Letters			
a) Water Company Clearance Letter			
b) SDG&E Clearance Letter			
c) Pacific Bell Clearance Letter			
d) Cox Cable Clearance Letter			
Phasing of a Map not approved for TPM. (16.32.020)			