



CHECKLIST
**PARCEL MAP/
FINAL MAP**

Please Type or Print

File No.	Quad.
Related Files	
Department Use Only	

G E N E R A L I N F O	LOCATION OF PROJECT (ADDRESS)	ASSESSOR'S PARCEL NUMBER(S)	NO. OF PROPOSED LOTS	
	NAME OF PROPOSED PROJECT			
	APPLICANT NAME	ADDRESS	APPLICANT'S PHONE () -	
	PROPERTY OWNER'S NAME	ADDRESS	PHONE () -	
	NAME OF ENGINEER/SURVEYOR		LICENCE NO.	
	ADDRESS		PHONE () -	
NOTE: Final Maps and Parcel Maps must be prepared by a registered civil engineer or land surveyor.				

S U B M I T T A L R E Q U I R E M E N T S	NUMBER OF COPIES			
	<input type="checkbox"/> Eight (8) blueline or blackline copies (18" x 26") folded 8 2/3" x 9" (in thirds, then in half, with the lower right corner of the drawing left as the visible portion), of the map showing the proposed division clearly and legibly with accurate dimensions and including the following information (please check, or mark as not applicable):			
	CERTIFICATES AND ACKNOWLEDGMENTS			
	Required on the First Sheet or Sheets:			
	<input type="checkbox"/> 1. Owner's certificate (individual/partnership/corporate). <input type="checkbox"/> 2. Owner's acknowledgment (individual/partnership/corporate). <input type="checkbox"/> 3. Trustee or beneficiary (if such exists) certificate and acknowledgment. (Note: On parcel maps these items are only required in the event of a dedication being required as a condition of subdivision approval). <input type="checkbox"/> 4. Engineer's or surveyor's certificate and seal. <input type="checkbox"/> 5. Owner's of interest certificate (if applicable). <input type="checkbox"/> 6. City Engineer's certificate. <input type="checkbox"/> 7. City Auditor's certificate. <input type="checkbox"/> 8. City Clerk's certificate. <input type="checkbox"/> 9. County Tax Collector's certificate. <input type="checkbox"/> 10. County Clerk's certificate. <input type="checkbox"/> 11. County Recorder's certificate. <input type="checkbox"/> 12. Certificates of other agencies accepting offers of dedication.		<input type="checkbox"/> 19. Date prepared. <input type="checkbox"/> 20. Sheet number and number of sheets (if more than one sheet is required). <input type="checkbox"/> 21. Name of party (company) responsible for preparing the map. (Map Prepared By: _____.) Required On the First Sheet Only: <input type="checkbox"/> 22. Name and legal designation of property as recorded with record reference (acquisition deed number). <input type="checkbox"/> 23. Tentative parcel/final map file number in the lower right hand corner of the title block.	
	NOTE: All certificates shall be in accordance with state law and in the format kept on file in the offices of the Engineering Division of the Department of Community Development.		GENERAL INFORMATION	
	TITLE BLOCK		Required on All Sheets:	
	Required on All Sheets:		<input type="checkbox"/> 24. Sheet size 18" x 26" (outside dimensions). <input type="checkbox"/> 25. 1" blank margin all around the edge of the sheet. <input type="checkbox"/> 26. No use of ditto marks.	
	<input type="checkbox"/> 13. Title block located in lower right hand corner of drawing. <input type="checkbox"/> 14. Assessor's parcel number(s). <input type="checkbox"/> 15. Name of project or parcel map number <input type="checkbox"/> 16. Total Number of lots. <input type="checkbox"/> 17. Total number of common parcels (if applicable). <input type="checkbox"/> 18. Total project acreage (to the nearest 0.01 acre).		Required on Specific Sheets	
			<input type="checkbox"/> 27. Key map (if more than two map sheets are required). <input type="checkbox"/> 28. Location map (to be located on the first map sheet or the key map, if one is required, and to be oriented in the same direction as the parcel/final map). <input type="checkbox"/> 29. Title company name (to be located in the lower left corner of the first sheet only).	
		MAP REQUIREMENTS		
		General Requirements (Required On All Map Sheets):		
		<input type="checkbox"/> 30. North arrow (to be upward facing, if practical). <input type="checkbox"/> 31. Scale (written and graphic). <input type="checkbox"/> 32. Symbols legend. <input type="checkbox"/> 33. Basis of bearings (bolded), tied to the City of Santa Rosa coordinate system if possible. <input type="checkbox"/> 34. The exterior boundary of the subdivision designated by a distinctive border. <input type="checkbox"/> 35. Reference to adjoining tracts or lots (record data). <input type="checkbox"/> 36. Reference to adjoining map sheets (if more than one map sheet is required). <input type="checkbox"/> 37. Reference to adjoining railroads and highways		
DATE CHECKLIST RECEIVED	CHECKLIST RECEIVED BY	ENGINEERING & INSPECTION FEES: (Not applicable if this application is accompanied by a Final Map or Parcel Map application.)	Receipt No.	

