



FINAL OR PARCEL MAP SUPPLEMENTAL APPLICATION

Public Works Department, Development Engineering Division
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For Staff Use Only

SUBDIVISION # _____

- Engineering Application with SOU
- Map Check Deposit
- Title Report(s)
- Closure Calculations
- Map
- Completed, signed checklist
- Copies of any pertinent maps /deeds/ other references used

The map accompanying this supplemental application has been checked by me or under my direction for completeness and consistency with the items in this checklist, and is submitted for your examination and filing.

Subdivision No.: _____ Surveyor/Engineer Name: _____

Address: _____ Signature: _____

Name of Engineering Firm: _____ Date: _____

Phone No: _____ Email: _____ LS or RCE No.: _____

INSTRUCTIONS: Check YES that you comply or N/A to indicate not applicable next to each item. Any requests for exceptions shall be made in writing and included in Section G. Numbers in parentheses indicate Subdivision Map Act or City of Walnut Creek Municipal Code Section reference. Authority: State Subdivision Map Act (66434 & 66445 Govt. Code), City of Walnut Creek Municipal Code Title 10, Chapter 1.

A. GENERAL

Yes	N/A	
		Agrees with the approved Tentative Map.
		Compliance with Conditions of Approval.
		Easements and monuments correspond with improvement plans.
		Title Report current (within 6 months) and map represents fee title ownership. An updated report may be required prior to approval.

B. DEDICATION, CERTIFICATES & STATEMENTS

Yes	N/A	
		Parcels intended for public use offered for dedication for public use. (10-1.403.5c)
		Dedicate easements as required. (10-1.403.5.c)
		Dedications and offers of dedication shall be made by certification on the map OR by separate instrument, recorded prior to or concurrently with map.(10-1.403.5.c & 66477.5)
		Wording on map must match any documents to be recorded with map.
		Waiver of signature on Map. Notification secured from public utilities or entities. (66436 & 66445(f))
		All easements shown on the map for public and private dedication have appropriate wording in the Owners Statement, and purpose indicated on map.
		Owners Statement (66436; 10-1.403.5.c(1)) and Acknowledgement.
		Trustee's Statement (66436; 10-1.403.5.c(2)) and Acknowledgement. (Check signature requirements for corporations, etc.)
		Surveyor's/Engineer's Statement including signature, seal, number and expiration date. (66441 & 66449; 10-1.403.5.c(3))
		Name of person authorizing map. (66436)
		Soil Engineer Statement or Soils Report Statement (66434.5 & 66443; Final Map: 10-1.403.5.c(4))
		City Engineer's Statement (66450; 10-1.403.5.c(5))
		City Surveyor's Statement which includes L.S. number (66442, 66449 & 66450; 10-1.403.5.c(5))
		Planning Commission Statement or Zoning Administrator Statement (66443; 10-1.403.5.c(6) & 10-1.502.4)

B. DEDICATION, CERTIFICATES & STATEMENTS (cont.)

Yes	N/A	
		City Clerk's Statement. (10-1.403.5.c(7), 10-1.502.4)
		County Clerk of the Board's Certificate. (66464 & 66440; 10-1.403.5.c(8))
		County Recorder's Statement. (66499 & 66466; 10-1.403.5.c(9))
		The following box-surrounded disclaimer is required to be placed above all notary statements .(GOV 8202) <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.</p> </div>
		For SB9 Urban Lot Splits, include a note stating that no further subdivision is required per Walnut Creek Municipal Code Sec. 10-1.1405(D).
		For final submittal, all certificates and statements signed and acknowledged with signatures legible, using BLACK permanent ink. (66436(c))
		For final submittal, owner, trustees, beneficiaries, and title company have reviewed and approved map format and contents for signature.

C. MONUMENTATION

Yes	N/A	
		All "found monuments" tied by survey and described with tag numbers and record reference.
		Basis of Bearings: Must appear in a statement on each map sheet, labeled on map, and based on Zone III of the California Coordinates. Shall be between TWO found monuments of record, or other acceptable method. (approved by City Surveyor) (66434C; 10-1.403.5.d)
		Tie to Basis of Bearings. (P.L.S. 8764) (66434C)
		Tie to all adjoining or nearby surveys. (66434C)
		Set Monumentation. (10-1.403.3) (Adequacy approved by City Surveyor)
		Standard street monuments required in existing or proposed streets at intersection and begin & end of curves. (10-1.403.5f)
		At least one exterior boundary line shall be monumented prior to final map recording (10-1.403.3)
		Minimum 2" nominal diameter I.P. required at all Section, quarter-Section and Rancho corners.

D. MATHEMATICAL ACCURACY & GEOMETRY

Yes	N/A	
		All bearings and distances, and curve information shown to nearest .01' and nearest second (01"). (10-1.403.5.e)
		Curve data shown (Δ ,R,L). (10-1.403.5.e)
		Radial bearings of non-tangent curves.
		Sum of increments equals total distance or delta.
		Areas net and gross (as required to nearest 0.01 of acre or square footage) (Net is gross area less area for public or private roadway purposes.)
		Street widths and/or required widening must be shown on map.
		Math closures correct to 1 part in 20,000. The sum of interior distances, curve data (show Δ ,R,L, and radial bearings) equal total. Areas (square feet or acres) all compute accurately. (MC 10-1.403.3, 10-1.502.2).
		Closures provided for all contents of the map, including but not limited to parcels, lots, streets, easements, and monument lines. (10-1.403.6.a(6))

E. MAP BODY

Yes	N/A	
		Full map size 18" x 26" (check before submitting) with 1" border, clear of any printing, (16"x24") inside border. Scale not less than 1" = 100'. (66434, 66445; 10-1.403(4))
		When four or more sheets, include a key sheet. (66445b; 10-1.403(4))
		Title Block: Assigned subdivision number followed by "City of Walnut Creek, Contra Costa County, California" followed by "A subdivision of..." with reference to maps which have been previously recorded, or by reference to the plat of a United States Survey. If a condominium project, the statement "A Condominium Project" or "For condominium Purposes" shall appear under the subdivision number. (10-1.403.5.b)
		All lettering of such shape and weight to be readily legible on print reproduction. (10-1.403.4)
		Exterior boundary of subdivision designated by a heavy black line but not to obliterate figures or other data. (66445, 66434(e); 10-1.403.5a)
		Adjoining property owners including book and page of official records, and/or recent subdivisions. (10-1.403.5h)
		Show title block, north arrow, legend, basis of bearings, sheet number and number of sheets on EACH map sheet. (10-1.403.5b & 10-1.403.5d)
		Lot designation. Final Map: by numbers. Parcel Map: by letters. (10-1.403.5h; 10-1.502.4)
		Easements for roads or streets, paths, storm water drainage, sanitary sewers, or other public use to be dedicated to the public for acceptance by the City or other public agency, specifying the use on the map. (10-1.403.5k)
		Sidelines of all easements of record by dashed lines on map, with widths, lengths, and bearings of record, and ties to map. Recording information, to whom, and purpose of easements shall also be shown. (10-1.403.5k)
		Street names, alley names, highway names within or adjoining the subdivision. (10-1.403.5j)
		R/W width, setback lines and/or required widening.
		Privately maintained street labeled with "Private Street" under street name on map.
		Map tie to next street intersection or a vicinity map.
		Clearly designate City boundaries that cross or join the subdivision. (10-1.403.5i)
		Discrepancies with recorded data shown. Recording information of record used clearly indicated.
		Indicate lots/parcels offered for dedication for any purpose (public or private).
		Show approved legal access to subdivision with recorded book and page number of instrument giving access.
		Future street lines and original property lines.

F. AGREEMENTS & LETTERS

Yes	N/A	
		Deferred Improvement Agreement
		Subdivision Improvement Agreement
		Any additional documents that need to record with map. This could include: Private or Public agreements, Notification Statements by owners of anything called for by the conditions of approval to be a notification to future owners, CC&Rs, O&M Agreement, etc. _____

G. REQUESTS FOR EXCEPTION. Please provide written explanation of each item indicated as N/A below or in attachment.