

**CITY OF CAMPBELL
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
70 North First Street, Campbell, CA 95008
Ph. (408) 866-2150 ; Fx. (408) 376-0958**

CHECKLIST FOR PARCEL MAPS AND TRACT MAPS

APPLICATION NO(S):

ADDRESS:

Instructions: This checklist provides advance notification to applicants of the City of Campbell's final map preparation and submittal requirements. Using this checklist will expedite your applicaiton through the City's review process.

Prior to submitting a final Parcel and Tract Map to the City Engineer, please place an "X" in the space to the right of each item below to indicate you have complied with, or place "N/A" to indicate that the particular item doesn not apply. Review applicable Subdivision Map Act Sections, which are referenced in parentheses, before checking of each item.

SEAL AND SIGNATURE OF ENGINEER/SURVEYOR OF WORK

THE MAP ACCOMPANYING THIS CHECKLIST HAS BEEN CHECKED BY ME OR UNDER MY DIRECTION FOR COMPLETENESS AND CONSISTENCY WITH THIS CHECKLIST. THE MAP CONFORMS WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYOR'S ACT, SUBDIVISION MAP ACT, AND APPLICABLE CITY ORDINANCES. THE MAP IS SUBMITTED FOR EXAMINATION BY THE CITY ENGINEER.

Signature	Date
Printed Name:	<input style="width: 350px; height: 25px;" type="text"/>
RCE #:	<input style="width: 350px; height: 25px;" type="text"/>
Expiration Date:	<input style="width: 350px; height: 25px;" type="text"/>

(SEAL)

	ITEMS	COMPLY	NOT APPLY	CITY COMMENTS
I.	GENERAL			
1.	Non-interference/waiver letters from applicable public utilities and public agencies (66436) submitted to City. If in progress, copies of letter requests submitted to City. See sample letter request attached - on Page 5 of 5.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<u>Always applicable.</u>
2.	Map agrees with the approved Tentative Map.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
3.	Map complies with Conditions of Approval regarding dedications and easements.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
4.	Easements correspond and are coordinated with the off-site and on-site plans.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
5.	Title Report and map reflect fee ownership.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
6.	Submitted map size is 18"x26" with 1" border (16"x24" inside border). Final map to be on mylar.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<u>Always applicable.</u>
7.	All sheets are numbered.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
8.	No stick-on seals, lettering or details exist.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
9.	Map is suitable for microfilming.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
10.	New road names approved by the Civic Improvement Commission.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____

		COMPLY	NOT APPLY	CITY COMMENTS
B.	DEDICATION, RESERVATIONS, CERTIFICATES & STATEMENTS			
1.	Dedicate public easements as required.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
2.	Dedicate private easements for drainage, sanitary sewers, utilities, access, emergency vehicles, etc. as needed.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
3.	Complies with 66436 (a) regarding signature requirements. Non-interference letters provided.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
4.	Show, fully dimension and tie to map all easements created and easements of record, including dedication book and page.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
5.	All easements shown for dedication have appropriate wording in the owner's statement and purpose indicated on the map.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
6.	Waiver of Signatures on Map: Notification secured from public utilities and public agencies (66436 & 66445(f)).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
7.	Owner's Statement and Acknowledgment (66436).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
8.	Name of person authorizing map (66436).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
9.	Trustee's Statement and Acknowledgment (66436).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
10.	Soils Engineer's Statement (66443).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
11.	Surveyor's/Engineer's Statement including signature, seal, number and expiration date (66441 & 66449).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
12.	City Engineer's Statement including R.C.E. number and expiration date (66442 & 66450). City Engineer is Michelle Quinney. Include separate statement for "Technically Correct" review by a Civi Engineer or Land Surveyor.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
13.	City Clerk's Certificate (66440). The City Clerk is Anne Bybee.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
14.	County Recorder's Statement (66436(c)).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
15.	All certificates and statements signed, sealed and acknowledged by notary (66436(c)).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
C.	MONUMENTATION			
1.	Basis of Bearings: Two found monuments of record appear in a statement and are labeled on each map sheet (66434 C).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
2.	Tie to Basis of Bearings (66434C).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
3.	Tie to adjoining surveys, lands, streets, or senior conveyances, including book and page of adjoining record maps/ documents (66434 C).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
4.	Tie to access street intersection.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
5.	All monumnets found, replaced or removed are described as to kind, size, tag numbers, recorded reference/origin, and tied by survey to a recorded map (8772 & 8764).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____

		COMPLY	NOT APPLY	CITY COMMENTS
6.	Monument the right-of-way at BC, EC and property corners.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
7.	A monumented line shown on new subdivision roads with ties to right-of-way.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
8.	Minimum 2" nominal diameter I.P. required at section, quarter-section and Rancho corners.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____

D. MATHEMATICAL ACCURACY & GEOMETRY

1.	All bearings, distances, and curve information shown to nearest 0.01 feet and nearest second.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
2.	Curve data complete (A, R, L).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
3.	Radial bearings of non-tangent curves shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
4.	Areas net and gross calculated to nearest 0.01 acre. (Net is gross area less area dedicated to City for roadway purposes.)	<input type="checkbox"/> OK	<input type="checkbox"/> OK	_____
5.	Sum of increments equals total distance or delta angle.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
6.	Math closures correct to 1 part in 20,000. The sum of interior distances and curve data equal total. All areas compute accurately.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____

E. MAP BODY

1.	Key or index map with sheets numbers shown (66445b).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
2.	Title Block: Place in upper center or upper right of title sheet and upper center or upper right or lower right of map sheets; contains assigned subdivision number; subtitle refers to existing maps/general descriptions of land surveyed as denoted in Title Report; and is below subdivision number. "City of Campbell, California" is placed below subtitle. Date of survey, scale and firm name are shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
3.	North arrow shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
4.	Use scale that clearly shows all details. (66434 & 66445)	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
5.	Minimum 1/8" lettering and symbol size used for legibility.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
6.	Legend: Found monument = solid symbol. Set monument = open symbol. Also include monument type, size, depth, and tag number. Include city limit line, distinctive borderline, relinquishment of Abutter's rights, record data, etc., or label on each map sheet.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
7.	Parcel Designation. Lots designated by numbers, parcels designated by letters (66434(d)). Each lot/parcel must be shown completely on one sheet.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
8.	Distinctive border and 1/16" solid black boundary line shown around subdivision (66445 & 66434(e)). Monuments on boundary lines can be seen clearly.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____

		COMPLY	NOT APPLY	CITY COMMENTS
9.	City boundaries, which cross or join the subdivision appear on the map.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
10.	Non-measured record lines parenthesized.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
11.	Discrepancies with record data shown. Record information used must be clearly indicated.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
12.	Adjoining property owners, including book and page, and/or recent subdivisions, (showing lot/parcel) including recording information.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
13.	Show sidelines of all existing and record easements by dashed lines on map, all of which shall be adequately dimensioned with widths, lengths, bearings, and ties to the easements (944.214 (e)). Include recording information, to whom and purpose of easement.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
14.	Show approved legal access with record book and page of instrument giving access.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
15.	Road names, correct spelling, right-of-way width, and centerline data.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
16.	Privately maintained road easements and publicly maintained roads.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
17.	Privately maintained road not shown. Place the words "Private Road, Not City Maintained" under road name.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
18.	Common area notation, condominium notes, and air easement notes included.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____

F. SUBMITTALS

1.	Four (4) copies of the map (all sheets).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
2.	This completed checklist with Engineer/Land Surveyor of Work Statement stamped and signed.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
3.	Final Map Fee: \$_____	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
4.	Two (2) copies of Preliminary Title Report current within 6 months.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
5.	Grant deed(s) for the property(ies) surveyed.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
6.	Adjoiner deeds and senior conveyances/deeds called for in the surveyed property's deed.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
7.	Two (2) copies of the boundary, street, and lot closures calculations and other calculations used to prepare this map.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
8.	Copy of Covenants, Conditions and Restrictions.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
9.	Copy of all referenced maps, record of surveys, deeds etc. used to prepare the map.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
10.	Non-interference/waiver letters from applicable public utilities and public agencies (66436) or copies of letter requests.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
11.	Soils Report prepared by a registered Geotechnical or Civil Engineer.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____

UTILITY CLEARANCE LETTER OF REQUEST (SAMPLE)

Engineering Firm/Developer's Name
123 Address Street
Your City, CA Zip Code
Phone Number

Date:

A LETTER SHOULD BE SENT TO EACH OF THE FOLLOWING OFFICES*

San Jose Water Company
1265 S. Bascom Avenue
San Jose, CA 95128
(408) 279-7887

Pacific Gas and Electric Company - Land Department
111 Almaden Blvd., Room 814
San Jose, CA 95115
(408) 282-7401

West Valley Sanitation District
100 E. Sunnyoaks Avenue
Campbell, CA 95008
(408) 378-2407

Comcast
1900 South Tenth Street
San Jose, CA 95112
(408) 918-3200

SBC
3475B North First Street, Room 600 B
San Jose, CA 95134
(408) 493-8770

*** NOTE: Call each office to ensure letter is directed to appropriate department or personnel.**

Subject: Parcel or Tract Map No. _____
Street Address _____
Assessor's Parcel Number _____

Dear _____:

We hereby request from your office a non-interference letter and approval of easement abandonment and approval of street vacation for the above-mentioned project address as per the requirements of the Subdivision Map Act, Section 66436.

Kindly state in your letter:

1. "The development of the property as shown on the Parcel/Tract Map No. _____ will (or, will not) unreasonably interfere with the free and complete exercise of our easement rights. Said easements being described in documents recorded in Book _____, Page _____; dated _____."
2. The proposed easement(s), proposed easements abandonment(s), proposed street vacation shown on the Parcel / Tract Map No. _____ are acceptable and approved.

One copy of the Parcel / Tract Map No. _____ with proposed easement(s), proposed abandonment(s) proposed vacation is enclosed herewith for your review and use.

Sincerely,

Engineer/Developer
Your Title

cc: (input the name of the Project Engineer at the City you are working with), City of Campbell