

MAP PREPARATION MANUAL

Riverside County Transportation Department
Survey Division

RIVERSIDE COUNTY, CALIFORNIA



November 2018



TABLE OF CONTENTS

Contents

TABLE OF CONTENTS.....	2
1.0 CONFORMITY	10
1.1 DESIGN	10
1.2 PUBLIC ACCESS REQUIRED.....	10
1.3 HEADING.....	11
1.4 NUMBER OF SHEETS	12
1.5 BOUNDARY SURVEY SHEET	12
1.6 VICINITY (LOCATION) MAP	12
1.7 ORIENTATION.....	13
1.8 SURVEYOR’S/ENGINEER’S NOTES.....	13
1.8.1 LIEN AGREEMENT NOTE:	14
1.9 MONUMENTS.....	14
1.10 OUT OF POSITION MONUMENTS	15
1.11 BASIS OF BEARINGS	15
1.11.1 Between Two Found Monuments (Only for surveys, surveyed prior to March 31st, 2016)	16
1.11.2 Astronomical Observation or Geodetic Control (Only for surveys, surveyed prior to March 31 st , 2016)	16
1.11.3 Global Positioning System (G.P.S.) (Mandatory for surveys, surveyed after March 31 st , 2016)	16
1.12 CALIFORNIA COORDINATE SYSTEM (FOR MAPS SURVEYED PRIOR TO MARCH 31st 2016)	17
1.12.1 CALIFORNIA COORDINATE SYSTEM (FOR MAPS SURVEYED AFTER MARCH 31 st 2016).....	18
1.13 SECTIONALIZED LAND	20
1.14 SECTION LINES and SECTION CORNERS	21
1.15 STREET NAMES	21
1.17 BOUNDARY CONTROL	22
1.18 CONTIGUOUS OWNERSHIP / REMAINDER PARCELS.....	23
1.19 OFF-SITE DEDICATIONS	24



1.20	ENVIRONMENTAL CONSTRAINTS.....	24
1.21	CHECKPRINTS	26
1.22	DIRECT POSITIVE MYLAR (DPM) FOR A CONFORMED COPY	26
1.23	SURVEYED LINES vs. NON-SURVEYED LINES	27
1.24	PART-WIDTH.....	27
1.25	ACREAGE.....	27
1.26	DETAILS	28
1.27	SEPARATE INSTRUMENT DEDICATIONS	28
1.28	PUBLIC ACCESS	28
1.29	FIELD DATA TO MAP.....	29
1.30	NOTICE OF DRAINAGE FEES.....	30
1.31	CORNER CUTBACKS	30
1.31.1	Two Straight Intersecting Streets.....	31
1.31.2	Part-Width Streets.....	33
1.31.3	Straight Street Intersecting Curved Street.....	34
1.31.4	One Centerline Partially in Curve, Partially in Tangent.....	35
1.31.5	Two Intersecting Curved Streets.....	37
1.32	CORNER CUTBACK AT KNUCKLE	38
1.33	MODIFIED CUTBACKS	41
2.0	DRAFTING STANDARDS	42
2.1	FORMAT	43
2.2	STANDARDS	43
2.3	EXAMPLES OF DATA SHOWN ON MAPS	45
2.4	CURVE DATA.....	46
2.5	LETTERED LOTS FOR STREETS	47
2.5.1	Parcel Maps of Four or Fewer Parcels	47
2.5.2	Parcel Maps of Five or More Parcels.....	47
2.5.3	Tract Maps and Parcel Maps Previously Dedicated and Accepted	47
2.6	SHEET FORMAT.....	49
2.6.1	Signature Sheet Format.....	49
2.6.2	Signature Sheet Sample	50
2.6.3	Map Sheet Sample	51
2.6.4	Environmental Constraints Sheet Sample.....	52



2.6.5	Signature Sheet Sample	53
2.6.6	Boundary Sheet Sample.....	54
2.6.7	Phased Subdivision Boundary Sheet Sample	55
3.0	GUIDELINES.....	56
3.1	EVIDENCE OF LEGAL ACCESS.....	56
3.1.1	Legal Access	56
3.1.2	General Affidavit	57
3.1.3	Submittal Procedure and Requirements.....	57
3.2	REVERSION TO ACREAGE MAPS	57
3.3	WAIVER OF FINAL MAP REQUEST POLICY.....	58
3.4	PARCEL MAPS COMPILED FROM RECORD DATA	61
3.5	MONUMENTATION	62
3.5.1	Materials and Workmanship.....	62
3.5.2	Monumenting Property Lines	62
3.5.3	Exceptions to Property Monumentation	63
3.5.4	Ties to Existing Monuments	63
3.5.5	Monumenting Road Centerlines	64
3.5.6	Monumenting Road Right-of-Way and Road Easement Sidelines.....	65
3.5.7	Monument Inspection	65
3.5.8	Waived Parcel Maps	66
3.6	SUBMITTALS.....	66
3.6.1	Parcel and Tract Map Submittals.....	66
3.6.2	Parcel and Tract Map Requirements with First Submittal.....	67
3.6.3	Checkprints/Back-Checks.....	69
3.6.4	Submittal of the Final Package, Original Mylar, and Direct Positive Mylars for Recordation	69
4.0	STATEMENTS.....	72
4.1	RECORDER'S STATEMENT – TRACT AND PARCEL MAPS	72
4.2	SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT – TRACT MAPS...	72
4.3	SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT – PARCEL MAPS	73
4.4	SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT – REVERSION TO ACREAGE MAPS	73
4.5	SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT – AMENDED MAPS	
	74	



4.6 COUNTY SURVEYOR’S STATEMENT – TRACT AND PARCEL MAPS 74

4.7 COUNTY SURVEYOR’S STATEMENT – AMENDED MAPS 74

4.8 BOARD OF SUPERVISOR’S STATEMENTS – ALL TRACT MAPS AND SCHEDULE “E” PARCEL MAPS 75

 4.8.1 All Dedications Accepted into the County Maintained Road System 75

 4.8.2 Dedications Accepted for Public Use but Not into the County Maintained Road System 75

 4.8.3 Some Dedications Accepted into the County Maintained Road System, Some Accepted for Public Use 76

 4.8.4 Some Dedications Accepted into the County Maintained Road System, Some Not Accepted 76

 4.8.5 Some Dedications Accepted to Vest Title, Some Not Accepted 77

 4.8.6 No Dedications Accepted 77

 4.8.7 No Dedications on Map 78

 4.8.8 Dedications Accepted into the County Maintained Road System with Private Streets 78

 4.8.9 Private Streets 78

 4.8.10 Dedication Includes Portion In/Along/Abutting State Highway 79

 4.8.11 Special Purpose Easement Accepted into the County Maintained Road System... 79

 4.8.12 Drainage, Storm Drain & Access Easement Wording..... 79

4.9 COUNTY APPROVAL AND ACCEPTANCE STATEMENTS –SCHEDULE “F,” “G,” “H,” AND “I” PARCEL MAPS 80

 4.9.1 All Dedications Accepted into the County Maintained Road System..... 80

 4.9.2 Dedications Accepted to Vest Title, Not Accepted into the County Maintained Road System 80

 4.9.3 Some Dedications Accepted into the County Maintained Road System, Some to Vest Title..... 81

 4.9.4 Some Dedications Accepted Into the County Maintained Road System, Some Not Accepted 81

 4.9.5 Some Dedications Accepted to Vest Title, Some Not Accepted 82

 4.9.6 Special Purpose Easement Accepted into County Maintained Road System..... 82

 4.9.7 No Dedications Accepted 82

 4.9.8 No Dedications on Map 83

 4.9.9 Dedications Accepted into the County Maintained Road System, with Private Streets 83

 4.9.10 Private Streets 84



4.9.11	Dedication Includes Portion In/Along/Abutting State Highway	84
4.9.12	Drainage, Storm Drain & Access Easement Wording	84
4.10	CLERK OF THE BOARD OF SUPERVISOR’S STATEMENT – Schedule “F,” “G,” “H,” and “I” PARCEL MAPS.....	85
4.11	TAX BOND CERTIFICATE – ALL MAPS	85
4.12	TAX COLLECTOR’S CERTIFICATES	86
4.12.1	Tract and Parcel Maps	86
4.12.2	Reversion to Acreage Maps	87
4.13	ABANDONMENT NOTE	87
4.14	SIGNATURE OMISSIONS NOTE	88
4.15	OWNERS’ STATEMENT – ALL MAPS	88
4.15.1	Restricted Access	89
4.15.2	Access Opening	90
4.15.3	Private Streets	90
4.15.4	Barrier Strips.....	91
4.15.5	Drainage Easements.....	91
4.15.6	Other Easement Dedications.....	94
4.15.7	Other Private Easements	95
4.15.8	Retained Special Purpose Lot(s)/Parcel(s).....	95
4.16	LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT 89-1 CONSOLIDATED EASEMENT DEDICATION/ACCEPTANCE	95
4.17	TRAIL EASEMENT DEDICATIONS.....	96
4.17.1	Riverside County Regional Parks and Open-Space District, Trail Easement Dedication*	96
4.17.2	Riverside County Regional Parks and Open-Space District, Certificate of Acceptance	96
4.17.3	Riverside County Parks Department, Certificate of Acceptance.....	97
4.17.4	Trail Easement Dedication, Conditioned by Planning Department.....	97
4.17.5	Valley-Wide Recreation and Park District, Imperial Irrigation District, Coachella Valley Water District Dedications	97
4.18	SIGNATURE LINES.....	98
4.18.1	Owners’ Statement Signature Lines.....	98
4.18.2	Trustee/Beneficiary Signature Lines.....	98
4.19	CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS.....	99
4.20	AMENDED MAPS	100



4.20.1	County Surveyor’s Statement for Amended Maps	100
4.20.2	Surveyor’s Statement/Engineer’s Statement for Amended Maps	100
5.0	EASEMENTS	101
5.1	TABLET FORMAT	104
5.2	ALTERNATE FORMAT	104
5.3	SIGNATURE OMISSIONS	105
5.4	NON-INTERFERENCE LETTERS (NILs)	106
6.0	RECORDS OF SURVEY	108
6.1	PURPOSE AND REQUIREMENTS FOR A RECORD OF SURVEY	108
6.2	RECORD OF SURVEY REQUIRED	108
6.2.1	Material Evidence or Physical Change	109
6.2.2	Material Discrepancy	109
6.2.3	Lines Not Shown.....	110
6.2.4	Points or Lines Set during a Survey and Not Shown.....	110
6.2.5	After Establishment of a Lost Corner	110
6.3	RECORD OF SURVEY NOT REQUIRED.....	110
6.4	RECORD OF SURVEY SUBMITTALS	111
6.4.1	Record of Survey Monumenting Waived Parcel Maps	111
6.4.2	Record of Survey Showing Lot Line Adjustments	112
6.5	RECORD OF SURVEY STATEMENTS	112
6.5.1	Surveyor’s Statement	112
6.5.2	County Surveyor’s Statement	113
6.5.3	Recorder’s Statement	113
6.5.4	County Surveyor’s Certificate of Compliance.....	114
6.5.5	City Engineer’s Certificate of Compliance.....	114
6.5.6	County Surveyor’s Note	115
6.6	PARCELS CREATED BY PUBLIC AGENCIES AND PUBLIC UTILITIES	115
6.6.1	All Parcels	116
6.6.2	Southern California Edison Parcels	116
6.7	RECORD OF SURVEY CHECKLIST	116
6.7.1	Explanatory Notes for Record of Survey Checklist.....	119
6.7.2	Items that Expedite the Record of Survey Checking Process.....	121
6.8	CORNER RECORDS.....	122



6.8.1 Purpose and Requirements for Corner Records..... 122

6.8.2 Guidelines for Corner Records 124

6.9 SAMPLE RECORD OF SURVEY FORMATS 126

6.10 CORNER RECORD FORM (FRONT AND BACK – TWO PAGES) 127

7.0 PREPARATION GUIDELINES FOR LEGAL DESCRIPTIONS AND PLATS 130

7.1 PROCESSING PROCEDURE 130

7.2 LEGAL DESCRIPTION STANDARDS 131

7.3 PLAT STANDARDS 132

8.0 MAP CHECKING PROCEDURES 134

8.1 INSTRUCTIONS TO MAP CHECKERS..... 134

8.2 FINAL MAP DISTRIBUTION RECORD 136

8.3 TRANSMITTAL CHECKLIST 138

8.4 GUIDELINES FOR GIS DIGITAL SUBMISSION PACKAGE FOR FINAL MAPS AND PARCEL MAPS..... 140

8.4.1 FORMAT FOR DIGITAL SUBMISSION..... 140

8.4.2 Checking of the Digital Submission 143

8.5 MONUMENT BOND COMPUTATION 150

8.6 GIS DIGITAL SUBMISSION PACKAGE FORM..... 151

8.6.1 CCS 83 Coordinate System Decision Tree for Final Maps 152

8.7 MONUMENT INSPECTION REQUEST FORM 153

8.8 PUBLIC RECORDS POLICY 154

9.0 CHECKLISTS 157

9.1 TRACT MAPS AND SCHEDULE “E” PARCEL MAP CHECKLIST 157

9.2 PARCEL MAP CHECKLIST 172

9.3 RECORD OF SURVEY CHECKLIST 187

9.4 REQUEST FOR WAIVER OF PARCEL MAP CHECKLIST 190

10.0 CERTIFICATES OF CORRECTION 192

10.1 GUIDELINES 192

10.2 CERTIFICATE OF CORRECTION FOR TRACT AND PARCEL MAPS 193

10.3 CERTIFICATE OF CORRECTION FOR RECORDS OF SURVEY..... 194

10.4 CERTIFICATE OF CORRECTION FOR MONUMENT SUBSTITUTION 196

11.0 RIVERSIDE COUNTY SURVEYOR ACCEPTED ABBREVIATIONS AND Acronyms
199

APPENDIX A..... 207



APPENDIX B	208
APPENDIX C	211
APPENDIX D.....	212
APPENDIX D-1.....	213



1.0 CONFORMITY

All maps submitted for recording shall conform to the following applicable statutes and requirements:

- Subdivision Map Act (Government Code Section 66410);
- Professional Land Surveyors' Act (Business and Professions Code Section 8700);
- Professional Engineers' Act (Business and Professions Code Section 6700);
- Division of Land (Riverside County Ordinance 460);
- Road Improvement Standards and Specifications (Riverside County Ordinance 461);
- Countywide Design Standards and Guidelines;
- Conditions of Approval;
- Approved Tentative Map; and
- Riverside County Surveyor Map Preparation Manual.

1.1 DESIGN

Subdivision design must agree substantially with the approved tentative map. When changes are made in the design after the tentative map has been officially approved, the surveyor or engineer may have to submit the new design to the Planning Department, as a revised tentative map.

Only streets, alleys, barrier strips, and, on a case-by-case basis, flood control facilities, shall be designated by lettered lots. Lots shall be numbered consecutively, commencing with the number "1," with no omissions or duplications.

Each lot shall be shown in its entirety on one sheet (Ordinance 460, Article IX, Section 9.5, Item 12).

1.2 PUBLIC ACCESS REQUIRED

Required Public Access per Ordinance 460, Article 3, Section 3.10, public access shall be shown on the tentative map. Parcels of less than 40 acres, or a quarter-quarter section, **are required to have accepted public access to a County Maintained Road.** This access may be by the following:

- Dedicated roads on a recorded map;



- Dedication by separate instrument; or
- A non-exclusive easement.

If the property does not front on, and take access directly from, a County Maintained Road, then include an Access Note as follows:

Access from _____ (*street name*) _____, which is a County Maintained Road, to the boundary of subject property is by (map dedication, separate instrument, non-exclusive easement) per (Book and Page of recorded map and/or recording information of separate instrument). Said access is a minimum of _____ feet in width.

If there is no access easement or if it is determined that the easement is not adequate for the proposed land division, acquisition of offsite dedications will be required prior to recordation of the final map. Submit the dedications to the Survey Division for review and processing per “Offsite Dedications” (Section 1.19) and “Separate Instrument Dedications” (Section 1.27). The same access note, as cited above, shall be shown on the final map.

Note: The access information may also be shown on the vicinity map.

1.3 HEADING

Every sheet shall have the complete and identical heading. The header shall be one of the following:

In the unincorporated territory of Riverside County [or County of Riverside], State of California

or

In the unincorporated territory of Riverside County [or County of Riverside], California

The appropriate map number shall be shown. Include a general description of all the property being divided and the Section, Township, and Range, San Bernardino Meridian (SBM) or Rancho in which it is located (see Section 2.6 for format).

In a Rancho that has been sectionalized, show the Rancho name and the Section, Township, and Range; however, SBM should not be used. Instead, refer to the Map, book and page that accomplished the sectionalization.

Show company name and date of survey.

Addresses, phone numbers, or other contact information is not allowed.



1.4 NUMBER OF SHEETS

All Parcel and Tract maps must be a minimum of **two sheets** (see example formats, Section 2.6): a certificate sheet and a map sheet or sheets.

All certificates must be placed on Sheet 1 of the map, including Signature Omissions, Abandonment Note, and Notice of Drainage Fees (if applicable). **Only** Notary Acknowledgement(s) may be placed on the second sheet if additional space is needed (Ordinance 460, Article IX, Section 9.5, Item A5).

Number each sheet in reference to total number of sheets. (See Section 1.7)

1.5 BOUNDARY SURVEY SHEET

The entire boundary of a land division must appear on the first map sheet of a Final Map or Parcel Map unless approved by the County Surveyor and must show the following:

- A boundary survey of the land division (the entire area as shown on the approved tentative map), including all courses and distances necessary to compute a closure;
- Sufficient information to validate the method by which the boundary was determined, including a description of all corners found or set, adjoining maps or property lines of record (See Section 1.17); and
- Phased units in relation to the approved tentative map boundary (Ordinance 460, Article IX, Section 9.2, Item B).

The Boundary Survey Sheet shall also include the Surveyor's/Engineer's notes, easement notes, monument notes, and any other pertinent notes. Reference to these notes shall be made on all subsequent map sheets. City and County boundaries adjoining the land division shall be shown on this sheet.

On multi-sheet maps, an index to subsequent sheets shall be shown. It is permissible to have a separate Index Sheet.

Show adjoining lot lines along match lines on multi-sheet maps.

1.6 VICINITY (LOCATION) MAP

A Vicinity Map shall be shown on all maps and should be placed on the first map sheet (not the certificate sheet).

Property fronting on a County Maintained Road should be located with a +/- distance to the nearest



intersection.

For property fronting on a road not maintained by the County, show legal (public) access with references and/or the “Access Note” (Section 1.2) and a +/- distance to the nearest County Maintained Road.

1.7 ORIENTATION

The map may be oriented in either direction on the 18" x 26" map sheet, with a 1-inch border that is free of any text or markings. In drafting the map, the heading may be placed adjacent to either the long or the short side of the sheet. The top of the heading shall be immediately adjacent to the border of the map. The Recorder’s Statement shall be placed in the upper right hand corner and the Owner’s Statement shall be located in the upper left hand corner (sheet 1 only).

All sheets shall indicate the appropriate “Sheet ____ of ____ Sheets” in the immediate upper right hand corner of each map sheet. On Sheet 1, this must be above the Recorder’s Statement.

With the heading at the top of the map sheet, the North Arrow shall point toward the top, the left, or to the right of the map.

In no case should information be placed so that data on the map would have to be read looking South.

Printed information (e.g., bearings, distances, descriptions, table, and scale) should be oriented the same as the heading or so that the information will read left to right when looking North.

In the case of streets and lot lines that run considerably off cardinal or in the case of curved streets, the above orientation should apply when practical.

1.8 SURVEYOR’S/ENGINEER’S NOTES

Surveyor’s Notes or Engineer’s Notes shall be on the first map sheet after the signature sheet(s). The notes shall include the following:

- Basis of Bearings;
- Monuments that were found, with appropriate reference;
- Monuments that were set, with reference to Ordinance 461 standards;
- A key to reference and record information shown on the map;
- A key to symbols and abbreviations shown on the map (other than those listed in Section 11);
- Total gross area to the nearest hundredth of an acre within the distinctive border of the map;
- Any other notes by the Surveyor/Engineer pertinent to the map; and



- Any other information that is deemed necessary by the County Surveyor.

A reference on subsequent map sheets shall refer to the sheet containing the Surveyor's/Engineer's notes.

1.8.1 LIEN AGREEMENT NOTE:

If the land divider wishes to enter into a lien agreement in lieu of improvement bonds per Ordinance 460 Section . The following note will be placed on the first map sheet under the Surveyor's Note.

THE LAND OWNER HAS ENTERED INTO A LIEN AGREEMENT WITH THE COUNTY OF RIVERSIDE TO CONSTRUCT REQUIRED IMPROVEMENTS IN THE FUTURE. THE LIEN AGREEMENT WAS RECORDED ON _____, 20____ AS DOCUMENT NO. _____ IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, CALIFORNIA.

(To be used on Schedule A, B, and E Maps when lien agreements are used)

1.9 MONUMENTS

All monuments shall be shown with appropriate symbols (see Drafting Standards, Section 2.3), and symbols must be shown for all monuments on the boundary of a map. Give the description of monument, including the character, size, tag number, and relative ground position.

All monuments shown on the map, whether found or set, shall be tied into the survey.

Show record references for all found monuments. Include the record that originally set the monument as well as the latest recorded data.

Monument symbols must be shown on the map for all corners except for interior lot corners on Schedule "A," "B," and "C" maps. For these maps, a general note must be placed on the map stating the character of monument(s) set at said corners.

Note: Do not set a monument where the Tract Boundary intersects a street centerline (unless said position is a centerline intersection). This eliminates/minimizes unwanted angle points in street centerlines.

Exceptions to general monument descriptions shall be noted at the location of that monument on the map, with the alternate description.

Notes: Multiple monument descriptions, i.e., "set 1" IP tagged LS/RCE # or a lead and tag LS/RCE # in concrete/top of wall", are not allowed.

Tags affixed with epoxy or other adhesives are not allowed.



Corner cutbacks shall be set for Parcel Map Schedules “F,” “G,” “H,” and “I.” Setting of corner cutbacks is optional for Tract Map Schedules “A,” “B,” “C,” and “D,” and Parcel Map Schedule E.” However a nail and tag shall be set on top of curb perpendicular or radial to centerline. (See Section 9, IV, C.2, e vi).

References to prior records for monuments shall include the latest record map showing the monument as well as the map originating the monument.

Monuments with no prior record may be shown as “Found ... No Reference, Accepted as ...” Untagged found monuments shall be tagged if used as control. Show ties to all control monuments; if used for line only, so state, and show a record distance.

If monuments are bonded, include the following in the Surveyor’s/Engineer’s Notes:

All monuments shown as “Set” shall be set in accordance with County Ordinance 461.10 and the Monumentation Agreement for this map.

All monuments being “set” shall describe their size, type, tag number, relative ground position, etc. Monumentation shall conform to Ordinance 461, Section 21 Specifications. **Do not refer to monuments as Type “A,” Type “B,” Type “C,” etc.** See Section 3.5 for monumentation.

1.10 OUT OF POSITION MONUMENTS

When a boundary monument is found out of position, a new monument shall be set at the proper position. If a new monument cannot be set without disturbing the existing monument, **emphasis should be given to accepting the found monument.** Use measured data vs. record data to indicate any discrepancies in the data.

If a monument is determined to be “Out of Position,” show a bearing and distance tie relationship to the controlling position (detail if necessary).

1.11 BASIS OF BEARINGS

Showing the Basis of Bearings on the boundary sheet under the Surveyor’s/Engineer’s notes is preferred. Basis of Bearings may be shown based on one of the following method:

- Between two found monuments (*Only for surveys, surveyed prior to March 31st, 2016*);
- Astronomical observation or geodetic control (*Only for surveys, surveyed prior to March 31st, 2016*); or



- Global Positioning System (G.P.S.). (*Mandatory for surveys, surveyed after March 31st, 2016*)

1.11.1 Between Two Found Monuments (Only for surveys, surveyed prior to March 31st, 2016)

Basis of Bearings must be between two found monuments of the same record map, survey plat, or right-of-way map on file and approved by the County Surveyor. Replacement monuments may be used if the position of the original monument has been preserved/perpetuated by cross-ties or swing ties acceptable to the County Surveyor. The measured bearing and distance of the reference line shall be shown on the map. The record bearing shall be shown and, if available, the record distance shall also be shown. The Basis of Bearings shall be labeled on all sheets, as applicable.

1.11.2 Astronomical Observation or Geodetic Control (Only for surveys, surveyed prior to March 31st, 2016)

If a Basis of Bearings is not available from a record map, then a basis may be established by astronomical observation or geodetic control. For a stellar observation, the reference line may be any monumented line of the survey of sufficient length to provide a good Basis of Bearings. The form of the note in this regard should be substantially as follows:

The Basis of Bearings for this survey is the North line of the SW quarter of Section 17, T.15 N., R. 3W., S.B.M., shown hereon as N. 89° 45' 25" E., as determined by observation of (Polaris) or (the Sun).

Submit a copy of the field notes showing observation calculations.

1.11.3 Global Positioning System (G.P.S.) (Mandatory for surveys, surveyed after March 31st, 2016)

When using G.P.S. to establish the Basis of Bearings, submit descriptions and NGS data sheets for each control station. A minimum of three control stations shall be used.

Include a note regarding “combination factor” (ground to grid) in Surveyor’s/Engineer’s Notes. Show convergence angle at North Arrow (Boundary Sheet only). Only show grid arrow on subsequent sheets.



1.12 CALIFORNIA COORDINATE SYSTEM (FOR MAPS SURVEYED PRIOR TO MARCH 31ST 2016)

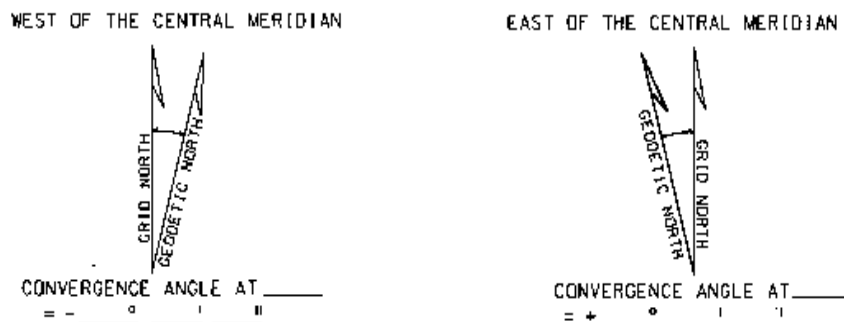
The Basis of Bearings and the Basis of Coordinates for subdivisions surveyed prior to March 31st, 2016 shall be based on the California State Plane Coordinate System, (CCS83) Zone 6 (Public Resource Code, Sections 8801-8819), utilizing NAD 83(NSRS2007) adjustment. See Appendix D for coordinate listing. Exceptions shall be made at the discretion of the County Surveyor.

Horizontal State Plane Control Stations in NAD 83(NSRS2007) shall be used for the Basis of Bearings. Each point shall be described on the map, including the name, date, and agency, and the coordinates shown. The grid bearing and distance between them shall also be shown on the map. Label grid distances as “(GRID).”

The Control Stations shall be tied to two found monuments on the distinctive border of the map, and the coordinates for the monuments shall be shown (Boundary Sheet only).

The method used to establish the coordinates on the points shall be shown on the map with geodetic bearings and grid distances.

Grid North and geodetic North shall be indicated together with the +/- convergence angle between them, position where it was calculated, and the applicable coordinates. The position should be near the east-west mid-point of the map. The central meridian for Zone 6 is 116°15'W longitude in which all of Riverside County is located. Positions lying west of the central meridian will have a negative convergence angle. Positions lying east of the central meridian will have a positive convergence angle.



Except as noted above, all distances shown are ground distances.

All bearings shown on the map shall be grid bearings. Quoted bearings and distances from reference maps or deeds shall be as shown per that record reference.

Coordinates shall be shown to the nearest 0.001 foot.

G.P.S. control stations used shall be located within Riverside County, unless otherwise approved by the County Surveyor.

A Basis of Bearings note, substantially in the form shown below, shall be used:



BASIS OF BEARINGS

“The Basis of Bearings for this survey is the California State Plane Coordinate System, CCS83, Zone 6, based locally on Control Stations “_____”, “_____”, and “_____” NAD 83(NSRS2007) as shown hereon. All bearings shown on this map are grid. Quoted bearings and distances from reference maps or deeds are as shown per that record reference. All distances shown are ground distances unless specified otherwise. Grid distances, may be obtained by multiplying the ground distance by a combination factor of _____. Calculations are made at _____ with Coordinates of: N: _____, E: _____, using an elevation of _____.

1.12.1 CALIFORNIA COORDINATE SYSTEM (FOR MAPS SURVEYED AFTER MARCH 31st 2016)

The Basis of Bearings and the Basis of Coordinates for subdivisions surveyed after March 31st, 2016, shall be based on the California State Plane Coordinate System, (CCS83) Zone 6 (Public Resource Code, Sections 8801-8819), utilizing NAD 83(NSRS2011) adjustment with a published epoch of 2010.00. See Appendix D-1 for coordinate listing and decision tree. Exceptions shall be made at the discretion of the County Surveyor.

Horizontal State Plane Control Stations in NAD 83(NSRS2011) with a published epoch of 2010.00 shall be used for the Basis of Bearings. Each point shall be described on the map, including the name, date, and agency, and the coordinates shown. The grid bearing and distance between them shall also be shown on the map. Label grid distances as “(GRID).”

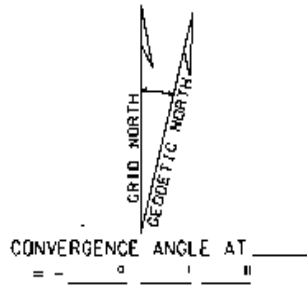
The Control Stations shall be tied to two found monuments on the distinctive border of the map, and the coordinates for the monuments shall be shown (Boundary Sheet only).

The method used to establish the coordinates on the points shall be shown on the map with geodetic bearings and grid distances.

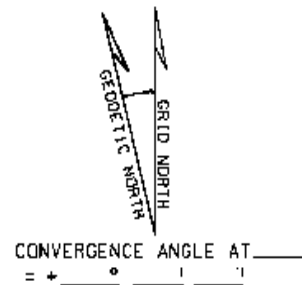
Grid North and geodetic North shall be indicated together with the +/- convergence angle between them, position where it was calculated, and the applicable coordinates. The position should be near the east-west mid-point of the map. The central meridian for Zone 6 is 116°15'W longitude in which all of Riverside County is located. Positions lying west of the central meridian will have a negative convergence angle. Positions lying east of the central meridian will have a positive convergence angle.



WEST OF THE CENTRAL MERIDIAN



EAST OF THE CENTRAL MERIDIAN



Except as noted above, all distances shown are ground distances.

All bearings shown on the map shall be grid bearings. Quoted bearings and distances from reference maps or deeds shall be as shown per that record reference.

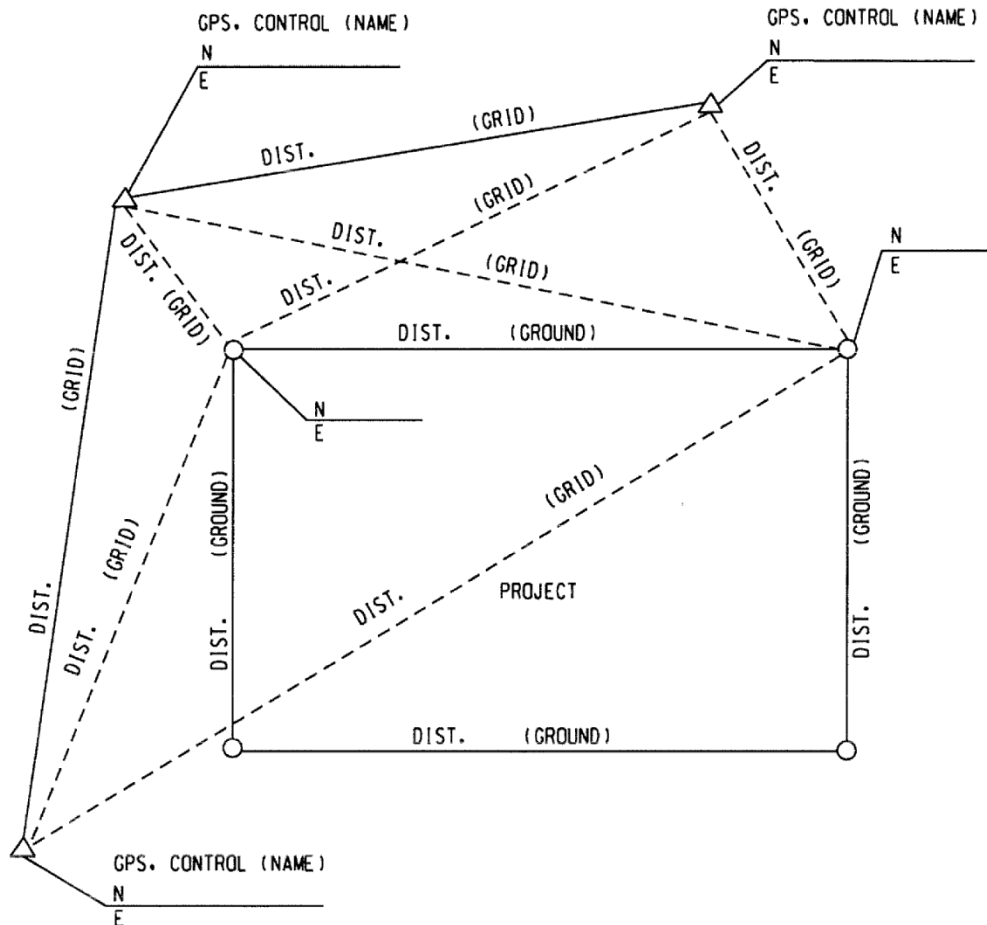
Coordinates shall be shown to the nearest 0.001 foot.

A Basis of Bearings note, substantially in the form shown below, shall be used:

BASIS OF BEARINGS

“The Basis of Bearings for this survey is the California State Plane Coordinate System, CCS83, Zone 6, based locally on Control Stations “_____”, “_____”, and “_____” NAD 83(NSRS2011) epoch 2010.00 as shown hereon. All bearings shown on this map are grid. Quoted bearings and distances from reference maps or deeds are as shown per that record reference. All distances shown are ground distances unless specified otherwise. Grid distances, may be obtained by multiplying the ground distance by a combination factor of _____. Calculations are made at _____with Coordinates of: N: _____, E: _____, using an elevation of _____.

Example



1.13 SECTIONALIZED LAND

Where the legal description of the area being surveyed makes it necessary to subdivide U.S. Government sections, the *Manual of Instructions for the Survey of the Public Lands of the United States* (2009) shall be used for preparing and checking the map.

The map shall show that sufficient record monuments have been found to verify the location or establishment of section corners, subsection corners, property corners, and parcel or lot corners of points necessary to properly locate the survey.

The position of the property shall be clearly demonstrated on the map by showing adjoining lot lines, sub-section lines, section lines, township and range lines, rancho lines, park boundaries, city or county boundaries, and other clearly identified lines. These shall be shown and labeled on the map.

All section and subsection corners shall be identified and labeled.



1.14 SECTION LINES AND SECTION CORNERS

Section lines and $\frac{1}{4}$ section lines passing through or adjacent to a land division shall be tied to the boundary to establish the point of intersection or map location in relation to said sectional lines. This/these position(s) should be labeled, “Nothing Set.”

Quarter-section corners must be found or set (if setting) in accordance with accepted survey methods. This includes the Center of Section. Proper section corner descriptions should be used (including $\frac{1}{16}$ th corners) whenever possible. Use proper terminology for Standard Corners per the *Manual of Instructions for the Survey of Public Lands of the United States* (2009), Sections 4-23 through 4-81, inclusive.

1.15 STREET NAMES

Names of all streets (existing and proposed) shown on the final map shall be submitted for approval. Street name suffixes shall not be abbreviated on boundary and map sheets. Two checkprints shall be submitted with three choices for each proposed street.

When approved, one checkprint will be returned to the Surveyor/Engineer, and the other will be sent to the Map Checker. Approved street names shall then be shown on the map. Street name approval (for “proposed” street names) must be “six months current” at the time of recordation. If not “six months current,” street names may require re-checking. Street names will be reviewed and verified a final time when the mylars are accepted for processing.

1.16 OWNERSHIP OF STREETS

The boundary of a map will go to the centerline of the street if:

- The map is a portion of another map that showed the boundary to centerline;
- The street has not been conveyed in fee title to the County by a Grant Deed;
- The street is not an “exception” in the Vesting Deed; or
- A strip of land for additional right-of-way adjoining the street has not been granted to the County. Once a strip adjoining the existing road right-of-way is granted to the County, then the underlying fee title goes with this grant to the centerline of the street.

Acceptance for right-of-way purposes and/or maintenance by the County does not transfer fee title of the street to the County.

Preliminary title reports are not a substitute for the current vesting deed(s).



For reference, see Sections 8.5 and 8.8 of Brown's *Boundary Control and Legal Principles*, fifth edition and Chapter 27, titled "Highways as Boundaries" of *Clark on Surveying and Boundaries*, third edition, Civil Code Sec. 1112.

Dedication information shall be shown for all streets that are adjacent to the subdivision boundary.

Data for rights-of-way that are adjacent to the map boundary shall be plotted, annotated, and labeled with a reference to the mechanism (map, easement deed, or grant deed) that created said rights-of-way.

1.17 BOUNDARY CONTROL

When the boundary is dependent on legal descriptions on a deed or deeds, all deed references controlling the boundary shall be delineated on the final map for the purpose of retracement. The method of establishment must be clearly noted. Appropriate data (e.g., found monuments and record and measured data) must be shown on map to verify procedure and data.

Notes shall be placed on the map showing how points or lines were established (e.g., "set by intersection from...", "set by proration between...", "established by holding record angle from found monument...", etc.). Lines of occupation shall be shown on the map when occupation is used to substantiate boundary establishment.

If the subdivision boundary (or adjacent lot split) is based on the waiver of a final Parcel Map, reference to the recording information of the Certificate of Compliance for said waiver shall be shown on the final map.

A boundary line created by a Lot Line Adjustment (LLA) shall reference the LLA case number and recording information for the Notice of Lot Line Adjustment and recording information for the deed(s) perfecting the LLA.

Note: A Notice of Lot Line Adjustment is not considered a valid reference if the Grant Deed(s) have not been recorded, thereby "perfecting" said LLA.

Locate and identify monuments of adjacent maps found on or near the boundary line of the land division.

Where streets intersect the boundary line of the land division, control shall be shown to establish the alignment of the street.

On multi-unit (phased) maps, each map will show the complete boundary of the entire approved tentative map and the relationship within that boundary to each previously recorded unit (Ordinance 460, Sections 9.2B, 9.5A8). Certain boundaries shall have different line weights:

- The "Current Phase" boundary shall have the heaviest line weight ("Thick");



- “Overall Tentative” boundary shall have a lesser (“Medium”) line weight; and
- Property lines, rights-of-way lines, centerlines, etc., shall have the lightest (“Thin”) line weight.

1.18 CONTIGUOUS OWNERSHIP / REMAINDER PARCELS

All contiguous ownership must be shown on the final map.

If the land being subdivided is a portion of a larger parcel described by a single deed, and a portion is not being divided, said portion should be labeled “REMAINDER.” Remainder portions less than five acres must be surveyed, and the data must be shown on the final map. If the remainder portion is five acres or greater in area, it should be shown as a remainder, with no survey data required. Reference to the deed within the remainder area shall be shown.

The remainder boundary shall be outlined with a solid line of lesser weight than the land division boundary.

If subdividing a multi-unit (phased) map, mapping the “overall tentative boundary” is required. Do not show areas within the “overall tentative boundary” (which will be mapped by later phases) as a remainder. Simply show the underlying/retracement data of said “later phases” on the current map.

Not A Part (NAP) shall be designated for land under different ownership and shall be excluded from the subdivision boundary. Reference to the vesting document shall be shown on the final map.



NAP cannot be land-locked. Acceptable access must exist, or be provided, and said access must be labeled and plotted on the final map.

1.19 OFF-SITE DEDICATIONS

When an off-site dedication is made or required to satisfy a Condition of Approval for the approved Tentative Map, whether for roads, drainage, or other purposes, the Surveyor/Engineer shall furnish the following material to the Survey Division/Right-of-Way Section:

- Current (“30-Days Current”) Preliminary Title Report (PTR) for the property affected/to be encumbered by the dedication. Trustees or Beneficiaries (if any) must also sign any offsite dedication;
- Copy of the owner’s current vesting deed for the property affected/to be encumbered by the dedication;
- Complete description of the easement(s) to be dedicated per the conditions of approval or as directed by the Transportation Department. The legal description must be signed and stamped by a Licensed Land Surveyor or qualified Registered Engineer (RCE 33965 or lower; January 1, 1982 or earlier);
- A plat showing the dimensions, bearings, and distances of the dedications, ties to existing lot corners, section corners, etc., as called out in the legal description. Existing easements shall also be shown. The plat must be signed and stamped by a Licensed Land Surveyor or a qualified Registered Engineer (RCE 33965 or lower; January 1, 1982 or earlier). See Section 7.0 for Standards;
- Plat and Legal Description must be in agreement. Each must also be in agreement with the final map;
- Off-site easement shall be plotted on the final map and labeled with the corresponding reference data. Dimensions may or may not be required on the final map;
- Consideration should be given to using the same Basis of Bearings for both the off-site dedication and the final map; and
- Appropriate data should be shown on both the off-site dedication and final map, so as to easily identify the relationship between the two.

1.20 ENVIRONMENTAL CONSTRAINTS

Notes of a temporary nature shall not be shown on a final map. Instead, a prominent note (in ¼" high, bold, block letters) should be placed on the first map sheet (preferably just below the Surveyor’s/Engineer’s Notes) of the final map stating the following:



ENVIRONMENTAL CONSTRAINT NOTE:

Environmental Constraint Sheet affecting this map is on file in the Office of the Riverside County Surveyor in ECS Book ____ Page _____. This affects Lot Nos. or Parcel Nos. ____ OR This affects all Parcels/Lots.

This note shall be required when any of the following are concerned:

- Archeological
- Biological
- Building
- Fire Protection
- Flood Control
- Geological
- Grading
- Lighting
- Water availability
- Environmental
- Or any constraint that may be required

The ECS (Environmental Constraint Sheet) is typically a version of the Boundary/Index sheet, showing the boundary, all streets, all lots, and vicinity map. It shall be prominently labeled in the center of the top margin (outside border) with the following:

ENVIRONMENTAL CONSTRAINT SHEET

Surveyor's/Engineer's Notes, Monument Notes, etc. may be omitted to allow space for the required Environmental Constraint Notes. Any conditions or mitigating comments stipulated by the impacting agency or agencies shall be noted on this sheet. Review the final map's "Conditions of Approval" to find the required ECS notes. Notes shall be taken verbatim from the Conditions of Approval and added to the ECS under the heading, ENVIRONMENTAL CONSTRAINT NOTES. Any conditions requiring the "delineation" of constraint areas should be plotted on the ECS.

An ECS should be submitted with each checkprint (until all concerns have been addressed). Once the final map is reasonably complete and accurate, with no errors in the required ECS notes, the map and ECS can be "Routed" to other departments for their review and approval. It is the responsibility of the Surveyor/Engineer or applicant to follow up with the different departments to verify that the ECS is acceptable. Once all departments have cleared their "Route" and the "Conditions of Approval" are satisfied, the Survey Division will accept the "Final Package."

When it is time to submit the "Final Package," only one original mylar copy of the ECS is required. The ECS is assigned a book and page number, and is filed in the County Surveyor's Office. See Section 2.6.4 for sample Environmental Constraint Sheet.



Any subsequent changes to the ECS will be made on the filed mylar, upon written notification from the appropriate department, and so indicated in a revision block (an example is shown below).

REVISIONS				
DATE LETTER REC.	DEPT.	DATE OF REVISION	INT.	DESCRIPTION

1.21 CHECKPRINTS

Checkprints will be returned to the Surveyor/Engineer with an attached checklist, indicating the necessary corrections and/or items that need further attention. Changes by the Surveyor/Engineer on items previously cleared on the checklist or the addition of information not specifically requested on the checklist or on the checkprint(s) shall be brought to the Map Checker’s attention in writing, or noted on a print of the next submittal. **Failure to do so may result in the return of an un-checked checkprint.**

When calculation sheets are submitted with the checkprints, please submit an additional copy marked with the reference points, delineating the coordinate points of the calculation sheets. Calculation sheets must show bearing, distance, error of closure, and area.

Be advised that any missing items or corrections that may have inadvertently been overlooked on the first and/or subsequent checkprints and later addressed by the Survey Division are still the Surveyor’s/Engineer’s responsibility and will have to be complied with prior to the map being considered for recording.

Department policy requires a meeting between the Surveyor/Engineer, the owner/developer/applicant, and Survey Division staff after two checkprints. This facilitates the resolution of any outstanding issues, resulting in fewer reviews and lower cost to the owner/developer/applicant.

Any changes initiated by the surveyor or engineer after a checkprint has been reviewed and returned shall be flagged by the Surveyor/Engineer upon re-submittal of the map for future checks.

1.22 DIRECT POSITIVE MYLAR (DPM) FOR A CONFORMED COPY

Upon request a duplicate copy of the map can be prepared on a direct positive mylar (DPM),



photographic (**not ammonia**), 3 to 4 mil thickness, 18"x 26" with 1-inch border that is free of any text or markings.

Final package submittal requires one mylar set (at least one of which must be original, wet-signed). A third set may be submitted if requested by the title company. Strictly adhere to the Recorder's Office Guidelines. See memo/letter from Assessor-County Clerk-Recorder, dated March 1, 2004, in Appendix A.

1.23 SURVEYED LINES VS. NON-SURVEYED LINES

Surveyed lines should be drafted as solid lines. Non-surveyed lines (adjoining lots, tracts, rights-of-way) should be shown as dashed lines, unless for clarity, a solid line would be a better choice. Lines shall be black. "Grey-scale" lines are not allowed.

1.24 PART-WIDTH

If a "part-width" right-of-way is required, it may be necessary to acquire property/rights from the adjacent property owner. A legal description should be submitted for review. The Right-of-Way Section will review the document and correspond with the Surveyor/Engineer as to revisions and required documentation. See Sections 1.19 and 7.0.

When there is a part-width requirement for right-of-way, data adjacent to the map boundary shall be plotted, annotated, and labeled with a reference to the mechanism (map, easement deed, or grant deed) that created said right-of-way.

1.25 ACREAGE

Acreages shall be rounded to the nearest hundredth of an acre. Show the Total Gross Area in a note under the Surveyor's Notes/Engineer's Notes for the entire land division within the distinctive border (for "current" phase only on multi-unit [phased] maps).

On Parcel Maps, show gross and net for all parcels of one acre or more; show net acreage only for parcels less than one acre. For Schedule "E" Parcel Maps, always show gross and net, regardless of parcel sizes.



On Tract Maps, show net only for lots of one acre or more, however if roads are not accepted for public road and public utility purposes, show gross and net acreage.

For lots less than one acre on Tract Maps, acreage is optional.

Net area is determined by the parcel/lot gross acreage less road rights of way and on a case by case basis, flood control channels.

1.26 DETAILS

Use details to clarify congested areas, and exaggerate the scale if necessary. If more than one detail is used, each detail should be identified using a different, but consecutive letter (commencing with the letter "A," with no omissions or duplications).

Details shall show the following:

- North Arrow;
- Scale or "Not to Scale;"
- Lot numbers;
- Street names and lettered lots (if applicable); and
- Sufficient survey data.

Details shall be located outside the boundary of the final map.

1.27 SEPARATE INSTRUMENT DEDICATIONS

The recording of separate instruments in connection with a final map shall be handled in accordance with the Subdivision Map Act, Sections 66447 and 66468.1. Such instruments shall be plotted on the final map and labeled with the corresponding reference data. Dimensions may or may not be required on the final map.

1.28 PUBLIC ACCESS

Per Ordinance 460, Article III, Section 3.10, Item A:

No land division map shall be recorded unless public access is provided from each parcel of the land division to a city, county, county service area, community service district, state or federal road that is maintained for public use. Public access to a road maintained by a property owner's association may be allowed if the Board determines that there is no other means of guaranteeing maintenance of the road for public use, and if the association has the unqualified right to maintain the road pursuant to recorded conditions, covenants, and restrictions which require the association to maintain the road and such requirement cannot be amended or terminated without the consent of the County of Riverside.



Dedicated and accepted public access must be provided to the nearest County Maintained road. If public access is by a recorded document, plot, annotate, and label with a reference to the mechanism (map, easement deed, or grant deed) that created said access. If it is determined that the easement is not adequate for the proposed land division, a new off-site dedication shall be required prior to recordation of the final map. Submit the dedication to the Survey Division, Right-of-Way Section, per *Off-Site Dedications*, in Section 1.19. A Preliminary Title Report (PTR) “30-Days Current” for each property affected by the dedication shall be submitted.

Once the legal description is approved, the proper documents, as specified by the Right-of-Way Section, must be signed in accordance with the Subdivision Map Act, Sections 66439 and 66447, and resubmitted to the Right-of-Way Section for acceptance and recordation prior to final map recordation. Any change in ownership shall require an updated PTR and a new document to be signed. See Section 1.19.

1.29 FIELD DATA TO MAP

An error of closure of 1:10,000 or better is expected for field work. Data shown on record maps should reflect this field data in a mathematically adjusted form. The first step in adjusting a closed loop traverse would be to adjust the field angles to meet the correct geometric total by one of the following methods:

- Arbitrary corrections to one or more angles according to the Surveyor’s/Engineer’s analysis of field conditions;
- Larger corrections to angles that had poor observing conditions; or
- An average correction.

The second step in the adjustment of a closed loop traverse is the distribution of the linear error throughout the traverse. This may be accomplished by one of the following methods:

- Arbitrary corrections to one or more distances according to the Surveyor’s/Engineer’s analysis of field conditions;
- Transit rule;
- Compass rule (Bowditch method);
- Crandall method; or
- Least squares method.

By following the above outline, a mathematically closed figure can be achieved with geometrical consistency among the angles and distances and at the same time yield the best estimates for the horizontal positions of the traverse points.

References: *Elementary Surveying*, Brinker, Chapter 10



Surveying Theory and Practice, Davis and Foote, Chapter 8

All closures for the map, for both boundary and interior, shall be 0.01' or less.

1.30 NOTICE OF DRAINAGE FEES

The Conditions of Approval for the map contain the correct wording for the Notice of Drainage Fees. Consult the Riverside County Flood Control and Water Conservation District and the Conditions of Approval for proper wording of notes to be placed on the final map and ECS and the pertinent drainage fees.

Note: Notice of Drainage Fees is required to be shown on Sheet 1 (the signature sheet) as well as on the ECS.

Note: If the project lies within the Coachella Valley Water District (CVWD) sphere of influence, then CVWD will be conditioning and reviewing the map. Written approval of the final map and ECS by CVWD will be required prior to recording

1.31 CORNER CUTBACKS

Design criteria for curb return radii can be found in Ordinance 461, Standard 805. Use “Improvement Widths,” per criteria outlined in Standard 805 to determine the appropriate radius.

The right-of-way corner cutback shall be established as follows: Along a straight line projected from the intersection of the radial line passing through the beginning of the curb return, and the corresponding right-of-way line to the intersection of the radial line, passing through the end of the curb return at the corresponding right-of-way line.

Generally, if both intersecting streets have an improvement width of 56 feet or less, the curb return radius used will be 25 feet; if either (or both) of the intersecting streets has an improvement width of 56 feet or greater, the curb return radius will be 35 feet, or as defined by the conditions of approval.

Modified cutbacks, per *Countywide Design Standards and Guidelines* for entry-monument intersections, are required to achieve 26.5 feet from middle of curve (MOC) to Radius Point. It is the intent for the “Modified Cutback” to be parallel with the bearing of the back of sidewalk.

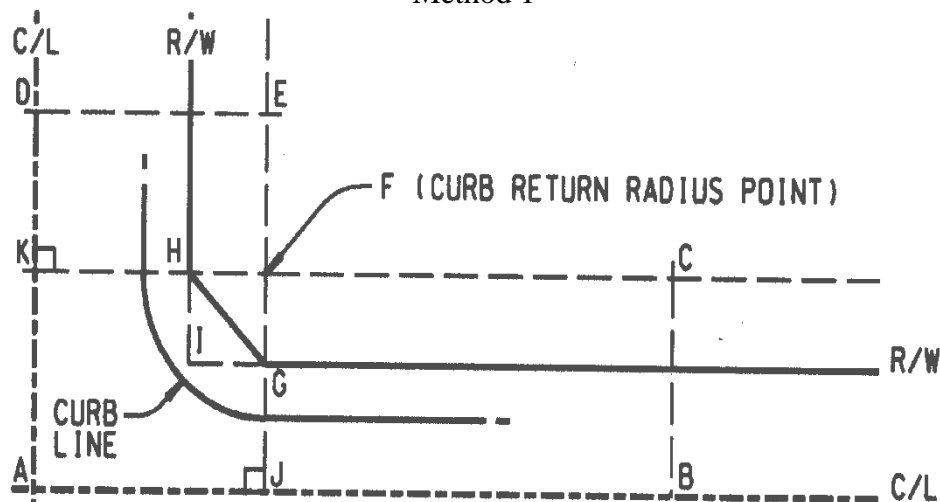


1.31.1 Two Straight Intersecting Streets

Method 1

1. With coordinates at A traverse an arbitrary distance (100 feet is usually adequate) to B.
2. Traverse B to C, perpendicular to A-B, a distance equal to, $\frac{1}{2}$ the improvement width, plus the length of the curb return radius.
3. Traverse A to D.
4. Traverse D to E.
5. Execute a bearing-bearing intersection (parallel to centerlines) from C and from E, intersecting at F.
6. Traverse F to G, perpendicular to A-B, the distance equal to B-C minus $\frac{1}{2}$ the right-of-way.
7. Traverse F to H, perpendicular to A-D, the distance equal to D-E minus $\frac{1}{2}$ the right-of-way.
8. Inverse G to H for bearing and distance.
9. Subtracting C-F from A-B will yield A-J.
10. Subtracting E-F from A-D will yield A-K.
11. If needed, the distances G-I and H-I may be found by a bearing-bearing intersection (parallel to centerlines) from G and from H, intersecting at I.

Method 1





Method 2

Given:

- Widths of rights-of-way
- Widths of improvement section
- O-Q and O-R equals improvement section plus curb return radius, respectively
- O-M equals O-Q minus right-of-way width
- O-N equals O-R minus right-of-way width

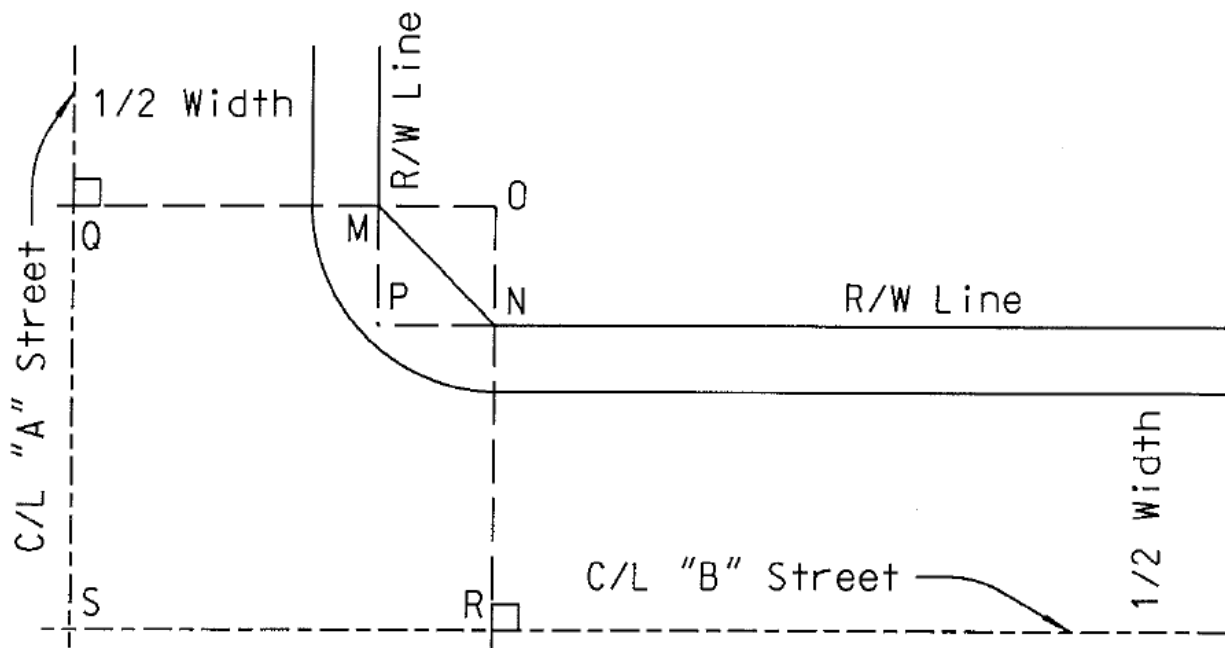
Solve for:

1. Q-S (dist.)
2. R-S (dist.)
3. M-N (dist. & bearing)

Solution:

1. Set coordinates at intersection point O (curb return radius point).
2. Traverse from point O to points M and Q perpendicular to the centerline of A street, establishing coordinates.
3. Traverse from point O to points N and R perpendicular to the centerline of B street, establishing coordinates.
4. Execute bearing-bearing intercept R to Q intersecting point S to establish distances R-S and Q-S.
5. Inverse between points M and N to establish bearing and distance of corner cut back.
6. A bearing-bearing intercept M to N through P will give bearing and distance for M-P and N-P, if needed.

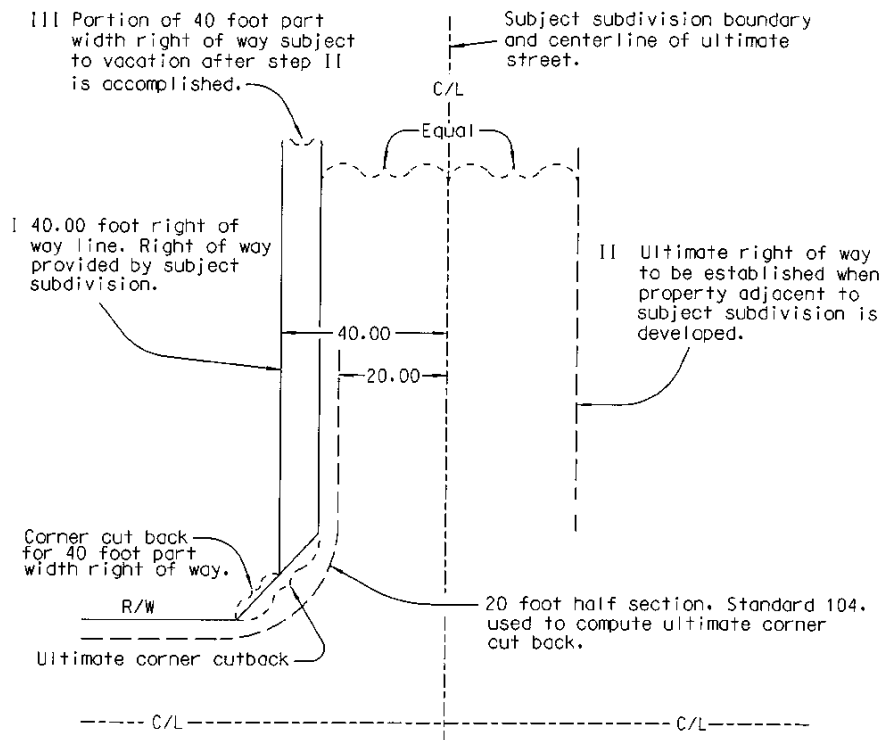
Method 2



1.31.2 Part-Width Streets

In certain instances, a 40-foot part-width right-of-way along the boundary of a subdivision adjacent to property held is in another ownership. The 40-foot part-width street is set up to accommodate an anticipated full width right-of-way as depicted by County Standards 103 through 105, inclusive. A corner cut back for a 40-foot part-width right-of-way is accomplished as follows:

40-Foot Part-Width Right-of-Way



Note: Improvements (curb and gutter and/or paving) not centered on the property boundary line may preclude abandonment of any portion of the 40-foot strip.



1.31.4 One Centerline Partially in Curve, Partially in Tangent

Case 1

Given:

- P-Y (Bearing and Arbitrary dist.)
- $W-Y = O-Z$; $W-O = Y-Z$
- S-R = (Radial Bearing and dist.)
- T-R = (Distance)
- Bearing (Centerline Riverside Ave.)
- P-S = (Bearing and distance)
- Point S = Beginning of curve

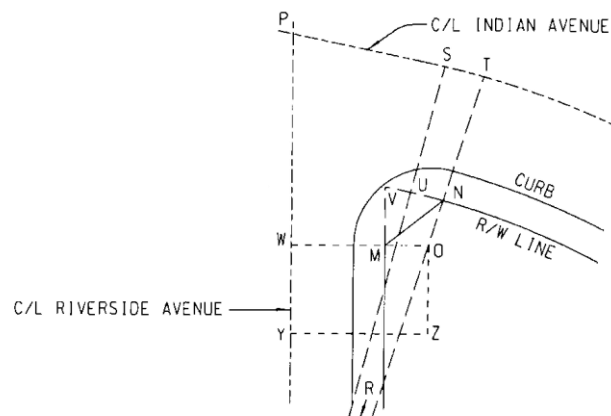
Solve for:

1. S-T - Curve data
2. T-R = Radial Bearing
3. M-N = Bearing And dist.

Solution:

1. Set coordinates at P, centerline intersection.
2. Traverse P to Y (100 feet is usually adequate).
3. Traverse Y to Z (section plus curb return radius) perpendicular to centerline of Riverside Avenue.
4. Traverse P to S; Traverse S to R (radial)
5. Execute bearing-distance intercept from Z to R thru O.
6. P-Y minus O-Z equals P-W.
7. Traverse O to M perpendicular to centerline Riverside Avenue.
8. Traverse O to N along calculated radial bearing per step #5.
9. Determine S-T, curve data, using calculated angle S-R-T.
10. Inverse between M and N for bearing and distance.
11. If needed, determine U-N, curve data, using angle S-R-T and given right-of-way radius.
12. If needed, traverse R-U, then execute a bearing-bearings intercept from M to U through V; this will give the distances M-V and V-U.

Case 1





1.31.5 Two Intersecting Curved Streets

Given:

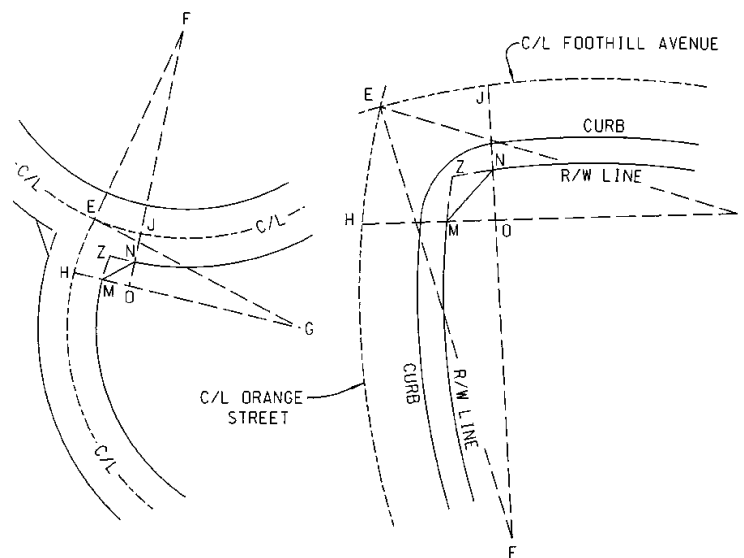
- E-F = Radial bearing and dist.
- E-G = Radial bearing and dist.
- O-G = distance
- O-F = distance

Solve for:

1. O-G = bearing
2. O-F = bearing
3. M-N = bearing & dist.
4. E-J = curve data
5. E-H = curve data

Solution:

1. Set coordinates at the centerline intersection point E.
2. Traverse from E to radius point F
3. Traverse from E to radius point G
4. Execute distance-distance intercept from F to G, intersecting O; this intercept will give the radial bearings through point O.
5. Traverse from O along the two radials to M and N.
6. Inverse between M and N to obtain bearing and distance of corner cut back.
7. Sufficient information now exists to calculate curve data E-F-J and H-G-E.
8. Similar operations may be used to determine deltas and lengths of arc for curves M-Z and N-Z, if needed.





1.32 CORNER CUTBACK AT KNUCKLE

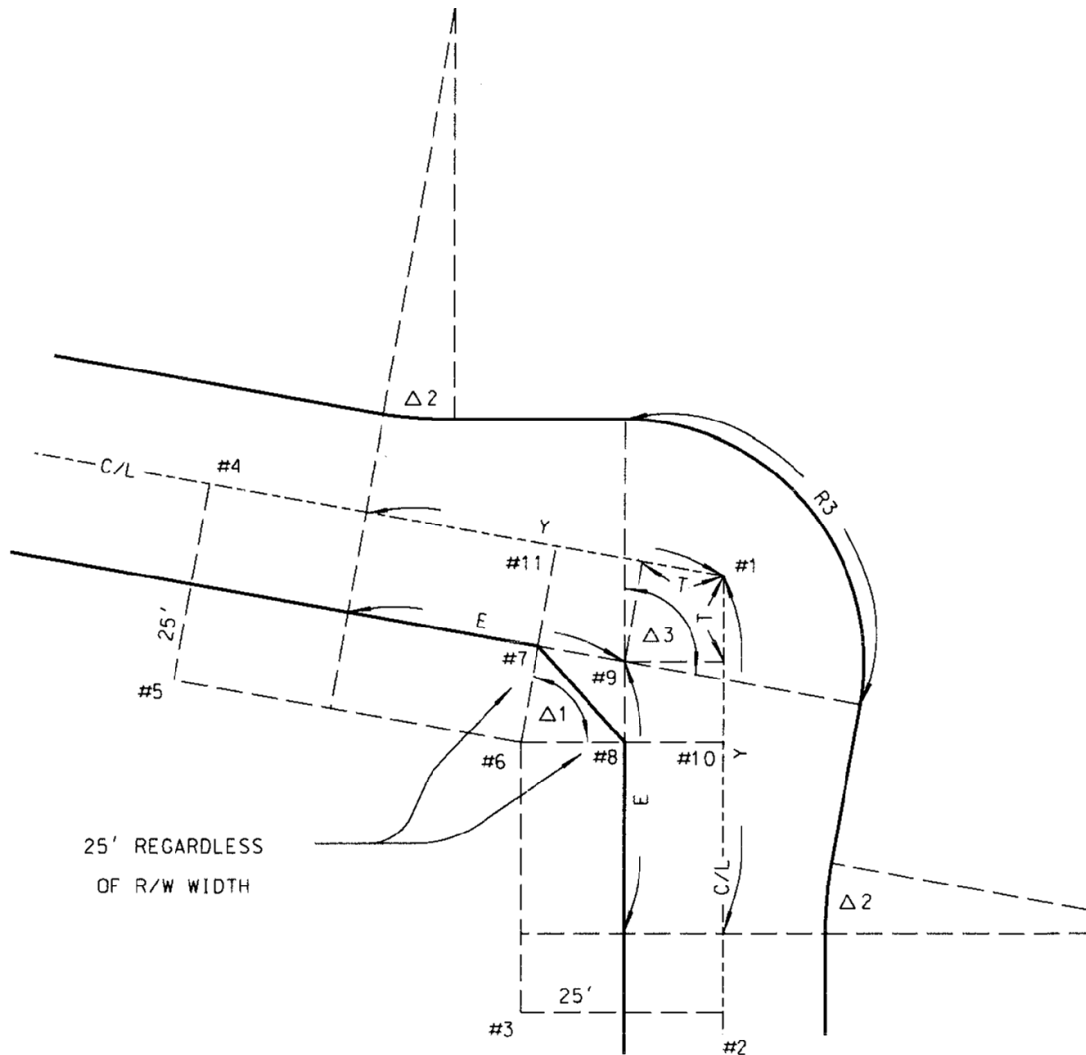
1. Establish (arbitrary) coordinate value at the centerline intersection (point #1).
2. Traverse from point #1 along the street centerline an arbitrary distance (100 feet is usually adequate) to point #2.
3. Traverse from point #2, perpendicular to centerline (point #1 – point #2) a distance equal to “ $\frac{1}{2}$ R/W (“A” per Std. No. 801) plus 25 feet” (25' constant per Std. No. 801) to point #3.
4. Repeat steps 2 and 3 for second street to establish point #4 and point #5.
5. Execute a bearing-bearing intersection (parallel to street centerlines) from point #3 and from point #5, intersecting at #6.
6. Traverse from point #6, perpendicular to (each) street centerline, a distance of 25 feet (25' constant per Std. No. 801) to establish (each) point #7 and point #8.
7. Inverse between point #7 and point #8 for cutback bearing and distance.
8. Subtracting (inverse distance) point #3 – point #6 (or point #5 – point #6) from the arbitrary distance (e.g., 100 feet) will yield point #10 – point #1 (or point #11 – point #1); cutback tie to centerline intersection.
9. Execute a bearing-bearing intersection (parallel to street centerlines) from point #7 and from point #8, intersecting at #9.
10. Adding (inverse distance) point #3 – point #6 (or point #5 – point #6) [see step 8 above] to (inverse distance) point #7 – point #9 (or point #8 – point #9) [see step 9 above]; and then subtracting this sum from the arbitrary distance (e.g., 100 feet) will yield the “T” value, as shown on Std. No. 801. “T” value, plus “E” value, yields “Y” value; right-of-way taper, tie to centerline intersection.
11. Determine angular relationship of street centerlines.

Note: The balance of the supplementary angles (180 degrees) is equal to the “Delta 1 (variable)” value, as shown on STD. No. 801. Using this “Delta 1 (variable)” value, and the appropriate “Delta 2” value(s), determine the “Delta 3” value.

Note: Streets with different right-of-way values will have different “Delta 2” values. In these cases apply the appropriate “Delta 2” values for each street, together with the “Delta 1 (variable)” determined to yield the correct “Delta 3” value. [“Delta 3” = “Delta 1 (variable)” + (“Delta 2a” + “Delta 2b”)].
12. Determine the right-of-way “Bulb” radius (“R3” per Std. No. 801) using the data table shown on Std. No. 801. If the intersecting streets have different right-of-way widths, then determine the “R3” value for each street, determine the mean/average “R3” value, and use said mean/averaged “R3” value to establish the right-of-way “Bulb.”



Method to Design a Corner Cutback at Knuckle



As with all knuckle solutions, point number one is the proper starting point for the necessary calculations. Use the “E” value (right-of-way width), the “R4” value ($R = 100.00'$ in all cases), and the “Delta 2” value, as shown in Ordinance 461, Standard No. 801, that are appropriate, based on each of the right-of-way widths for the two streets involved.

Carry the computations forward to the point where coordinates have been established at both ends of both 100-foot radius curves, per Standard No. 801, for each street. At this point extend two straight lines, from the extremities of the two adjacent 100-foot radii (one in each 100-foot curve) normal (perpendicular) to their respective radii, to an intersection at point #2.

Use the mean (average) of the “R3” appropriate radius lengths, as shown in Standard No. 801 based on each of the right-of-way widths for the two streets involved, with a delta angle determined by comparing the bearings of the intersecting line described in the above paragraph.



Compute the semi-tangent distance from this curve. Laying-off this semi-tangent distance, from point #2, along the intersecting lines, will establish the ends of the curve that are the property line (right-of-way) returns. The distance from either end of the return to the near end of the adjacent 100-foot radius curve will be the “D” distance for the subject street. The two “D” distances will be unequal.

Point #3 is set by extending radii from the ends of the property lines returns to an intersection (the radius point of the curve). In the case of having two streets with equal width parkways, dimension “C” of Standard No. 801, a street with a 60-foot right-of-way and a 36-foot improvement width intercepting a street with an 88-foot right-of-way (and 64-foot improvement width), point #3 would be the radius point for the curb return as well as for the property line (right-of-way). The radii for the curb return would be twelve feet less than the radii of the property line return.

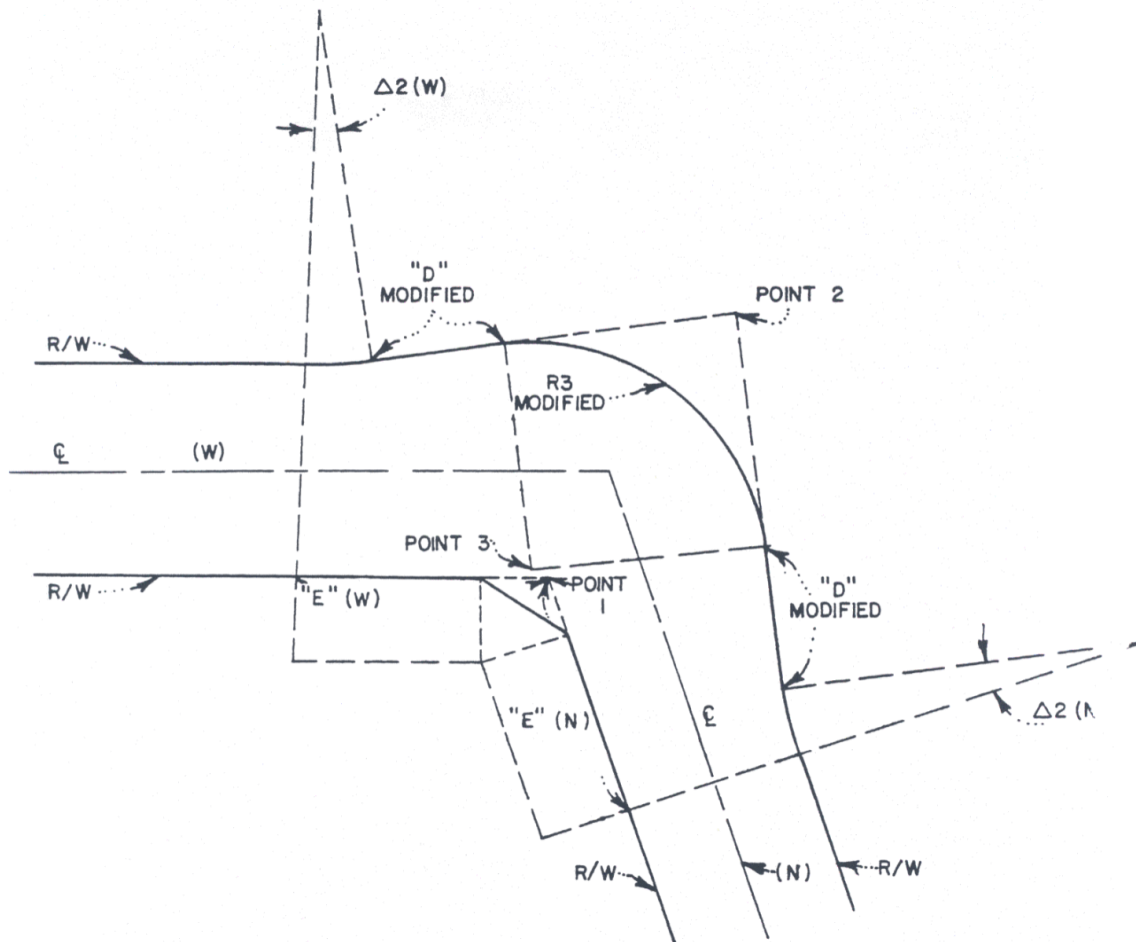
$$\frac{98 - 70}{2} + 70 = 84$$

and $84 - 12 = 72$, 84 and 72 being the length of the radii for the property line return and the curb return respectively in this one case only.

In all other cases, the curb return is to be designed in the manner described for the property line. This will establish a separate radius point for the curb return; the curb return and property line return will not be concentric. Separate calculations will have to be used both inside and outside the knuckle.



Method to Design a Knuckle Connecting Two Streets with Standard but Unequal Widths

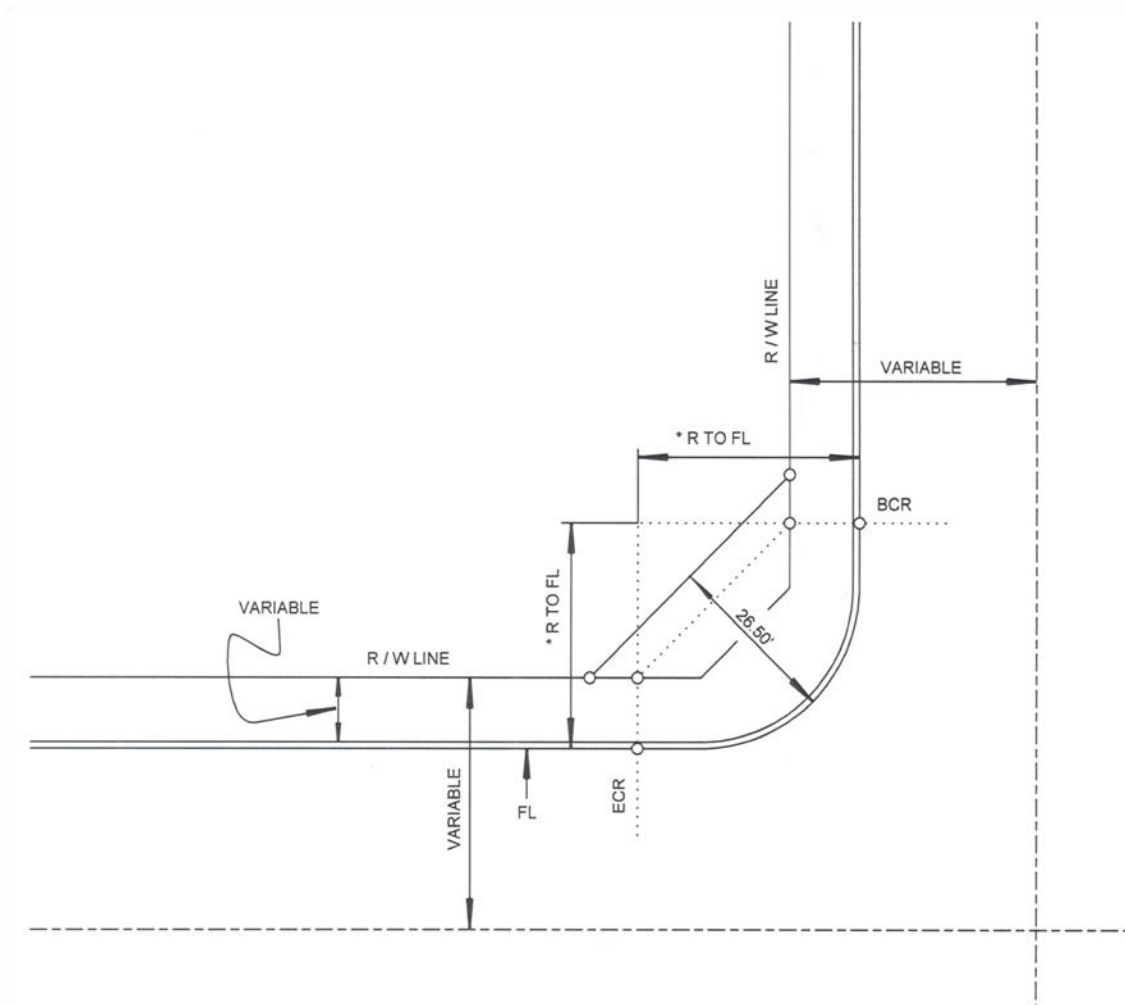


1.33 MODIFIED CUTBACKS

Modified cutbacks, per *Countywide Design Standards and Guidelines* for entry-monument intersections, are required to achieve 26.5 feet from middle of curve (MOC) to the cutback on line to the Radius Point. The intent is for the “Modified Cutback” to be parallel with the bearing of the back of sidewalk.

Method for Modified Cutback for 2nd, 3rd, and 5th Supervisorial Districts
per Countywide Design Standards and Guidelines

1. $R = 25'$ if both streets have a width less than Highway Standard No. 111 (Industrial Collector, 78' right-of-way) based on improvement width of 56' per Standard No. 111.
2. $R = 35'$ if either street has a width equal to or greater than Standard No. 111, except in cases where special design exists.



2.0 DRAFTING STANDARDS

The purpose of this section of the Map Preparation Manual is to develop drafting standards that, if followed by the Land Surveyor/Civil Engineer, would result in a map being filed with minimum difficulty.

Recognizing that the Land Surveyor/Civil Engineer is a professional practitioner and that both the Professional Land Surveyors' Act and the Subdivision Map Act have little in the way of drafting standards (other than sheet size and the requirement for a legible drawing guaranteeing a permanent record in black ink on polyester base film), these standards are presented as guidelines that are believed to reflect good professional practice.



Microfilming has become an accepted method for the storage and retrieval of documents; therefore, any drafting standard should recognize the use of such storage.

See Appendix A for the March 1, 2004, letter that is to be followed. The letter is authored by Gary L. Orso, Assessor-County Clerk-Recorder, regarding acceptability of recordable maps.

2.1 FORMAT

All maps shall be to a scale and format suitable for microfilming and of such drafting quality that viewing and reproduction from microfilm at reduced scale shall be legible.

2.2 STANDARDS

The map shall be drawn, printed, or reproduced by a process guaranteeing a permanent record per Sections 66434(a) and 66445(a) of the Subdivision Map Act and Section 8763 of the Professional Land Surveyors' Act. The only methods deemed acceptable, according to these sections, are the following (see Appendix A):

- Black opaque ink on polyester base film; or
- An archival quality photographic (silver process) reproduction on polyester base film.

Diazo reproductions are not acceptable.

Special care shall be taken to insure that lettering density and background density are uniform on each sheet to ensure even contrast throughout the sheet.

Minimum letter size shall be 0.08 inches in height, and minimum line weight shall be “00” (Leroy pen). Letter spacing shall be no less than one-quarter of the letter height used. Cursive writing shall not be used except for signatures.

Ghost/shadow fonts and fancy fonts are not allowed.

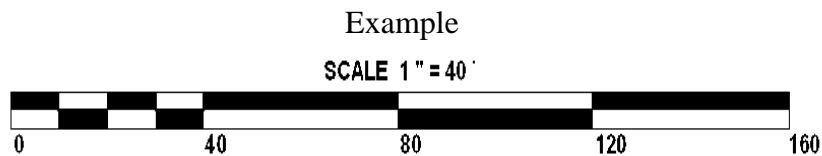


Self-adhesive or add-on labels and certificates are not allowed.

Color shading shall not be used. The final map boundary line of a land division shall be indicated by a distinctive unbroken line of permanent opaque black ink being approximately three times the width of the lot or parcel lines and between 1.00 mm and 1.40 mm in width (“Thick”). Certain boundaries shall have different line weights:

- The “Current Phase” boundary shall have the heaviest line weight (“Thick”);
- “Overall Tentative” boundary shall have a lesser (“Medium”) line weight; and
- Property lines, rights-of-way lines, centerlines, etc., shall have the lightest (“Thin”) line weight.

A scale shall be stated using a standard engineer’s scale. In addition, one graphic scale shall be shown on each sheet. The graphic scale shall be a minimum width of ¼ inch and a minimum length of 4 inches, and shall pertain to the predominant scale used on the sheet.



Note: The minimum acceptable map scale is 1"=200. This does not include details, vicinity maps, or boundary maps.

Found monuments shall be shown as solid symbols, and set monuments shall be shown as open symbols. Minimum monument symbol size shall be 0.08 inches.

Use details liberally. Too many arrows around a point, or other congestion, are hard to read. Details, if possible, should be on the same page as the area detailed (see Section 1.26).

After placement of the North Arrow on the map body and any details that are necessary, add “NORTH” or the letter “N” to the arrow.

The boundary of the land division must be shown in its entirety on one sheet, including bearings and distances for all courses.

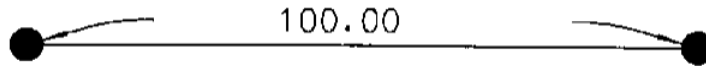
Restricted access shall be indicated by (///////) at the proper location on the map and with the appropriate note placed under the Surveyor’s/Engineer’s notes. Any access openings/exceptions to the restricted access shall be addressed in the Owner’s Statement. Said access openings shall be plotted, labeled, dimensioned, and tied into the survey on the Boundary Sheet and any interior sheets (as applicable). The size, location, and acceptability of the access opening must be approved by the Transportation Department.

To avoid cluttering, use additional sheets. Final maps must be a minimum of two sheets.

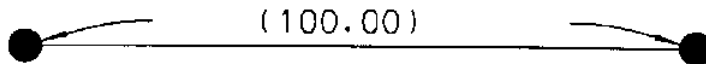


2.3 EXAMPLES OF DATA SHOWN ON MAPS

Measured Only

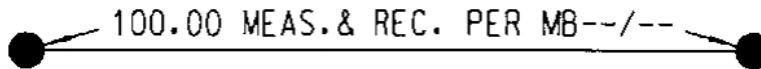


Measured and Record (M&R) – Reference



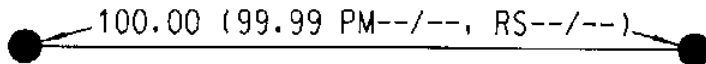
Reference at Surveyor's/Engineer's Notes: (- - -) = Measured & Record per - - -

Measured and Record (M&R) – No Reference



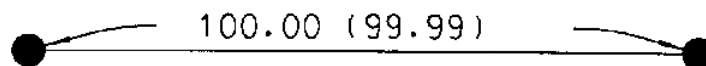
No reference in Surveyor's/Engineer's Notes.
Reference at measurement; no parentheses are necessary.

Measured with Record – Reference



Reference in Surveyor's/Engineer's Notes, to reference at measurement:
(- - -) = Record data as noted.

Measured with Record – Reference



Reference at Surveyor's/Engineer's Notes: (- - -) = Record per - - -

Dimensions shall not be qualified by “approximate” or “more or less” or “(+/-)”, etc., except on vicinity maps.

Record bearings as well as record distances shall be shown along the perimeter of the land division, on all sheets (where applicable).



An overall bearing and distance shall be shown between extremities of a line, with distances only along the increments. **Increments must equal the total overall dimension.**

If a found monument is used for direction only, it should be labeled, “used for line only,” and the record and measured distance should be shown.

On all maps, all monuments found or set shall be indicated on the map itself with appropriate symbols (min 0.08 inches). Use the following approved symbols:

Acceptable found monument symbols: ● ◎ ▲ ■ ▲◐ ◐◑ ◑◒

Acceptable set monument symbols: ○ ◎ △ □

Unacceptable monument symbols: ◐ ◑ ◒ ⊗

Note: Monument symbols on the distinctive borderline should be of sufficient size (min 0.08") as to be easily discernable.

Untagged found monuments must be tagged if shown as a controlling or accepted monument on the final map (shown as “Found”).

References should be to recorded maps and information in the County Surveyor’s Office. For monuments, refer to County Field Books rather than Tie Books whenever possible.

Line and/or curve tables, if utilized, shall be located on the same map sheet with which the tables are associated. No tables shall be placed within the body of the map, including that of the boundary control.

Curve data shall be used only to avoid cluttering and for clarity.

2.4 CURVE DATA

The measured and record total central angle, radius, length, and tangent shall be shown for all street centerlines. For sidelines, the delta, radius, and length for the total curve shall be shown, with the delta and length for any increments, on centerline or the sidelines. A radial bearing shall be shown at points of reverse or compound curvature, and parcel/lot corners or corner cutbacks where applicable.

The data may be placed near the curve with arrows to indicate the curve extremities to which the data applies. The sum of the parts must equal the total. Radii should be held to an even foot with no tenths or hundredths, unless record data indicates otherwise, in which case record radii should be held.



2.5 LETTERED LOTS FOR STREETS

Per Ordinance 460 Section 9.5, Item A-12: ... *Lots used for street, alleys or barrier strips shall be lettered ...*

2.5.1 Parcel Maps of Four or Fewer Parcels

Lettered street lots that are to be dedicated, whether or not for acceptance into the County maintained road system, shall be shown as segments that match the adjacent parcels. Solid lines shall outline these lots.

2.5.2 Parcel Maps of Five or More Parcels

Lettered street lots, which are to be dedicated and accepted, may be shown as one lettered lot for each street that will be accepted for maintenance. Segments matching the adjacent parcels may be used. Roads not accepted may be shown as lettered lots or “road easements,” depending on the number of lots.

2.5.3 Tract Maps and Parcel Maps Previously Dedicated and Accepted

If the street has been previously dedicated and accepted, the right-of-way line should be a thin, solid line and reference should be made to the parent map or instrument number and recording data of the dedication and acceptance. These roads do not need to be re-dedicated (although it is not uncommon to re-dedicate).

The recording information should be shown for any adjacent streets that bound on the subdivision or lie within the subdivision to which the land divider does not have underlying title. Consider how this will affect the boundary. If existing rights-of-way for streets adjacent to boundary are not the same width, from centerline, as newly dedicated rights-of-way, a monument, found or set, should be at each right-of-way common to the Boundary.

The distinctive borderline of the subdivision along any street shall be carried to the limits of ownership along or within said street.

Designate each dedicated lot with an alphabet letter, (i.e., LOT “A”). If more letters are needed than the single letters “A” through “Z,” show the roads that will not be accepted for maintenance as “road easements.” These roads will be designated as such on the final map. If more letter designations are still needed, then use Lot “AA,” Lot “BB,” etc.

As effectively as possible, letter lots consecutively, in a clockwise manner, beginning with lots that will be accepted for maintenance or are adjacent to a County maintained road. Additional



rights-of-way along a County maintained road should always be a lettered lot or lots.

Begin the sequence of the lettered lots on dedications that are along County maintained roads before lettering secondary roads.

Keep lettered lots in sequence on any given street.



2.6 SHEET FORMAT

2.6.1 Signature Sheet Format

	26"	
1"	1"	1"
<p>OWNERS STATEMENT</p> <p>TRUSTEE/ BENEFICIARY (as applicable)</p> <p>NOTARY ACKNOWLEDGEMENT</p> <p>NOTARY ACKNOWLEDGEMENT</p> <p>Signature Omissions Notice of Drainage Fees Abandonment Note Other Agency Statements</p>	<p>IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA</p> <p>TRACT OR PARCEL MAP NUMBER LEGAL DESCRIPTION</p> <p>ENGINEER'S NAME DATE (month, year)</p> <p>Additional Notary Acknowledgements, if needed may be placed on sheet 2 by themselves.</p> <p>(Surveyor's/Engineers Notes, easement notes, and any other such notes should be placed on the first map sheet.)</p> <p>Tax collector's Certificate Tax Bond Certificate</p>	<p>Sheet X of X Sheets</p> <p>RECORDER'S STATEMENT</p> <p>SUBDIVISION GUARANTEE</p> <p>SURVEYOR'S STATEMENT</p> <p>COUNTY SURVEYOR'S STATEMENT</p> <p>BOARD OF SUPERVISOR'S OR DIRECTOR OF TRANSPORTATION'S STATEMENT</p> <p>CLERK OF THE BOARD OF SUPERVISOR'S STATEMENT</p> <p>IP# _____ SCHED. _____ SEC. _____ TWP. _____ RNG. _____</p>
18"	18"	18"



2.6.2 Signature Sheet Sample

2006-0581692-01610001
SHEET 1 OF 2 SHEETS.
RECORDERS STATEMENT
FILED THIS DAY OF MARCH 2006.
MURIELA VALLEY AREA DRAINAGE PLAN WHICH WAS ADOPTED BY THE BOARD OF SUPERVISORS OF RIVERSIDE COUNTY, STATE OF CALIFORNIA, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, STATE OF CALIFORNIA, LIND WITH RANDO RIOSA RUGA PROTRACTED SECTION 4 T.6S. 13.3N. S.8.M.
OCTOBER, 2005
C.I.E. ENGINEERING, INC.
NOTICE OF DRAINAGE FEES
TAX COLLECTOR'S CERTIFICATE
TAX BOND CERTIFICATE
OWNER'S STATEMENT
BENEFICIARIES
NOTARY ACKNOWLEDGMENT
COUNTY SURVEYOR'S STATEMENT
DIRECTOR OF TRANSPORTATION'S STATEMENT

2.6.4 Environmental Constraints Sheet Sample

ENVIRONMENTAL CONSTRAINT SHEET

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
TRACT NO. 28298

BEING A SUBDIVISION OF PARCEL 4 AS SHOWN ON LOT LINE ADJUSTMENT NO. 3752, RECORDED AUGUST 30, 1984 AS INSTRUMENT NO. 337442Z IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, STATE OF CALIFORNIA, AND A PORTION OF PARCEL 'B' SHOWN ON LOT LINE ADJUSTMENT NO. 3752, RECORDED JANUARY 19, 2005 AS INSTRUMENT NO. 2001-095128 IN THE RECORDER'S OFFICE OF SAND COUNTY AND STATE, IN SECTION 32, TOWNSHIP 6 SOUTH, RANGE 2 WEST, S.B.5.H.I.

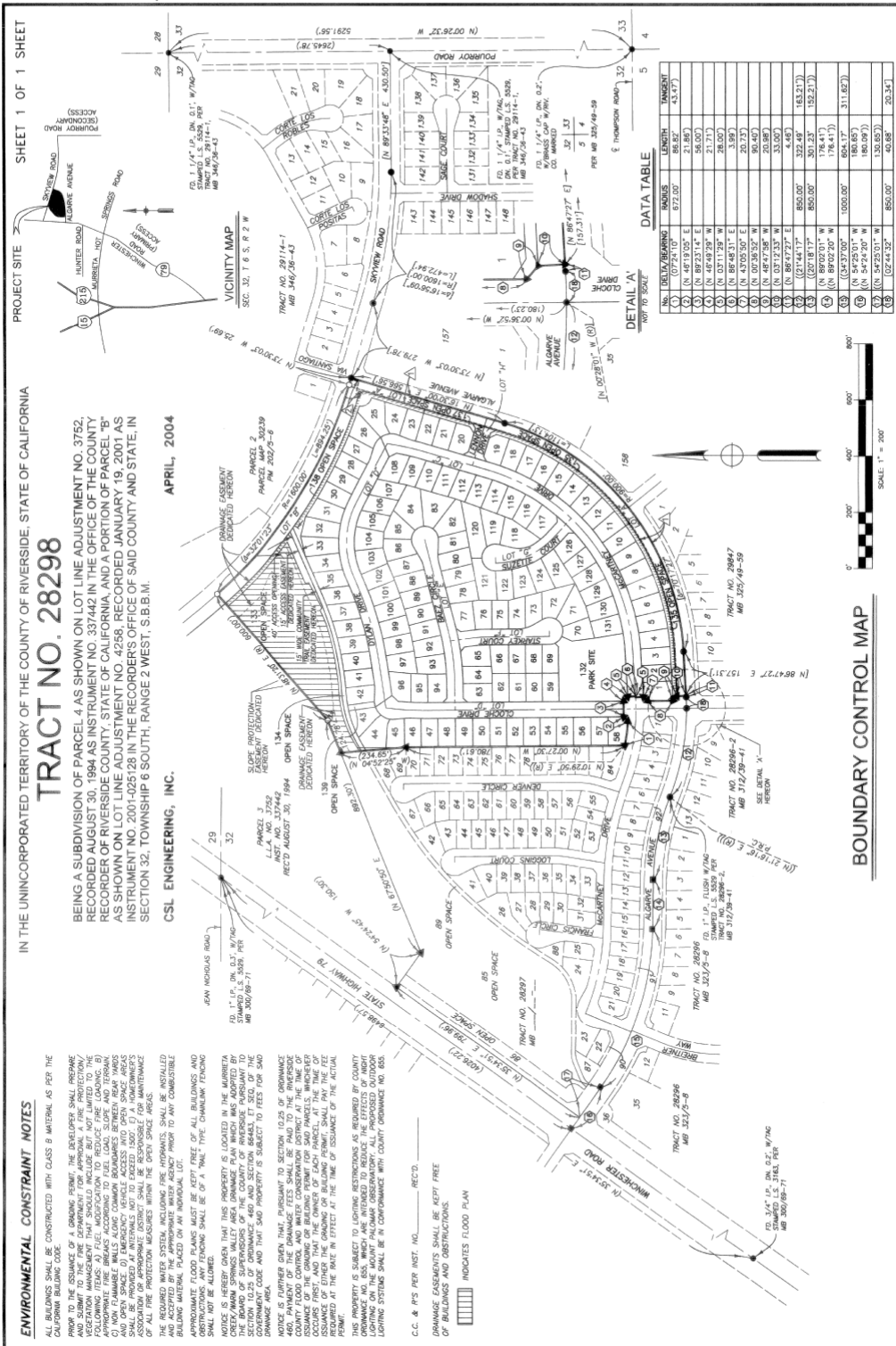
CSL ENGINEERING, INC.

APRIL, 2004

ENVIRONMENTAL CONSTRAINT NOTES

ALL BUILDINGS SHALL BE CONSTRUCTED WITH CLASS B MATERIAL AS PER THE CALIFORNIA BUILDING CODE.
PRIOR TO THE ISSUANCE OF A GRADING PERMIT, THE DEVELOPER SHALL PREPARE AND SUBMIT TO THE FIRE DEPARTMENT FOR APPROVAL A FIRE PROTECTION/PLANNING REPORT, INCLUDING BUT NOT LIMITED TO THE FOLLOWING ITEMS: A) FUEL MODIFICATION TO REDUCE FIRE LOADING; B) FUEL MODIFICATION TO REDUCE FIRE SPREAD; C) FIRE RESISTANT WALLS AND COMMON BARRIERS BETWEEN REAR YARDS AND OPEN SPACE; D) EMERGENCY VEHICLE ACCESS INTO OPEN SPACE AREAS AND OPEN SPACE AREAS; E) FIRE PROTECTION SYSTEMS; F) FIRE PROTECTION ASSOCIATION OR APPROPRIATE DISTRICT SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL FIRE PROTECTION MEASURES WITHIN THE OPEN SPACE AREAS.
ALL FIRE PROTECTION MEASURES SHALL BE APPROVED BY THE FIRE DEPARTMENT AND ACCORDED BY THE APPROPRIATE FIRE AGENCY PRIOR TO ANY CONSIDERABLE BUILDING MATERIAL PLACED ON AN INDIVIDUAL LOT.
APPROXIMATE FLOOD PLAINS MUST BE KEPT FREE OF ALL BUILDINGS AND DRIVEWAYS. APPROXIMATE FLOOD PLAINS SHALL BE KEPT FREE OF ALL BUILDINGS AND DRIVEWAYS. APPROXIMATE FLOOD PLAINS SHALL NOT BE ALLOWED.
NOTICE IS HEREBY GIVEN THAT THIS PROPERTY IS LOCATED IN THE MARIETTA SECTION 10.25 OF ORDINANCE 460 AND SECTION 86A.1, ET SEQ. OF THE COUNTY OF RIVERSIDE. THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE PURSUANT TO SECTION 10.25 OF ORDINANCE 460 AND SECTION 86A.1, ET SEQ. OF THE COUNTY OF RIVERSIDE, HAS DETERMINED THAT THIS PROPERTY IS SUBJECT TO FEES FOR SAND DRAINAGE AREA.
NOTICE IS FURTHER GIVEN THAT, PURSUANT TO SECTION 10.25 OF ORDINANCE 460 AND SECTION 86A.1, ET SEQ. OF THE COUNTY OF RIVERSIDE, THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE HAS DETERMINED THAT THIS PROPERTY IS SUBJECT TO FEES FOR SAND DRAINAGE AREA.
THIS PROPERTY IS SUBJECT TO LIGHTING RESTRICTIONS AS REQUIRED BY COUNTY ORDINANCE 460 AND SECTION 86A.1, ET SEQ. OF THE COUNTY OF RIVERSIDE. LIGHTING SYSTEMS SHALL BE IN CONFORMANCE WITH COUNTY ORDINANCE NO. 658.

C.C. & P'S PERM. INCT. NO. _____ RECD. _____
DRAINAGE EASEMENTS SHALL BE KEPT FREE OF BUILDINGS AND OBSTRUCTIONS.
INDICATES FLOOD PLAN



ECs 37/02



3.0 GUIDELINES

3.1 EVIDENCE OF LEGAL ACCESS

3.1.1 Legal Access

(See also “Public Access Required,” Section 1.2).

Per Ordinance 460, Article V, Section 5.2, Item A-8, “*Street and right-of-way providing legal access to the property.*” If during the Land Division Committee (LDC) Meeting, it is determined that access is insufficient per Ordinance 460, Article III, Section 3.10, Item A, “*No land division shall be recorded unless public access is provided ...,*” then:

Ordinance 460, Article II, Section 2.2, Technical Definitions, Item O:

O. PUBLIC ACCESS means:

- 1. A dedication to public use or to the County of Riverside to the required width for road purposes.*
- 2. A permanent written easement for road purposes to the required width from the State or Federal Government.*
- 3. An access road as defined in this ordinance that has been open to the public without posting for five years or more, provided adequate evidence thereof is submitted to and approved by the Director of Transportation.*
- 4. A dedication to a community services district to the required width for road.*

The following guidelines have been adopted by the Riverside County Survey Division to implement Ordinance 460, Article II, Section 2.2, Item O (3) (above):

1. General Affidavits signed and notarized by the property owners over whose land the access road travels and owners whose land is encumbered by the access road(s).
2. Assessor’s Maps covering the area(s) involved, showing the approximate location of the traveled way.
3. A list of the property owners, cross-referenced to the Assessor’s Parcel Number of their property.
4. Photographs, taken along the route being proposed, with the picture points being indicated on the Assessor’s Maps.



3.1.2 General Affidavit

1. General Affidavits must be from the property owners affected/encumbered by the traveled way proposed for public access. An affidavit must be received from every landowner whose land is traversed/encumbered by this road. The suggested format for the affidavit is as follows:

I know from personal knowledge:

That certain existing traveled way known as _____, which connects to *(name of public road)* traversing through *(Sec. Twp. Rng.)*, and across my property, has been in operation for the purpose of public access from *(year)* continuously and without interruption at any time.

My property is more particularly described as:

(Legal Description)

2. If the property owner has no personal knowledge of the time factor on the traveled way and has no objection to it being public access, the property owners may make a statement to that effect.

3.1.3 Submittal Procedure and Requirements

1. It is suggested that these affidavits be sent by certified mail to the owners of the encumbered property, with a cover letter explaining the intent of obtaining the affidavit, with a reference to the tentative map. If there is no response within 30 days, a second duplicated letter should be sent (also by certified mail). If there is still no response, an attempt should be made to determine the reason.
2. All the evidence per “A,” items 1 through 4 above, should be submitted with a cover letter formally requesting approval of the road in question as a public access road. Receipts for certified letters that were not answered should also be handed in with the other material, with a note of explanation as to why there was no response. If the County Surveyor approves or disapproves said verification, a written statement shall be placed in the file denoting the finding.

3.2 REVERSION TO ACREAGE MAPS

- A. The map must comply with the Subdivision Map Act, Chapter 6, Article 1, Sections 66499.11 through 66499.20 3/4 and Ordinance 460.
- B. Normal format and certificates will be used except:



1. In the HEADING, replace “division of” with “**REVERSION TO ACREAGE**” in bold letters.
 2. In the OWNER’S CERTIFICATE, replace “subdivision” with “reversion to acreage.”
 3. The Tax Collector’s Certificate (see Section 4.12.2) will be on the map. The Tax Bond Certificate will not be on the map.
- C. All property owners involved must sign the map.
- D. Monumentation is not required unless road dedications are requested in the Conditions of Approval.
- E. The map, therefore, could be compiled from record data or based on a field survey. Treat it accordingly.
- F. In the event there is an error in the record boundary on the map of the property being reverted, a Record of Survey must be filed to rectify the error if the reversion to acreage map is not based on a field survey.
- G. A title report (30-days current) on all parcels involved must be provided.
- H. All public easements to be perpetuated/retained must be shown. NILs (Non-interference letters) must be obtained from any Public Utility Company concerned.
- I. County maintained roads shall be perpetuated/retained and shown on the final map. Rights-of-way offered to the public, to be perpetuated/retained, must be shown on the map. Any Public dedications and road easements not shown on the reversion to acreage map will constitute abandonment of said road(s), when the final map is recorded.
- J. The Conditions of Approval for the reversion to acreage must be complied with, including any new dedications or improvements required.
- K. Adjacent lots and/or subdivisions shall be shown.
- L. Property not included in the reversion to acreage and property adjacent to the map must not be left landlocked. Check thoroughly to ensure vehicular access is available.

3.3 WAIVER OF FINAL MAP REQUEST POLICY

Ordinance 460, Article IX, Section 9.12, *Waived Maps*:

- A. *Waiver of a parcel map means that enough information is available and that the necessary conditions of the tentative parcel map have been met, therefore, a parcel map is not required.*
- B. *The Planning Director may waive a parcel map according to the provisions set forth in Section 6.5 D of this Ordinance (460). ...*

Ordinance 460, Article VI, Section 6.5, *Consideration by the Advisory Agency*, Item D:

- D. *The Advisory Agency, upon the request of the land divider, may waive the requirement*



that a parcel map be recorded if the Advisory Agency finds that the proposed land division complies with the requirements as to:

- 1. Area;*
- 2. Improvement and design;*
- 3. Flood water drainage control;*
- 4. Appropriate improved public roads;*
- 5. Sanitary disposal facilities;*
- 6. Water supply availability;*
- 7. Environmental protection and;*
- 8. Adequate existing survey control;*
- 9. Other provisions of this and other applicable ordinances of Riverside County and the Subdivision Map Act.*

Subdivision Map Act, Chapter 2, Maps; Article 1, General Provisions; Section 66428:

66428. Tentative and parcel maps; Waiver by local ordinance; Exceptions; Options

(b) A local agency shall, by ordinance, provide a procedure for waiving the requirement for a parcel map, ...”

The following procedure has been adopted by the Riverside County Survey Division for implementation of the processing of waived maps:

The Survey Division may waive the requirement that a parcel map be recorded if it is found that the proposed land division complies with the following requirements:

1. A request (for waiver of the requirement of recording the final map) had been applied for at the time the tentative map was submitted to the Planning Director, and the appropriate fee has been paid.
1. There are no improvements required.
3. The proposed land division has public vehicular access consistent with Ordinance 460.
4. The adequacy of the “found” survey control will be determined by the County Surveyor.
5. The proposed land division is a parcel of a recorded map based upon a field survey and has a completely monumented boundary in conformance with that record map.
6. There are no set monuments shown on tentative map.
7. All monuments are to be flagged to facilitate monument inspection.
8. A complete description of each found monument will be shown. This description



- will include the monument type, size, tag number, record reference, and relative ground position.
9. The tentative map shall show bearings and distances on the boundary as they appeared on the parent/underlying parcel of the record map.
 10. The dimensions (bearings and distances) of the boundary lines must close mathematically (based on the record data per parent/underlying map).
 11. Computed bearings and distances on the proposed interior lot lines must “close” mathematically.
 12. The bearings and distances shown in the descriptions of the proposed parcels that are to be part of the Certificate of Compliance shall be the same as shown on the tentative map.
 13. Conditions set by other agencies that require a final map will mean a waiver will not be allowed. A final map must be submitted.

Application for waived parcel maps on property not created as a parcel on a record map.

The property in question is required to be a legal parcel and not in violation of the Subdivision Map Act or Local Ordinance 460. This will require a Certificate of Compliance to be issued prior to any consideration of a waiver request. In addition, a PTR (preliminary title report), 30-days current, must be submitted with the request.

There are two situations in which a waiver will be considered:

1. If a property described in a deed is surveyed in the course of splitting an adjacent property the following must be held:
 - a. All boundary corners must be monumented;
 - b. All boundary lines have been surveyed;
 - c. Said monuments and survey are shown on one record map; and
 - d. The boundary must close mathematically.
2. If the property has been monumented and surveyed by two different maps (splitting property on two sides of the property in question) the following must be held:
 - a. One map must reference the other for the basis of bearings;
 - b. All boundary corners must be monumented;
 - c. Distances shown between monuments must be measured on both maps and must agree;
 - d. Monument descriptions must agree;
 - e. Boundary must close mathematically;
 - f. Both maps must be within the same block;
 - g. Any discrepancies between the maps will automatically deny the waiver; and



- h. Any requirement for an Environmental Constraint Note/Sheet will automatically cause denial of the waiver.

3.4 PARCEL MAPS COMPILED FROM RECORD DATA

Ordinance 460, Article IX, Section 9.6, *Parcel Maps Compiled from Record Data*:

A parcel map of four or less parcels may be compiled from record or filed data, if such data is acceptable to the County Surveyor.

Subdivision Map Act, Chapter 2, Maps; Article 3, Parcel Maps; Section 66448:

66448. Parcel Map to be based on a Field Survey or Compiled from Record Data

In all cases where a parcel map is required, such map shall be based upon a field survey made in conformity with the Land Surveyors' Act when required by local ordinance, or, in absence of such requirement, shall be based either upon a field survey made in conformity with the Land Surveyors' Act or be compiled from recorded or filed data when sufficient survey information exists on filed maps to locate and retrace the exterior boundary lines of the parcel map if the location of at least one of these boundary lines can be established from an existing monumented line."

The following guidelines have been adopted by the Riverside County Survey Division for implementation of the processing of parcel maps compiled from record data:

- A. A parcel map of four or fewer parcels may be compiled from record data, if such data is acceptable to the County Surveyor. Any map compiled from record data shall be evaluated on its own merits and on information available to the County Surveyor in his files.
- B. A parcel map may be compiled from data shown on final maps, records of survey, or parcel maps, only if such recorded maps were *based upon a field survey* and sufficient data is acceptable to the County Surveyor.
- C. The basis for the entire boundary must be shown on one record map.
- D. A map compiled from record data cannot be processed if additional dedications are required on the map.



3.5 MONUMENTATION

The purpose of this section is to establish uniform standards for monumentation in connection with field surveys for maps submitted to the County for approval. It shall be used by all Land Surveyors and Civil Engineers performing survey work in the unincorporated area of the County and shall be used by County staff for the checking of maps.

3.5.1 Materials and Workmanship

1. Materials and workmanship shall conform to the requirements of the California Land Surveyors' Act and local standards and regulations
2. Land division maps shall be monumented in accordance with Ordinance 460, Article IX, Section 9.10, which is shown below.

Ordinance 460, Article IX, Section 9.10, *Surveys and Monuments*:

- A. *At the time of making the survey for the final map or parcel map, the engineer or surveyor shall set sufficient durable monuments to conform to the standards described in Section 8771 of the Business and Professions code and also comply with the requirements of Ordinance No. 461 and with the requirements of the County Surveyor.*
 - B. *All monuments for final maps and parcel maps shall be set prior to the recordation of the map. The land divider may execute a secured agreement or cash bond guaranteeing the setting of the monuments upon approval by the County Surveyor.*
3. Any monument having characteristics other than described above may only be used upon written approval of the County Surveyor. A letter requesting approval and describing the type of monument to be used and the reason for use should be sent to the County Surveyor.

3.5.2 Monumenting Property Lines

1. Monument the full exterior boundary of the property being subdivided and the corners of the lots and parcels being created.
2. All monuments must be set and inspected, prior to recordation of a final map, unless a monument bond is processed and approved.



3.5.3 Exceptions to Property Monumentation

1. Monuments are not required if they pertain only to a non-surveyed 5 acre, or larger, single remainder of a divided parcel conforming to the requirements of Section 66445 (d) (2) of the Subdivision Map Act.
2. Monuments may not be required to be set in a State Highway if the setting of the monuments will be contrary to state policy or regulations.
3. Monuments may not be required if they are not practical to set at their precise locations because of an obstruction. In such situations, a reference monument shall be set, as approved by the County Surveyor, and shown in an appropriate manner on the map.
4. On maps with improvements in which grading or construction work would disturb monuments set, appropriate map notes and a bond for future monumentation shall be provided. This applies to tract maps, Schedule “E” Parcel maps, and parcel maps with 5 or more parcels. For parcel maps with 4 parcels or less, all monuments should be in place prior to recordation of the map, but a monument bond can be used if needed as approved by the County Surveyor.
5. In the event improvements in a subdivision include a block wall along the rear or side lot lines, a Standard “E” monument, per Ordinance 461, shall be set **at** the lot corner.
6. If the Surveyor/Engineer finds that the monumentation work specified in this guideline is not possible or practical, and is not covered by the exceptions described above, he/she should request an exemption and submit the justification in writing with the initial map checkprints. Any monuments having characteristics other than described above may be used only upon written approval of the County Surveyor.

3.5.4 Ties to Existing Monuments

1. Find and show on the final map, all existing monuments in the immediate area that have a significant bearing on the confirmation or establishment of the lines of the property being surveyed. State monument “Accepted as ...” if not apparent on map.
2. Identify all monuments shown on final map with type, size, tag number, and relative ground position, and record reference.
3. If a found monument has no record reference, so state. If it is being accepted as a property corner, indicate position accepted, and supply reference used to “confirm” location of said monument. If not accepted, so state. See Section 1.9.
4. Show measured bearing and distance, record bearing and distance, or measured and record, if both measured and record bearings and distances are the same.
5. Untagged found monument(s) must be tagged if used as controlling monument(s) on the final map. (See Section 1.9). Show as “Found” on the final map.



6. Replace damaged or deteriorated monuments that have a controlling influence on the lines of survey with an acceptable monument replacement. Show the monuments as “Found” on the final map and state “Replaced with... ”.
7. “Found” nail(s) or tin(s) should be called out only if referenced on a prior (recorded) map. If used as control, they must be replaced with an approved “durable” monument. Show as “Found” on the final map and state “Replaced with... ”. If found nail(s) or tin(s) have not been previously referenced on a recorded map, do not reference them on the final map.

3.5.5 Monumenting Road Centerlines

1. Monument the centerline intersections of roads; the centerline B.C.s, E.C.s, P.R.C.s, and P.C.C.s; and any angle points. Provide additional road centerline monumentation as needed for the present survey, the retracement of same, and any other points, as required by the County Surveyor.

Note: Do not set a monument where the Tract Boundary intersects the street centerline (unless said position is a centerline intersection). This will eliminate/minimize unwanted angle points in street centerlines.

2. On parcel maps with five or more parcels, monumentation will be handled in the following manner:
 - a. If roads on the final map are un-improved and there are no approved “Conditions of Approval” requiring any improvements, any angle points; B.C.s, E.C.s, P.R.C.s; and P.C.C.s shall be monumented along the right-of-way. This will include corner cutbacks and the intersection of side lot lines at the right-of-way. These monuments should be placed either flush or no more than up 0.15' (fifteen hundredths of a foot) above the surface. (These positions should not be set 12” below the surface).
 - b. If the roads shown on the final map are graded to the “ultimate” grade, or are conditioned to be graded to “ultimate” grade, then monuments for centerline intersection, B.C.s, E.C.s, P.R.C.s, and P.C.C.s may be set on centerline. These monuments should be placed a minimum of 0.5' (half a foot) below grade.

This procedure will not only benefit the property owner by receiving a completed survey, it will also benefit any subsequent Surveyor/Civil Engineer with future retracement(s) of that area.

3. Find and show on the map the existing road centerline, right-of-way, and/or monumented lines of record of/along existing roads adjacent to the parcels being surveyed. If monuments are not enclosed/encased in monument boxes but are below the road surface, show the record data and uncover such monuments to verify points and lines. The Director of Transportation and the County Surveyor request that in such instances the removed asphalt be replaced with a suitable asphalt patching material, and a surface accessory be “set” and tied-out, with tie-notes or corner record(s) (as applicable) submitted to the County Surveyor for filing.



4. Numerous maps have been recorded that show nails or nails and tins, found or set, inferring that these nails or nails and tins were to be treated as “substantial monuments.” **They are not.** The following adopted policy shall be applied.

On final maps to be recorded, the only nails or nails and tins that will be allowed to be shown shall have a reference of record, followed by the statement, “Replaced by _____” (a substantial monument, appropriate for the position, see Ordinance 461).

Using the word “spike” in place of the word “nail” does not change the fact that a nail is not adequate to satisfy the requirement for a substantial monument.

5. Centerline intersections and other major control monuments should be 12” (one foot) below the ground surface unless the road is paved in accordance with County Standards in which case, they must be set flush. If monuments are not enclosed/encased in monument boxes but are below the road surface, and there are no ties available, uncover such monuments to verify points and lines. The Director of Transportation and the County Surveyor requests that in such instances, the removed asphalt (or other material) be replaced with a suitable asphalt patching (or other) material, and a surface accessory be “set” and tied-out, with tie-notes or corner record(s) as applicable and submitted to the County Surveyor for filing.

3.5.6 Monumenting Road Right-of-Way and Road Easement Sidelines

1. Monument the road right-of-way or road easement sidelines at the point of intersection with the lot or parcel side lot lines, or set the side lot lines produced/prodded at the top of curb, with a note indicating such in the Surveyor’s/Engineer’s Notes.
2. Monument the road right-of-way or road easement sidelines at all B.C.s, E.C.s, P.R.C.s, and P.C.C.s.
3. Monument the new right-of-way line rather than the existing one if the survey involves road widening in connection with the land division or development.
4. Find and show on the final map of the survey, any existing right-of-way and/or easement monuments of record.
5. All right-of-way monuments set along unpaved streets should be set flush or below the surface of the ground. Along paved streets, they should be placed flush with surface of the street.

3.5.7 Monument Inspection

When a map has been monumented and is ready for inspection, the Surveyor/Civil Engineer shall submit the following:

- Two prints of the final map, two copies of the Certification of Correction (if applicable), and two copies of the centerline ties (if applicable);



- The appropriate deposit for the monument inspection (if applicable);
- A letter from the Surveyor/Civil Engineer stating that the monuments have been set, are flagged-up, and awaiting inspection, and that the Surveyor/Civil Engineer has been paid for his/her services.

3.5.8 Waived Parcel Maps

1. Monuments cannot be set in conjunction with an application for waiver of the requirement to record a parcel map. Monumenting the new property lines shall require a Record of Survey showing the field survey information, type of monuments being set, and any other pertinent data. The Record of Survey shall be filed after the Waiver is approved and the Certificate of Compliance is recorded.
2. One of the requirements of a Waiver is that adequate existing survey control be submitted on the Tentative Map. Should any monument need to be set in conformance with this requirement, the Licensed Land Surveyor/Registered Civil Engineer must set them in accordance with Sections 8762, 8771, 8772, and 8773 of the Land Surveyors' Act.

3.6 SUBMITTALS

3.6.1 Parcel and Tract Map Submittals

- A. The County Surveyor's Office typically will not accept the first checkprint until the Tentative Map has been conditioned and approved by the Board of Supervisors. The "first checkprint" submittal to the Survey Division shall include a copy of the Board approved "Conditions of Approval" and a copy of the stamped "Approved," Tentative Map and Phasing Map (if applicable).
- B. Any maps that are not legible, as determined by the County Surveyor, will be returned for corrective action.
- C. No multi-unit subdivision map or improvement plans will be accepted for checking until an approved "unitized"/phased Tentative Map or an approved Phasing Map has been received by the Survey Division.

Note: It is ultimately the responsibility of the applicant to provide the appropriate map.

- D. A maximum of three units/phases of any one land division/of any one, phased project shall be in the checking process at any one time, unless approved by the County Surveyor. Therefore, unless approved by the County Surveyor, the fourth unit/phase will not be accepted for checking/review until the first unit/phase is recorded. Submit a written request, prior to submittal of any phase/fourth phase, for consideration to process four or more units/phases concurrently.
- E. A maximum of three units/phases of any one land division/of any one, phased project shall be submitted to the Recorder's Office for recording/recording at any one time, unless approved by the County Surveyor.



3.6.2 Parcel and Tract Map Requirements with First Submittal

- A. Map checking deposit. Deposit Based Fee (DBF). (See Ordinance 671, “Riverside County Surveyor Fee Schedule)
- B. Preliminary Title Report (PTR) 30-days current, shall be submitted. Many things are dependent on the PTR, including the review of ownership and any trust deeds, the boundary, easements, NILs (Non-Interference Letters), and any signature omissions. Any easement documents listed in the PTR (or any documents referred to in said easement documents) needed for retracement should be provided with the first submittal.

Note: Different title companies sometimes have different data for reports issued on the same property. If the title company changes during the project, verify that all the information in the current PTR is reflected on the map.

- C. Current Vesting Deed(s). The PTR is not a substitute for the current Vesting Deed(s).
- D. Complete map.
 - 1. One set of prints of the Final Map and ECS (Environmental Constraints Sheet) for review. One additional exhibit will be required for a street name check.
 - 2. A complete title sheet, including the ownership certificates fully worded except for notary acknowledgements and signatures.
 - 3. The maps must have all data required to allow for a complete map review with the first set of prints, including complete survey data.
 - 4. All easements plotted and noted as described in the title report accompanied by all the documents necessary to plot the easements. The Surveyor/Engineer shall indicate which easements do not apply to final map. These easements shall be removed from the PTR by the title company. The following Certification shall be filed along with the map.

Easement Location Certification

Tract/Parcel Map Number _____

I, **Licensed Professional**, certify that I have reviewed the Title report and any known additional easement documents that affect the subject property and I have accurately plotted the easements on the submitted final/parcel map.

Printed name, License

seal

- 5. Boundary surveys shall be included as one sheet (second sheet) of the Final Map. See Ordinance 460, Article 9, Section 9.2 below. The entire boundary shall be mapped on the first map sheet of the Final Map.

Ordinance 460, Article IX, Section 9.2, *Subdivision Boundary Requirements*, Item B:

B. The entire boundary of a land division must appear on the first map sheet of a final map or parcel map showing:



1. *A boundary survey of the land division, including all courses and distances necessary to compute a closure;*
2. *Sufficient data to prove the method by which the boundary was determined, including a description of all corners found or set, adjoining maps or property lines of record;*
3. *Phased units in relation to the boundary.*
6. On unitized/phased maps, each map/phase shall show the complete/overall “Tentative Map” boundary and the map’s/current phase’s relationship within that overall “Tentative Map” boundary to each previously recorded unit/phase. See Ordinance 460, Article IX, Section 9.5A(8) below. See Section 2.2 for line weights.

Ordinance 460, Article IX, Section 9.5, *Data Require –Final Land Division Maps*, Item A(8).

- A. *The following data shall be shown on each final map and parcel map:...*
 8. *The map number, scale, north arrow and sheet number shall be shown on each sheet of the map. The map shall be drawn at a suitable engineer’s scale to identify and describe all essential details clearly. If more than two map sheets are used, an index showing the division of land, with lots numbered as shown on the map, shall be shown. A complete boundary survey shall be shown on one sheet of every phase if a unitized subdivision. Said boundary should also reflect the original boundary as shown on the tentative map of a subdivision.*
 7. A copy of the approved Conditions of Approval shall be included, with each item either checked-off as “included” or a statement as to why, if it is not included.
 8. A copy of the stamped “Approved,” Tentative Map and Phasing Map (if applicable).
 9. Closure/Calculation sheets are required for the overall Tentative Boundary, “Current” unit/phase boundary (as applicable), all lots/parcels – net, and all lots/parcels – gross (as applicable). Submit updated/revised closure/calculation sheets when lots/parcels are revised. All closure/calculation sheets must show the error of closure.
 10. Transmittal letter/cover sheet from the Surveyor/Engineer with current address and phone number.
 11. Completed Land Use and Permit Application Processing Agreement.
 12. Any other items, as required by the Conditions of Approval, Ordinances, etc.

It is the Surveyor’s/Engineer’s responsibility to ensure these items are submitted to the Survey Division before the checking process begins.



3.6.3 Checkprints/Back-Checks

- A. Submit two (2) copies of the final map and ECS after revisions from the previous checkprint have been made.
- B. Submit any items requested to facilitate the checking of the final map, including maps, documents, other reference data, exhibits, clearance letters, calculation/closure sheets, etc.
- C. After the map has achieved a reasonable degree of accuracy and completeness, with all ECS notes correct, the Map Checker will prompt the applicant to submit additional copies with the next checkprint submittal for the purpose of “Routing” the map to other Departments for their review and approval. The number of copies for “Routing” will be dependent on the number of Departments placing “Conditions of Approval” against the map. Also considered is whether or not the map falls within the “sphere of influence” of any other governmental agencies or policy areas.
- D. At around the same time as the map is routed, the “GIS Package” shall be submitted by the Surveyor/Civil Engineer. See Section 8.4 for more information on the GIS submittal requirements.
- E. Notice of changes shall be provided, in writing, to the Map Checker. Failure to do so may result in the return of an un-checked checkprint.
- F. **Be advised that any missing items or corrections that may have inadvertently been overlooked on the first and/or subsequent checkprints and later addressed by the Survey Division are still the Surveyor’s/Engineer’s responsibility and will have to be complied with prior to the map being considered for recording.**

3.6.4 Submittal of the Final Package, Original Mylar, and Direct Positive Mylars for Recordation

- A. The Surveyor/Engineer will be instructed when to submit the final package. Originals will not be mailed out. If the final package is delivered early, it will be returned. Before accepting the final package, the following items must be satisfied:
 1. All “routes” must be approved (except the “End” Survey route). The routes may be viewed online at <http://www.rctlma.org/online/default.aspx>. Click on “*Planning Case LDC Status*,” and enter in your case number (use FSM for Tract Maps and FPM for Parcel Maps).
 2. All Conditions of Approval must be satisfied (MET/DEFERRED/NOTAPPLY) with none showing INEFFECT (except those Transportation Conditions to be cleared by Survey, i.e., Access Restriction, Easements, etc.). These will be cleared by Survey once the Map Checker is satisfied that the mylars are correct in these areas. The conditions may be viewed online at <http://www.rctlma.org/online/default.aspx>. Click on “*Planning Case Conditions of Approval*,” and enter in your case number (use FSM for Tract Maps and FPM for Parcel Maps).



3. Sheet sizes must be accurate and precise (18" x 26", 0.10" +/- tolerance). A one-inch border shall surround the sheet and shall be free of any text or markings. See Section 1.7 and Appendix A.
 4. The GIS Package must be submitted and approved (if not done already). See Section 8.4.
 5. PTR (Preliminary Title Report), 30-days current at the time of recordation/at the Board Agenda date (as applicable).
 6. CC&Rs (if applicable), approved by County Counsel and on file with the Survey Division. Approved CC&Rs are sent to the Planning Department from County Counsel, and then forwarded to the Survey Division.
 7. Bonds and Agreements (if applicable), approved by County Counsel and on file with the Survey Division. Approved Bonds and Agreements are sent to the Transportation Department (Construction/Inspection Division) from County Counsel. The Bonds are separated from the Agreements, and the Agreements are then forwarded to the Survey Division.
 8. Approved monument inspection or bond (as applicable).
 9. Final "Street Name" review is required prior to final package approval. Two copies of the final map are required for review.
 10. One copy of the final map on mylar, which contains "wet"/original signatures (Owners, Trustees and/or Beneficiaries, Notary Acknowledgements, Tax Collectors, Surveyor/Civil Engineer, and any other Certificates of Acceptance shown on the final map).
 11. One ECS on mylar.
 12. A minimum balance as required by the Survey Division in the DBF (Deposit-Based Fees) Account.
- B. A Licensed Land Surveyor's or Registered Civil Engineer's (RCE 33965 or lower) signature and a Seal or Stamp is required, as delineated by Section 8761 below.

Section 8761 of the Business and Professions Code:

- (a) *Any licensed land surveyor or civil engineer authorized to practice land surveying may practice land surveying and prepare maps, plats, reports, descriptions, or other documentary evidence in connection with that practice.*
- (d) *All final maps, plats, reports, descriptions, or other land surveying documents issued by a licensed land surveyor or civil engineer authorized to practice land surveying shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. If the land surveying document has multiple pages or sheets, the signature, seal or stamp, and date of signing and sealing or stamping shall appear, at a minimum, on the title sheet, cover sheet or page, or signature sheet, unless otherwise required by law.*



This Page Intentionally Blank



4.0 STATEMENTS

4.1 RECORDER'S STATEMENT – TRACT AND PARCEL MAPS

Must be in upper right hand corner of Sheet 1 only.

RECORDER'S STATEMENT

Filed this _____ day of _____, 20__ at _____ m. in Book _____ of Parcel*
Maps, at Pages _____, at the request of the Clerk of the Board.

No. _____

Fee _____

Peter Aldana, Assessor – County Clerk – Recorder

By: _____, Deputy

Subdivision Guarantee: _____

* *On Tract Maps, delete the word "Parcel."*

Note: "Subdivision Guarantee" is not required on "Amended Maps."

4.2 SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT – TRACT MAPS

SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT

This map was prepared by me or under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of (*name of person authorizing map*) on _____, 20 _____. I hereby state that all monuments are of the character and occupy the positions indicated or that they will be set in accordance with the terms of the monument agreement for the map and that the monuments are, or will be, sufficient to enable the survey to be retraced, and that this final map substantially conforms to the conditionally approved tentative map. This survey is true and complete as shown.

Date: _____, 20____

SEAL/STAMP

(signed)

(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).



4.3 SURVEYOR’S STATEMENT/ENGINEER’S STATEMENT – PARCEL MAPS

SURVEYOR’S STATEMENT/ENGINEER’S STATEMENT

This map was prepared by me or under my direction and (*was compiled from record data*) (*is based upon a field survey*) in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of (*name of person authorizing map*) on _____, 20 _____. I hereby state that all monuments are of the character and occupy the positions indicated, *or will be in accordance with the terms of the monument agreement for the map**, and that said monuments are/will be set* sufficient to enable the survey to be retraced. I hereby state that this parcel map substantially conforms to the approved or conditionally approved tentative map, if any.

Date: _____, 20_____

SEAL/STAMP

(signed)

(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).

L.S. (or R.C.E.) No: _____

* Use if monuments are to be bonded for.

4.4 SURVEYOR’S STATEMENT/ENGINEER’S STATEMENT – REVERSION TO ACREAGE MAPS

SURVEYOR’S STATEMENT/ENGINEER’S STATEMENT

This map was prepared by me or under my direction and was compiled from record data in conformance with the requirements of the Subdivision Map Act and Local Ordinance at the request of (*name of person authorizing map*) on _____, 20 _____. I hereby state that this map substantially conforms to the approved or conditionally approved tentative map, if any.

Date: _____, 20_____

SEAL/STAMP

(signed)

(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).

L.S. (or R.C.E.) No: _____



4.5 SURVEYOR’S STATEMENT/ENGINEER’S STATEMENT – AMENDED MAPS

SURVEYOR’S STATEMENT/ENGINEER’S STATEMENT

I, _____, hereby state that I am a (*Licensed Land Surveyor/Registered Civil Engineer*) of the State of California and this map was prepared by me or under my supervision. The (*correction/corrections*) shown hereon were made to (*reason for correction[s]*).

Date: _____, 20____

SEAL/STAMP

(signed)

(*For the seal/stamp, leave an area at least 2 inches square clear of writing*).

L.S. (or R.C.E.) No: _____

4.6 COUNTY SURVEYOR’S STATEMENT – TRACT AND PARCEL MAPS

COUNTY SURVEYOR’S STATEMENT

This map conforms to the requirements of the Subdivision Map Act and local ordinances. I hereby state that this map has been examined by me or under my supervision and found to be substantially the same as it appeared on the tentative map of (*Tract Map/Parcel Map*) _____ as filed, amended, and approved by the Board of Supervisors on _____, 20____, the expiration date being _____, 20____, and that I am satisfied this map is technically correct.

Date: _____, 20____

SEAL/STAMP

David L. McMillan County Surveyor

(*For the seal/stamp, leave an area at least 2 inches square clear of writing*).

L.S. 8488 Expires 12/31/

4.7 COUNTY SURVEYOR’S STATEMENT – AMENDED MAPS

COUNTY SURVEYOR’S STATEMENT

I hereby state that this amended map has been examined by me or under my supervision and found it to be an exact copy of the original map as recorded except for the corrections shown hereon and that this map complies with the Subdivision Map Act as required by Section 66469 of the Government Code.



Date: _____, 20____

SEAL/STAMP

David L. McMillan, County Surveyor

*(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).*

L.S. 8488 Expires 12/31/

4.8 BOARD OF SUPERVISOR’S STATEMENTS – ALL TRACT MAPS AND SCHEDULE “E” PARCEL MAPS

4.8.1 All Dedications Accepted into the County Maintained Road System

BOARD OF SUPERVISOR’S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves the (*Tract Map/Parcel Map*) and accepts the offer(s) of dedication made hereon for public road and public utility purposes, and as part of the County Maintained Road System, subject to improvements in accordance with County Standards.

Date: _____, 20____

ATTEST:

County of Riverside, State of California

Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____
Chairman of the Board of Supervisors

By: _____, Deputy

4.8.2 Dedications Accepted for Public Use but Not into the County Maintained Road System

BOARD OF SUPERVISOR’S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves the (*Tract Map/Parcel Map*) and accepts the offer(s) of dedication made hereon for public road and public utility purposes. The Board declares that the acceptance of the offer(s) is to vest title in the County on behalf of the public for said purposes but that said road(s) shall not become part of the County Maintained Road System until accepted by resolution of this Board adopted pursuant to Section 941 of the Streets and Highways Code.



Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy

4.8.3 Some Dedications Accepted into the County Maintained Road System, Some Accepted for Public Use

BOARD OF SUPERVISOR'S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves the (*Tract Map/Parcel Map*) and accepts the offer(s) of dedication made hereon of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the County Maintained Road System subject to improvements in accordance with County Standards. The offer (s) of dedication of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes (*is/are*) accepted to vest title in the County on behalf of the public for said purposes, but that said (*road/roads*) shall not become part of the County Maintained Road System until accepted by resolution of this Board adopted pursuant to Section 941 of the Streets and Highways Code.

Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy

4.8.4 Some Dedications Accepted into the County Maintained Road System, Some Not Accepted

BOARD OF SUPERVISOR'S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves the (*Tract Map/Parcel Map*) and accepts the (*offer/offers*) of dedication made hereon of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the County Maintained Road System subject to improvements in accordance with County Standards. The (*offer/offers*) of dedication of (*lot ____/lots ____ through ____, inclusive*) (*is/are*) hereby not accepted. (All other dedications are hereby not accepted).



Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy

4.8.5 Some Dedications Accepted to Vest Title, Some Not Accepted

BOARD OF SUPERVISOR’S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves the (Tract Map/Parcel Map) and accepts the (offer/offers) of dedication made hereon of (lot ____/lots ____ through ____, inclusive,) for public road and public utility purposes, to vest title in the County on behalf of the public for said purposes but that said (road/roads) shall not become a part of the County Maintained Road System until accepted by resolution of this Board adopted pursuant to Section 941 of the Streets and Highways Code. The (offer/offers) of dedication of (lot ____/lots ____ through ____, inclusive,) (is/are) hereby not accepted.

Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy

4.8.6 No Dedications Accepted

BOARD OF SUPERVISOR’S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves said map. The (offer/offers) of dedication of (lot ____/lots ____ through ____, inclusive,) (is/are) hereby not accepted.

Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy



4.8.7 No Dedications on Map

BOARD OF SUPERVISOR’S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves said map.

Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy

4.8.8 Dedications Accepted into the County Maintained Road System with Private Streets

BOARD OF SUPERVISOR’S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves the (*Tract Map/Parcel Map*) and accepts the (*offer/offers*) of dedication made hereon of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the County Maintained Road System subject to improvements in accordance with County Standards. The offer of dedication for Public Utility purposes along with the right of ingress and egress for emergency vehicles within (*lot ____/lots ____ through ____, inclusive,*) indicated as (“*Private Streets*”/“*Private Road Easements*”) as shown hereon is hereby accepted.

Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy

4.8.9 Private Streets

BOARD OF SUPERVISOR’S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves the (*Tract Map/Parcel Map*) and accepts the offer of dedication for Public Utility purposes along with the right of ingress and egress for emergency vehicles within (*lot ____/lots ____ through ____, inclusive,*) indicated as (“*Private Streets*”/“*Private Road Easements*”) as shown hereon.



Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy

4.8.10 Dedication Includes Portion In/Along/Abutting State Highway

BOARD OF SUPERVISOR’S STATEMENT

The County of Riverside, State of California, by its Board of Supervisors, hereby approves the (*Tract Map/Parcel Map*) and accepts the (*offer/offers*) of dedication made hereon pursuant to the Subdivision Map Act and local ordinance of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the County Maintained Road System, subject to improvements in accordance with County standards and accepts the offer of dedication of abutters rights of access along State Highway No.____, and (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the State Highway Maintained Road System.

Date: _____, 20____

County of Riverside, State of California

By: _____
Chairman of the Board of Supervisors

ATTEST:
Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: _____, Deputy

4.8.11 Special Purpose Easement Accepted into the County Maintained Road System

(*Type of easement*) as shown hereon is accepted as part of the County Maintained Road System, subject to improvements in accordance with County standards.

4.8.12 Drainage, Storm Drain & Access Easement Wording

BOARD OF SUPERVISOR’S STATEMENT / DIRECTOR OF TRANSPORTATION’S STATEMENT:

RCFC:

(STORM DRAIN EASEMENTS):

“The offer(s) of dedication made hereon of the storm drain easement(s) is/are hereby not accepted.”



(ACCESS EASEMENTS (STORM DRAIN)):

“The offer(s) of dedication made hereon of the access easement(s) for ingress and egress to and from storm drain easements, for maintenance of flood control facilities, is/are hereby not accepted.”

4.9 COUNTY APPROVAL AND ACCEPTANCE STATEMENTS –SCHEDULE “F,” “G,” “H,” AND “I” PARCEL MAPS

4.9.1 All Dedications Accepted into the County Maintained Road System

COUNTY APPROVAL AND ACCEPTANCE STATEMENT

The County of Riverside, State of California, hereby approves the Parcel Map and accepts the (*offer/offers*) of dedication made hereon for public road and public utility purposes, and as part of the County Maintained Road System, subject to improvements in accordance with County Standards.

Date: _____, 20_____

David L. McMillan County Surveyor

4.9.2 Dedications Accepted to Vest Title, Not Accepted into the County Maintained Road System

COUNTY APPROVAL AND ACCEPTANCE STATEMENT

The County of Riverside, State of California, hereby approves the Parcel Map and accepts the (*offer/offers*) of dedication made hereon for public road and public utility purposes. The County declares that the acceptance of the (*offer/offers*) is to vest title in the County on behalf of the public for said purposes but that said (*road/roads*) shall not become a part of the County Maintained Road System until accepted by resolution of the Board of Supervisors adopted pursuant to Section 941 of the Streets and Highways Code.

Date: _____, 20_____

David L. McMillan, County Surveyor



4.9.3 Some Dedications Accepted into the County Maintained Road System, Some to Vest Title

COUNTY APPROVAL AND ACCEPTANCE STATEMENT

The County of Riverside, State of California, hereby approves the Parcel Map and accepts the (*offer/offers*) of dedication made hereon of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the County Maintained Road System subject to improvements in accordance with County Standards. The (*offer/offers*) of dedication of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes (*is/are*) accepted to vest title in the County on behalf of the public for said purposes, but that said (*road/roads*) shall not become part of the County Maintained Road System until accepted by resolution of the Board of Supervisors adopted pursuant to Section 941 of the Streets and Highways Code.

Date: _____, 20_____

David L. McMillan, County Surveyor

4.9.4 Some Dedications Accepted Into the County Maintained Road System, Some Not Accepted

COUNTY APPROVAL AND ACCEPTANCE STATEMENT

The County of Riverside, State of California, hereby approves the Parcel Map and accepts the (*offer/offers*) of dedication made hereon of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the County Maintained Road System subject to improvements in accordance with County Standards. The (*offer/offers*) of dedication of (*lot ____/lots ____ through ____, inclusive,*) (*is/are*) hereby not accepted.

Date: _____, 20_____

David L. McMillan, County Surveyor



4.9.5 Some Dedications Accepted to Vest Title, Some Not Accepted

COUNTY APPROVAL AND ACCEPTANCE STATEMENT

The County of Riverside, State of California, hereby approves the Parcel Map and accepts the (*offer/offers*) of dedication made hereon of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes, to vest title in the County on behalf of the public for said purposes but that said (*road/roads*) shall not become a part of the County Maintained Road System until accepted by resolution of the Board of Supervisors adopted pursuant to Section 941 of the Streets and Highways Code. The (*offer/offers*) of dedication of (*lot ____/lots ____ through ____, inclusive,*) (*is/are*) hereby not accepted. (All other dedications are hereby not accepted).

Date: _____, 20_____

David L. McMillan, County Surveyor

4.9.6 Special Purpose Easement Accepted into County Maintained Road System

(*Type of easement*) as shown hereon is accepted as part of the County Maintained Road System, subject to improvements in accordance with County standards.

4.9.7 No Dedications Accepted

COUNTY APPROVAL STATEMENT

The County of Riverside, State of California, hereby approves said map. The (*offer/offers*) of dedication of (*lot ____/lots ____ through ____, inclusive,*) (*is/are*) hereby not accepted.

Date: _____, 20_____

David L. McMillan, County Surveyor



4.9.8 No Dedications on Map

COUNTY APPROVAL STATEMENT

The County of Riverside, State of California, hereby approves said map.

Date: _____, 20_____

David L. McMillan, County Surveyor

4.9.9 Dedications Accepted into the County Maintained Road System, with Private Streets

COUNTY APPROVAL AND ACCEPTANCE STATEMENT

The County of Riverside, State of California, hereby approves the Parcel Map and accepts the (*offer/offers*) of dedication made hereon of (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the County Maintained Road System subject to improvements in accordance with County Standards. The offer of dedication for Public Utility purposes along with the right of ingress and egress for emergency vehicles within the (“*Private Streets*”/“*Private Road Easements*”) is hereby accepted.

Date: _____, 20_____

David L. McMillan, County Surveyor



4.9.10 Private Streets

COUNTY APPROVAL AND ACCEPTANCE STATEMENT

The County of Riverside, State of California, hereby approves the Parcel Map and accepts the offer of dedication for Public Utility purposes along with the right of ingress and egress for emergency vehicles within the (“*Private Streets*”/“*Private Road Easements*”).

Date: _____, 20_____

David L. McMillan, County Surveyor

4.9.11 Dedication Includes Portion In/Along/Abutting State Highway

COUNTY APPROVAL AND ACCEPTANCE STATEMENT

The County of Riverside, State of California, hereby approves the Parcel Map and accepts the (*offer/offers*) of dedication made hereon of (*lot ____/lots ____ through ____, inclusive,*) pursuant to the Subdivision Map Act and local ordinance for public road and public utility purposes and as part of the County Maintained Road System, subject to improvements in accordance with County standards and accepts the offer of dedication of abutters rights of access along State Highway No. _____, and (*lot ____/lots ____ through ____, inclusive,*) for public road and public utility purposes and as part of the State Highway Maintained Road System.

Date: _____, 20_____

David L. McMillan, County Surveyor

4.9.12 Drainage, Storm Drain & Access Easement Wording

TRANSPORTATION:

(DRAINAGE EASEMENTS):

“The offer(s) of dedication made hereon of the drainage easement(s) is/are hereby accepted for maintenance of drainage facilities, and as part of the County Maintained Road System, subject to improvements in accordance with County Standards.”



(ACCESS EASEMENTS (DRAINAGE)):

“The offer(s) of dedication made hereon of the access easement(s) for ingress and egress to and from drainage easements, for maintenance of drainage facilities, is/are hereby accepted to vest title in the County on behalf of the public for said purposes.”

TRANSPORTATION AND RCFC:

(ACCESS EASEMENTS (DRAINAGE AND STORM DRAIN)):

“The offer(s) of dedication made hereon of the access easement(s) for ingress and egress to and from drainage and storm drain easements, for maintenance of drainage and flood control facilities, is/are hereby accepted to vest title in the County on behalf of the public for said purposes.”

4.10 CLERK OF THE BOARD OF SUPERVISOR’S STATEMENT – SCHEDULE “F,” “G,” “H,” AND “I” PARCEL MAPS

CLERK OF THE BOARD OF SUPERVISORS’ STATEMENT

On this _____ day of _____, 20____, I received Parcel Map _____.
I hereby state that all required certificates and documents have been filed. I do hereby submit this Parcel Map to the Office of the County Recorder.

Date: _____, 20____

Kecia Harper-Ihem, Clerk of the Board of Supervisors

4.11 TAX BOND CERTIFICATE – ALL MAPS

TAX BOND CERTIFICATE

I hereby certify that a bond in the sum of \$ _____ has been executed and filed with the Board of Supervisors of the County of Riverside, California, conditioned upon the payment of all taxes, State, County, Municipal, or local, and all special assessments collected as taxes, which at the time of filing of this map with the County Recorder are a lien against said property but not yet payable and said bond has been duly approved by said Board of Supervisors.



Date: _____, 20____

CASH OR SURETY BOND

Don Kent
County Tax Collector

By: _____, Deputy

Note: When taxes are not payable (during the Bonding period), this Certificate will not be used. Always include it on the map. If it is not required at the time of Recordation, the Tax Collector's Office will line it out.

4.12 TAX COLLECTOR'S CERTIFICATES

4.12.1 Tract and Parcel Maps

TAX COLLECTOR'S CERTIFICATE

I hereby certify that according to the records of this office, as of this date, there are no liens against the property shown on the within map for unpaid State, County, Municipal, or local taxes, or special assessments collected as taxes, except taxes or special assessments collected as taxes now a lien but not yet payable, which are estimated to be \$ _____.

Date: _____, 20____

Don Kent
County Tax Collector

By: _____, Deputy

Note: When taxes are not payable (during the Bonding period) this Certificate will be used in its entirety, as it is shown. When taxes are payable (out of the Bonding period) the Tax Collector's Office will line it out the portion of the verbiage that does not apply, on the back of the mylar ("...", except taxes or special assessments collected as taxes now a lien but not yet payable, which are estimated to be \$ _____.)



4.12.2 Reversion to Acreage Maps

TAX COLLECTOR’S CERTIFICATE

I hereby certify that according to the records of this office, as of this date, there are liens in the amount of \$ _____ against the property as shown on the within map for unpaid State, County, Municipal, or local taxes, or special assessments collected as taxes. In accordance with Section 66499.20 of the Subdivision Map Act, no tax bond is required.

Date: _____, 20____

Don Kent
County Tax Collector

By: _____, Deputy

4.13 ABANDONMENT NOTE

Abandonment notes are used when applicable and with approval of the County Surveyor.

ABANDONMENT NOTE

Pursuant to Sections 66434 and 66499.20.2 of the Subdivision Map Act, the approval and recordation of this (*Tract/Parcel*) map constitutes abandonment of the following:

Those portions of an easement ... (*state purpose or type of easement, and reference the mechanism creating said easement, i.e., Instrument Number and Date or Map Number and Book and Page*) ... within the boundary of this (*Tract/Parcel*) map.

Note: To abandon/vacate an easement via this note/certificate, it must be a public easement, and may require approval of the beneficiary of the easement in question. If there are existing facilities a Vacation by separate document may be required.

For the purpose of clarity (and to supplement retracement), the easement should be listed on the Boundary Sheet only. Do not plot on any of the “interior” map sheets. This will prevent the false impression of an existing encumbrance. The easement note information should closely reflect the format in the Abandonment Note/Certificate.

Under Easement Notes ... (*state purpose or type of easement, and reference the mechanism creating said easement, i.e. Instrument Number and Date or Map Number and Book and Page*) ... within the boundary of this (*Tract/Parcel*) map, vacated hereon.



4.14 SIGNATURE OMISSIONS NOTE

Use when applicable; see Section 5.3 for circumstances that constitute/require Signature Omissions.

SIGNATURE OMISSIONS

Pursuant to Section 66436 of the Subdivision Map Act, the signatures of the following owners of easements and/or other interests have been omitted:

Note: The Signature Omissions information should closely reflect the format in the Easement Note(s).

Inclusion of easement(s) under Signature Omissions does **not** negate the need to list and plot, when applicable, said easement(s) on the final map.

4.15 OWNERS' STATEMENT – ALL MAPS

The Owners' Statement shall be placed in the upper left hand corner, Sheet 1 only; nothing shall be placed above the owner's statement.

Note: Private streets, sewer, water, drainage, etc., easements will not be accepted by the County for rights-of-way purposes. Streets may not be accepted into the County Maintained Road System if not improved to County Standards or if less than 40 feet in width.

Note: Use singular nouns, as applicable. When referring to Companies, Corporations, Trustees, or Beneficiaries, use plural nouns.

Show dedications as necessary. Streets, alleys, barrier strips, and flood control facilities (on a case-by-case-basis) shall be designated by lettered lots. If a dedication other than lettered lots for streets are to be accepted for maintenance, the following will be added to the Board of Supervisor's or Director of Transportation's statement:

(Type of easement) as shown hereon is accepted as part of the County Maintained Road System, subject to improvements in accordance with county standards.

OWNERS' STATEMENT

I/We hereby state that I am/we are the owner(s) of the land included within the subdivision shown hereon; that I am/we are the only person(s) whose consent is necessary to pass a clear title to said land; that I/we consent to the making and recording of this subdivision map as shown within the distinctive border line. The real property described below is dedicated as an easement for public purposes: Lot "A"/Lots "A" through "___," inclusive. The dedication is for street and public utility



purposes.

If **lease** on property can ripen into Fee Title, then:

I/We hereby state that we are the owner(s) of or have some interest in the land...

If a portion of the map within the distinctive border is **not owned by the land divider** and cannot be excluded from the distinctive border, then:

I/We hereby state that we are the owner(s) of the land included within the subdivision shown hereon, except that portion shown as “Not A Part,” that we ...

Note: Show the distinctive border as a continuous line around those portions that are not owned by the subdivider. Label as NAP (“Not A Part”), and supply the deed reference on the map sheets.

If a **reversion to acreage** map, then:

I/We hereby state that I am/we are the owner(s) of the land included within the reversion to acreage...

If a map has five or more parcels, and the roads are not going to be accepted into the County Maintained Road System, then the following may be used:

... The real property described below is dedicated as an easement for public purposes: Road Easements, as shown hereon. The dedication of the “Road Easements” as shown hereon is for street and public utility purposes.

4.15.1 Restricted Access

If **restricted access** is required by the Conditions of Approval, or by Ordinance 460, then use one of the following statements (after the dedication of the lettered street lot[s]).

Lettered Street Lot Is Dedicated on Current Map

As a condition of dedication of Lot “___”, *Street Name* (and Lot “___,” *Street Name*), the (owner/owners) of (Parcel or Lot ___/Parcels or Lots ___ through ___, inclusive,) abutting this highway and during such time will have no rights of access except the general easement of travel. Any change of alignment or width that results in the vacation thereof shall terminate this condition of access rights as to the part vacated.



Existing Street Lot Not Dedicated on Current Map

The real property described below is dedicated as an easement for public purposes: *Abutters' rights of access along (street name)*. The (owner/owners) of (Parcel or Lot ____/Parcels or Lots ____ through ____, inclusive,) abutting this highway and during such time will have no rights of access except the general easement of travel. Any change of alignment or width that results in the vacation thereof shall terminate this dedication as to the part vacated.

4.15.2 Access Opening

If **access opening/exception to restricted access** is required, then use the following verbiage (as applicable) within the restricted access statement. Size location and acceptability (in general) must be approved by the Transportation Department:

...will have no rights of access except the general easement of travel, also excepting one (thirty-foot) access opening for (Parcel ____/Lot ____), as shown hereon. Any change...

...will have no rights of access except the general easement of travel, also excepting (two) (thirty-foot) access openings, one each for (Parcels __ and __/Lots __ and __), as shown hereon. Any change...

Use the following statement when access openings abut a common property line:

...will have no rights of access except the general easement of travel, also excepting two adjacent (thirty-foot) access openings, one each for (Parcels __ and __/Lots __ and __), as shown hereon. Any change...

4.15.3 Private Streets

If project/map includes "**Private Streets:**"

We hereby retain (lot ____/lots ____ through ____, inclusive,) indicated as "Private Streets," as shown hereon for private use, for the sole benefit of ourselves, our successors, assignees, and (lot/parcel) owners within this (Tract/Parcel) Map.

The real property described below is dedicated as an easement for public purposes: *Lot "A"/Lots "A" through "_," inclusive*. The dedication is for public utility purposes together with the right of ingress and egress for emergency vehicles within (lot "A"/lots



“A” through ____, inclusive.)

If a map has five or more parcels, and the roads are not going to be accepted into the County Maintained Road System, then “**Private Road Easements**” may be used:

We hereby retain the “Private Road Easements,” as shown hereon for private use, for the sole benefit of ourselves, our successors, assignees, and (*lot/parcel*) owners within this (*Tract/Parcel*) Map.

The real property described below is dedicated as an easement for public purposes: the private road easements shown hereon. The dedication is for public utility purposes together with the right of ingress and egress for emergency vehicles within the “private road easements”.

4.15.4 Barrier Strips

If dedicated right-of-way “dead-ends” at the current map boundary, with no existing, continuing public dedication, then use the following verbiage to dedicate **Barrier Strips**:

The real property described below is dedicated as an easement for public purposes: *Lot ____/Lots ____ through ____, inclusive*. The dedication is for (1) one-foot barrier (strip/strips) for road and access control.

The dedication of barrier strips does not require “acceptance” within the Board of Supervisors’ Statement or the Director of Transportation’s Statement.

Barrier strips do not need to be vacated when a dedicated right-of-way aligns with an existing alignment that ended at a barrier strip. The existing barrier strip “dissolves” as a function of the “continuing alignment” dedication at the time the improvements are completed.

4.15.5 Drainage Easements

If **Drainage Easements** are required, consider that some drainage easements are:

- Required by or for the benefit of or to be maintained by the Transportation Department;
- Required by or for the benefit of or to be maintained by the Riverside County Flood Control and Water Conservation District (RCFC&WCD);
- Not required by nor for the benefit of nor to be maintained by the Transportation Department or RCFC&WCD;
- To an Agency or District, other than the County; or
- Private.



For purposes of consistency, clarity, and identification, the following procedures should be followed, as practically as possible.

Drainage Easement Required by or for the Benefit of or to Be Maintained by the Transportation Department

(DRAINAGE EASEMENT)

The real property described below is dedicated as an easement for public purposes: *Drainage easement(s) within Lot(s)___* as shown hereon. The dedication is for the maintenance of drainage facilities.

(ACCESS EASEMENTS (DRAINAGE))

The real property described below is dedicated as an easement for public purposes: Access Easement(s) lying within *Lot(s) ___*, as shown hereon. The dedication is for ingress and egress to and from drainage easements, for maintenance of drainage facilities.

If access to said easement(s) is an issue, a separate dedication can be made, via the current map, to provide access. Typically, the access easement will not be maintained by the Transportation Department.

The real property described below is dedicated as an easement for public purposes: *Access easement(s)*, as shown hereon. The dedication is for ingress and egress purposes.

If said easement(s) is/are to be accepted, via the current map, then the applicant (*owner/developer or Surveyor/Engineer*) shall provide, or cause to be provided, written notice from the Transportation Department to the Map Checker/Survey Division. Otherwise the easement(s) should be “not accepted.”

The easement note should indicate:

RCFC:

(STORM DRAIN EASEMENTS):

“Storm Drain Easement, dedicated hereon.”

(ACCESS EASEMENTS (STORM DRAIN)):

“Access Easement, for ingress and egress to and from storm drain easement, for maintenance of flood control facilities, dedicated hereon.”

TRANSPORTATION:

(DRAINAGE EASEMENTS):

“Drainage Easement, dedicated hereon.”



(ACCESS EASEMENTS (DRAINAGE)):

“Access Easement, for ingress and egress to and from drainage easement, for maintenance of drainage facilities, dedicated hereon.”

TRANSPORTATION AND RCFC:

(ACCESS EASEMENTS (DRAINAGE AND STORM DRAIN)):

“Access Easement, for ingress and egress to and from drainage and storm drain easement, for maintenance of drainage and flood control facilities, dedicated hereon.”

Note: Drainage Easements may have a different designation as required by conditioning agency.

(IF ACCESS IS NEEDED FOR BOTH A DRAINAGE EASEMENT AND A STORM DRAIN EASEMENT)

(ACCESS EASEMENTS (DRAINAGE AND STORM DRAIN)):

“The real property described below is dedicated as an easement for public purposes: Access Easement(s) lying within lot(s)___, as shown hereon. The dedication is for ingress and egress to and from drainage and storm drain easements, for maintenance of drainage and flood control facilities.”

Drainage Easement Required by or for the Benefit of or to be Maintained by the RCFC&WCD

(STORM DRAIN EASEMENTS)

The real property described below is dedicated as an easement for public purposes: Drainage easement(s) lying within lot(s) as shown hereon. The dedication is for the maintenance of Flood Control facilities.

(ACCESS EASEMENTS (STORM DRAIN))

The real property described below is dedicated as an easement for public purposes: Access Easements lying within *Lot(s)* ___ as shown hereon. The dedication is for the maintenance of Flood Control facilities.

Typically, RCFC&WCD does not want to accept the easement until the facilities/improvements are in place; therefore, the easement(s) should be “not accepted.” Said “existing” dedication can be accepted by resolution of the Board of Supervisors at any time, because there is/will be an “existing” dedication once the current map records.

The Transportation Department can/will then quitclaim their interest to RCFC&WCD. For an easement for flood control purposes to be accepted on the current map, RCFC&WCD must sign a Certificate of Acceptance on said current map.

If access to said easement/easements is an issue, a separate dedication can be made, via the current



map, to provide access. It is more common on flood control easements for access to be included in the easement dedication (i.e., Detention/Retention Basin with an easement that is “Blanket in Nature”) than those for the Transportation Department. However, these will be determined on a case-by-case basis.

The easement note should indicate: “Drainage Easement for flood control purposes, dedicated hereon.”

Drainage Easement Not Required by nor for the Benefit of nor to be Maintained by the Transportation Department or the RCFC&WCD

The real property described below is dedicated as an easement for public purposes: Drainage easement(s) lying within *lot(s)/parcel(s)*, as shown hereon. The dedication is/are for drainage purposes.

The easement note should indicate: “Drainage Easement, dedicated hereon.”

The verbiage used should be such that the easements can be easily discernable from one another.

Drainage Easements to an Agency/District, Other than the County

The real property described below is dedicated as an easement for public purposes: Drainage easement(s) lying within *Lot(s)*, as shown hereon. The dedication is for drainage purposes in favor of (*Agency/District*).

The verbiage used should be such that the easement(s) can be easily discernable from one another.

A Certificate of Acceptance from said (*Agency/District*) shall be required on the current map. Said (*Agency/District*) will need to sign certificate on Final map to accept.

Private Drainage Easement

We hereby retain the (*easement/easements*) indicated as “Private Drainage Easement,” lying within *lot(s)/parcel(s)*___ as shown hereon, for private use, for the sole benefit of ourselves, our successors, assignees, and (*lot/parcel*) owners within this (*Tract/Parcel*) map.

The easement note should indicate: “Private Drainage Easement, retained hereon.”

Note: Drainage Easements must be in agreement with the Improvement Plans as to size, location, in favor of, and accepted or not (for maintenance).

4.15.6 Other Easement Dedications

The real property described below is dedicated as an easement for public purposes:



(Easement designation as shown on the map) lying within *Lot ___/Lots ___ through ___*, inclusive, as shown hereon. The dedication is for (specify) purposes.

If said easement(s) is/are to be accepted, via the current map, then the applicant (*owner/developer or Surveyor/Engineer*) shall provide, or cause to be provided, written notice from the appropriate department to the Map Checker/Survey Division. Otherwise the easement(s) shall be “not accepted.”

The easement note should indicate: “_____ Easement, dedicated hereon.”

Depending on the maintenance entity, all proposed Water Quality Basins and/or Features shall have an easement dedicated to the County and accepted. If access to said easement(s) is an issue, a separate dedication can be made, via the current map. Typically, the access easement will not be maintained by the Transportation Department.

4.15.7 Other Private Easements

We hereby retain the (easement/easements) indicated as “Private _____” lying within lot(s)/parcel(s) as shown hereon, for private use, for the sole benefit of ourselves, our successors, assignees, and (lot/parcel) owners within this (Tract/Parcel) map.

The easement note should indicate, Private _____ Easement, retained hereon.

4.15.8 Retained Special Purpose Lot(s)/Parcel(s)

We hereby retain lot(s)/parcel(s) _____ in fee indicated as (use designation) as shown hereon for private use, for the sole benefit of ourselves, our successors, assignees and (*lot/parcel*) owners within this (*Tract/Parcel*) map.

4.16 LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT 89-1 CONSOLIDATED EASEMENT DEDICATION/ACCEPTANCE

The following statements are when required to annex into Landscape and Lighting Maintenance District (L&LMD) 89-1 Consolidated per the Conditions of Approval, for the maintenance of any landscape improvements outside/beyond the County right-of-way limits.

In the Owner’s Statement:

The real property described below is dedicated as an easement for public purposes: Landscape easement(s) lying within *Lot ___/Lots ___ through ___*, inclusive. The



dedication is for landscape and maintenance purposes.

In the Board of Supervisors' Statement/Director of Transportation's Statement:

The (*easement/easements*) for landscape and maintenance purposes, as shown hereon, are hereby accepted as part of Landscape and Lighting Maintenance District 89-1 Consolidated maintained system, subject to improvements.

4.17 TRAIL EASEMENT DEDICATIONS

Note: Typically, the trail easement note and delineation of said trail easement is required to be shown on the Final Map as well as the ECS.

4.17.1 Riverside County Regional Parks and Open-Space District, Trail Easement Dedication*

The real property described below is dedicated as an easement for public purposes: the (*Trail/Bike Trail/Equestrian Trail/Hiking Trail/Regional Trail/or other Trail, as specified*), as shown hereon. The dedication is for (specify type) trail purposes in favor of Riverside County Regional Parks and Open Space District*.

*Substitute *Parks Department* for park dedications lying east of the east boundary of the City of Indio.

Use the appropriate Trail designation, as specified by the Riverside County Regional Parks and Open Space District in the Conditions of Approval. Be consistent as to the trail type throughout the map, in all statements and notes.

4.17.2 Riverside County Regional Parks and Open-Space District, Certificate of Acceptance

The Riverside County Regional Parks and Open-Space District hereby accepts the dedication of the (*Trail/Bike Trail/Equestrian Trail/Hiking Trail/Regional Trail/or other Trail, as specified*) Easement, as shown hereon, to vest title in the district on behalf of the public for said purposes, but that said (*Trail/Bike Trail/Equestrian Trail/Hiking Trail/Regional Trail/or other Trail, as specified*) (*easement/easements*), shall not become part of the District's Maintained Trail System.

Date: _____, 20____

Scott Bangle, General Manager



4.17.3 Riverside County Parks Department, Certificate of Acceptance

Note: For park dedications lying east of the east boundary of the City of Indio.

The Riverside County Parks Department hereby accepts the dedication of the (*Trail/Bike Trail/Equestrian Trail/Hiking Trail/Regional Trail/or other Trail, as specified*) easement, as shown hereon, to vest title on behalf of the public for said purposes, but that said (*Trail/Bike Trail/Equestrian Trail/Hiking Trail/Regional Trail/or other Trail, as specified*) (*easement/easements*), shall not become part of the Department’s Maintained Trail System.

Date: _____, 20____

Scott Bangle, Parks Director

4.17.4 Trail Easement Dedication, Conditioned by Planning Department

The real property described below is dedicated as an easement for public purposes: (specify type) trail easement(s) lying within *Parcel or Lot ___/Parcels or Lots ___ through ___, inclusive*. The dedication is for (specific type) trail purposes.

If said easement(s) is/are to be accepted, via the current map, then the applicant (*owner/developer or Surveyor/Engineer*) shall provide, or cause to be provided, written notice from the Planning Department to the Map Checker/Survey Division. Otherwise the easement(s) will be “not accepted.”

Note: Occasionally the Trail Easement(s) is/are required to be located within the County right-of-way. In a case such as this, the dedication will be “not accepted” in the Board of Supervisors’ Statement/Director of Transportation’s Statement.

4.17.5 Valley-Wide Recreation and Park District, Imperial Irrigation District, Coachella Valley Water District Dedications

Contact the individual entity accepting the dedications on the map for the correct verbiage of dedication and acceptance statements.

Both dedication and acceptance statements must agree exactly as to what is being dedicated in the owner’s statement and what is being accepted within the acceptance statement.

The acceptance statement and signature of the person(s) authorized to accept the dedication(s) will appear on Sheet 1 and will be signed prior to submitting the final mylars to survey for recording.



4.18 SIGNATURE LINES

4.18.1 Owners' Statement Signature Lines

OWNERS:

(Printed Name) (Title, if applicable) (Printed Name) (Title, if applicable)

Note: Apply as often as required to ensure all ownership is represented. Each signature shall be notarized. Notary Acknowledgement(s) are the responsibility of the Title Company and Notary, as to form (format) and completeness.

Be sure that the Signature(s), printed name(s) underneath the signature line, and name(s) printed in the Notary Acknowledgement are all in agreement with one another as well as with the information in the Preliminary Title Report (PTR).

If ownership is some type of Trust, then include the description as it appears in the PTR.

Any lessee shall sign if the lease can ripen into a Fee Title Interest. If it cannot ripen into Fee Title interest, then show said leasehold interest in a note on the signature page. See Signature Omissions, Section 5.3.

4.18.2 Trustee/Beneficiary Signature Lines

If there (is a/are) **Deed(s) of Trust** against the property, listed in the PTR, then one of either the Beneficiary or the Trustee (not both) for said Deed(s) of Trust shall sign the map. The Deed(s) of Trust signature line(s) shall be placed directly beneath the Ownership signature line(s), before any Notary Acknowledgements.

TRUSTEE

(Name [of Company], as listed as Trust Deed Trustee in PTR), trustee under deed of trust recorded (Date of Recordation of Trust Deed, as listed in PTR) as Instrument Number (Instrument Number of Trust Deed, as listed in PTR).

(Printed Name) (Title, if applicable) (Printed Name) (Title, if applicable)

Note: Apply as often as required to ensure all ownership is represented. Each signature shall be notarized.

Be sure that the Signature(s), printed name(s) underneath the signature line, and name(s) printed



in the Notary Acknowledgement are all in agreement with one another.

BENEFICIARY

(Name of Company, as listed as Trust Deed Beneficiary in PTR), beneficiary under deed of trust recorded (Date of Recordation of Trust Deed, as listed in PTR) as Instrument Number (Instrument Number of Trust Deed, as listed in PTR).

(Printed Name) (Title, if applicable) (Printed Name) (Title, if applicable)

Note: Apply as often as required to ensure all ownership is represented. Each signature shall be notarized.

Be sure that the Signature(s), printed name(s) underneath the signature line, and name(s) printed in the Notary Acknowledgement are all in agreement with one another.

4.19 CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS

OWNERS' STATEMENT

We hereby state that we are the owners of the land included within the subdivision shown hereon; that we are the only persons whose consent is necessary to pass a clear title to said land; that we consent to the making and recording of this subdivision map as shown within the distinctive border line.

(Together with:)

The real property described below is dedicated as an easement for public purposes: Lot "A"/Lots "A" through "___," inclusive. The dedication is for street and public utility purposes.

(And/or)

We hereby retain Lot(s) "___" through "___", inclusive indicated as "Private Streets" for private use for the sole benefit of ourselves, our successors, assignees, and lot owners within this tract.

(And)

The real property described below is dedicated as an easement for public purposes: Lot "A"/Lots "A" through "___," inclusive. The dedication is for public utility and drainage purposes together with the right of ingress and egress for emergency vehicles.



4.20 AMENDED MAPS

The basis to determine whether an amended map is allowed or required must be in reference to the Subdivision Map Act, Chapter 3, Article 7, Section 66469.

An amended map may be prepared/filed/recorded as allowable per, and in conformance with, the Subdivision Map Act, Chapter 3, Article 7, Section 66469.

4.20.1 County Surveyor’s Statement for Amended Maps

COUNTY SURVEYOR’S STATEMENT

(Amended Maps)

I hereby state that this amended map has been examined by me or under my supervision and found it to be an exact copy of the original map as recorded except for the corrections shown hereon and that this map complies with the Subdivision Map Act as required by Section 66469 of the Government Code.

Date: _____, 20____

SEAL/STAMP

David L. McMillan, County Surveyor

*(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).*

LS 8488

4.20.2 Surveyor’s Statement/Engineer’s Statement for Amended Maps

SURVEYOR’S STATEMENT/ENGINEER’S STATEMENT

(Amended Maps)

I, _____, hereby state that I am a (*Licensed Land Surveyor/Registered Civil Engineer*) of the State of California and this map was prepared by me or under my supervision. The (*correction/corrections*) shown hereon were made to (*reason for correction(s)*).

Date: _____, 20____

SEAL/STAMP

(Printed Name)

*(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).*

L.S./R.C.E. Number

The Fee Title owners affected by this correction are:



Note: The amending map shall be prepared on a DPM (direct positive mylar) of the original map. The statements above, along with a new Recorder's Statement, shall be placed on the map DPM to be recorded. The equivalent, original, Statements shall be lined-out on the back side of said DPM. Said "line-out" shall be such to indicate the Statements are no longer in effect, but not such that would prevent the reading of the original Statements. A subdivision guarantee is not required. Include the note, "Filed/Recorded at the request of the County Surveyor" under the new Recorder's Statement.

The word "AMENDED" shall be placed ahead of "TRACT MAP NO./PARCEL MAP NO." using letters of equal size when possible.

In making the corrections, the original data shall be lined out on the back side of said DPM. Said "line-out" shall be such to indicate the data is no longer in effect, but not such that would prevent the reading of the original data. The revised/corrected data shall be added to the map.

Do not remove or eliminate any of the original data or Statements.

Two prints of the amending map shall be submitted to the County Surveyor's Office for review.

When the County Surveyor approves the amending map, a direct positive mylar (DPM) is made and submitted to the County Surveyor's Office along with the original of the amending map and the recording fee. DPM shall be "Photographic" (not ammonia) to ensure archival quality.

5.0 EASEMENTS

INTRODUCTION

Easements should be identified with a note at the location of the plotted easement, or with a number designation at the location of the plotted easement, corresponding to the appropriate easement note.

When using a tablet format, indicate the plotted easements by placing a symbol (typically a triangle/delta) around the number designation.

If the easement is "Not Plottable" or is "Blanket in Nature," then include an easement note numbered without the symbol indicating the easement is not plotted. All easements shall be listed in one of these formats.



Those qualifying for Signature Omissions shall also be included in the Signature Omissions on sheet one. Easement information shall include the following:

- Ownership, in favor of ...;
- Purpose;
- Reference to the mechanism (map or document) creating said easement; and
- Width of easement, if applicable.

All easements listed in the Preliminary Title Report (PTR), lying within the current map boundary shall be listed on the final map and plotted (if applicable). If an easement shown in the PTR does not lie within the current map, it should be removed from the PTR and not shown on the map.

All easements dedicated or retained in the Owner's Statement on the current map shall be listed on the on the final map, and plotted (if applicable). The easement note shall indicate whether the easement is dedicated or retained on the map. Verbiage shall be the same throughout the map.

Inclusion of easement(s) under the Signature Omissions Note/Certificate does **not** negate the need to list and plot (if applicable) easement(s) on the final map (see Section 1.5).

Rights-of-way, easements, or other interests that cannot ripen into fee title shall be listed and plotted (if applicable) on the final map. Also stated shall be:

- Purpose;
- Beneficiary (in favor of ...);
- Reference to the document creating said easement(s) (Instrument Number and Date, Record Map information, or "Dedicated Hereon"/"Retained Hereon" via the current map); and
- Width of the easement, if applicable.

A copy of the document creating said easement(s) shall be submitted by the applicant (Surveyor/Engineer or owner/developer) as part of the review process. If said "mechanism" is a recorded document, and the legal description within said document refers to another document or to a map, submit all reference material necessary to verify the location and extent of the easement(s) in question. If an easement is particularly cumbersome to locate, to save time and money on the review process, consider submitting/providing an exhibit to expedite the review.

Presenting the easements in a Tablet format is the preferable method. When using the Tablet format, the "Easement Notes" should be placed on the Boundary Sheet (first map sheet) whenever practical or as soon thereafter as possible. For some maps it may be necessary to have a sheet (typically directly after the Boundary Sheet) dedicated to "Easement Notes" (and/or other Note sections, i.e., Monument Notes).



Each map sheet shall reference the location (See Sheet No. ___ for Easement Notes) of the Easement Notes when using the Tablet format. In this format, the review process can be expedited somewhat, in terms of review/comparison from the PTR to the final map, and also from the Owner's Statement to the map sheets. Also, as the ECS is often a version of the Boundary Sheet, and some easements are required to be listed and plotted on both the final map and ECS, this is an efficient method to satisfy said requirement.

Easements listed in tablet format shall be numbered with no overlaps or gaps in the numbering. Include a symbol (a triangle/delta) around the easement number to indicate that an easement is plotted. Use the number only, with no symbol (triangle/delta) for "non-plottable" easements. If an easement is not plottable, state the reason in the easement note (e.g., "not locatable from records," "blanket in nature").

If the Tablet format is not desirable or practical, the easement note(s) can be placed at the location of the corresponding easement, on each sheet the easement is plotted. If using this alternate format, all requirements as to the identification of easements listed above must be strictly adhered to. If an easement is not plottable, then it shall be listed in the Tablet format. Care should be taken to avoid mixing formats.

Plottable easements shall be fully annotated and dimensioned, defining any encumbrances against the map. Easement(s) shall be tied to the boundary and/or any parcels (as applicable). Easement(s) shall be tied to any other intersecting or abutting/adjoining easements. Strip dimensions/descriptions/annotations are acceptable when applicable.

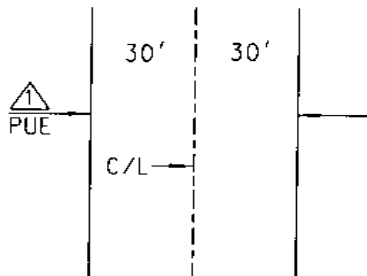
Any easement(s) required to record prior to the current map shall be plotted and referenced on said map. (This includes off-site easements. The extent of plotting will be determined on a case-by-case basis).

Any easement(s) dedicated on the final map, that is/are not dedicated to the County of Riverside or to the Public, will require a Certificate of Acceptance from the beneficiary of said easement(s).

A different symbol such as a hexagon placed around the easement number may be used to differentiate easements dedicated/retained on the map from easements of record. Verbiage in the easement notes must coincide with verbiage in the Owner's Statement.

5.1 TABLET FORMAT

Easement Notes:



1. Easement for public utility purposes, per TR 30819, MB 336/78-93.
2. Easement for public utility purposes, together with the right of ingress and egress for emergency vehicles, per PM 30240, PMB 208/28-65.
3. Easement in favor of SCE, for construction and maintenance purposes per Inst. No. 01-234567, Rec. 3/02/01, O.R. (Plotted and referenced on map sheet(s))
4. A non-exclusive easement for utility and drainage purposes as reserved to Mark Borough California, Inc. per Inst. No. 21820, Rec. 1/29/86, O.R. Said easement is blanket in nature.

5.2 ALTERNATE FORMAT

The alternate format is used for easements plotted on map sheet(s) with corresponding easement note also listed on map sheet(s).



60' easement for ingress and egress in favor of Tim Jones per Inst. #15093, Recorded Nov. 5, 1964.



5.3 SIGNATURE OMISSIONS

Section 66436 of the Subdivision Map Act states the circumstances that constitute Signature Omissions are as follows:

- Rights-of-way, easements or other interests that cannot ripen into fee, except those owned by a public entity, public utility or subsidiary of a public utility for conveyance to the public utility for rights-of-way (i.e., private easements, not public utility easements);
- Rights-of-way, easements, or reversions that by reason of changed conditions, long disuse or laches appear no longer practical, and signatures are impossible or impractical to obtain (e.g., defunct public utility companies);
- Interests in, or rights to, minerals, including but not limited to, oil, gas, or other hydro-carbon substances; and
- Reservation by patents to the Federal/State government.

All of the above circumstances shall be listed under the heading “Signature Omissions.” Signature Omissions shall be placed on the Signature Sheet only. See example below.

SIGNATURE OMISSIONS

Pursuant to Section 66436 of the Subdivision Map Act, the signatures of the following owners of easements and/or other interests have been omitted:

Easement in favor of Tim Jones for ingress and egress, per Inst. No. 15093, Rec. 11/05/64, O.R.

Jonathan P. Smith, owner of mineral rights per Inst. No. 66053, Rec. 1/05/62, O.R.

Easement in favor of Eastern Skyways Electric Company for electric cables and incidental purposes, per Inst. No. 99101, Rec. 9/03/27. Said company was absolved in 1930, and has not been absorbed by another P.U.C., therefore the present owner is impossible to ascertain.

10% of all oil, gas, or mineral rights as reserved in Patent from the United States of America to Harold Van Patton by Patent per Deed Book 123, Page 231, Rec. 1/03/32, O.R.

Interest in, or rights to, minerals and/or hydrocarbon substances shall be shown in the Easement Notes.

Inclusion of easement(s) under Signature Omissions does **not** negate the need to list and plot (if applicable) the easement(s) under Easement Notes on the first map sheet (see Section 1.5).



The information in the Signature Omissions note(s) should closely reflect that shown in the corresponding Easement Note(s).

5.4 NON-INTERFERENCE LETTERS (NILS)

The applicant shall provide, or cause to be provided, a Non-Interference letter for **all** easements in favor of an existing Public Utility that is listed in the Preliminary Title Report (PTR) and are located within the current map boundary. *Do not assume the Title Company will obtain the required NIL(s).*

Said NIL shall indicate if the proposed subdivision development will interfere with the existing facilities or not.

When a letter from a public utility indicates interference with an easement, the Survey Division will contact both the surveyor/engineer and the utility company to determine if a resolution to the interference is being worked out. If not, the Survey Division will forward the objection to the Board of Supervisors pursuant to the Subdivision Map Act, Section 66436 (a)(3)(A)(v), which states "... the legislative body or advisory agency shall set the matter for a public hearing ...". The map will not be allowed to record until such interference is removed/resolved and a release letter has been submitted to the County Surveyor.

When conditional interference is indicated (dependent upon future grading, construction, etc.), the map may be recorded; however, the letter from the utility company will be filed with the Land Use Section of the Transportation and Land Management Agency (TLMA).

If adequate evidence, per the Subdivision Map Act criteria, is submitted to the County, showing the attempt to obtain the required NIL, and there is a lack of response from the affected Public Utility Company, the map can record without the submittal of said NIL.



This Page Intentionally Blank



6.0 RECORDS OF SURVEY

6.1 PURPOSE AND REQUIREMENTS FOR A RECORD OF SURVEY

In an effort to standardize the filing of Records of Survey and Corner Records in California, several organizations have participated in developing *A Guide to the Preparation of Records of Survey and Corner Records*:

- County Engineers Association of California (CEAC);
- League of California Surveying Organizations (LCSO);
- Caltrans; and
- California Land Surveyor's Association (CLSA).

The *Guide to the Preparation of Records of Survey and Corner Records* was originally written in 1989 and was last updated on March 27, 2009. It was the intent of those involved to make it current from its last revision, but changes in law since that date need to be taken into account by anyone using that document. If there is a conflict with *Records of Survey and Corner Records* and current law, current law should be used to make any decision. Excerpts from the *Guide to the Preparation of Records of Survey and Corner Records* are used in this Map Preparation Manual, and the entire Guide can be found in Appendix B.

The record of survey is the means by which field surveys relating to property lines, land boundaries, or other subjects are brought to public attention. The Professional Land Surveyors' Act (Business and Professions Code, Chapter 15, Section 8700 et. seq.) provides that a record of survey made in conformance with the practice of land surveying as defined therein may be filed with the County Surveyor of the county in which the survey was made. It further provides that a record of all surveys relating to land boundaries or property lines shall be filed when certain conditions exist.

The thrust of the law is clearly that all property surveys be recorded and that all monuments set to denote property corners or boundary lines be made a public record, while surveys of other types and for the other purposes may be recorded as desired, as provided by the Professional Land Surveyors' Act.

6.2 RECORD OF SURVEY REQUIRED

A record of survey is required of any field survey relating to land boundaries or property lines whenever the survey discloses any of the following:



- Material evidence or physical change;
- Material discrepancy;
- Lines not shown;
- Points or lines set during a survey and not shown; or
- After establishment of a lost corner.

6.2.1 Material Evidence or Physical Change

Material evidence or physical change, which in whole or in part does not appear on any previously filed or recorded subdivision map, official map, record of survey, or survey record maintained by the Bureau of Land Management of the United States.

Material evidence has been defined as evidence of sufficient importance as to affect the outcome of a court case, and includes, but is not limited to, the particular items mentioned in Section 8764 of the Professional Land Surveyors' Act. This section requires that the record of survey show monuments both found and set; however, the resetting of a previously recorded monument that has become dilapidated would not in and of itself require the filing of a new record of survey but merely a corner record. As long as the purpose and functional identity of the previously recorded monument is maintained by the new monument, and as long as the record (of the monument) is not abrogated by the new monument, there would be no need for a new record of survey.

Physical change would apply to topographic or landmark features of importance to the survey that, if not noted, may adversely affect the interpretation of the survey. In regard to monuments, physical change would include the discovery of any evidence pertinent to a monument (except as discussed above) that differs from the previous existing record of said monument.

When the monument to any corner of the Public Survey of the United States or any accessory thereto (or any other survey corner or control point at the option of the Land Surveyor or Civil Engineer) is found, reset, or used as control in a survey and the same is not shown on a previously recorded record of survey, official map, or subdivision map, such corner or control point shall be reported by means of a corner record or record of survey, as required by the Professional Land Surveyors Act.

6.2.2 Material Discrepancy

A material discrepancy with a map of prior record as specified in Section 8762, or other evidence that, by reasonable analysis, might result in alternate positions of lines or points. Sections 8762(b) and 8765(d) of the Professional Land Surveyors' Act limits a material discrepancy to material discrepancy in the position of points or lines, or in dimensions.



A material discrepancy would be any discrepancy in dimensions or positions occurring between the current survey and a survey or map of prior record such that alternate or varying conclusions or interpretations might arise between the two. Factors such as the date(s) of the survey(s), the survey methods and equipment contemporary with said date(s), land values, and the requirements of the survey(s), would combine to determine the seriousness of the discrepancy, at which time a professional judgment would be rendered to dictate the subsequent course of action.

6.2.3 Lines Not Shown

Any line or lines not shown on a map of prior record, the positions of which are not ascertainable from an inspection of such map.

6.2.4 Points or Lines Set during a Survey and Not Shown

The points or lines set during a survey of any parcel described in any deed or other instrument of title recorded in the County Recorder's Office and not shown on any subdivision map, official map, or record of survey. This includes new lines created by lot line adjustments that are monumented or are established during the course of a field survey.

6.2.5 After Establishment of a Lost Corner

After the establishment of a lost corner, as defined by the *Manual of Instructions for the Survey of the Public Lands of the United States*. (8773 (b))

6.3 RECORD OF SURVEY NOT REQUIRED

A record of survey is not required per Section 8765 if any of the following conditions exist:

- The survey has been made by a public officer in his or her official capacity and a reproducible copy thereof, showing all data required by Section 8764 with the exception of the recorder's statement, has been filed with the County Surveyor of the county in which the land is located;
- The survey was made by the U.S. Bureau of Land Management;
- A Final Map or Parcel Map is in preparation for recording under the provisions of the Subdivision Map Act;
- When the survey is a retracement of lines shown on a subdivision map, official map, or a record of survey, where no material discrepancies with those records are found and



sufficient monumentation is found to establish the precise location of property corner thereon, provided that a corner record is filed for any property corners which are set or reset or found to be of a different character than indicated by prior records;

- When the survey is of interior lots in a mobile home park provided that the park has not converted to residential ownership or no subdivision map, official map or record of survey has been previously filed of record; and/or
- A record of survey cannot be used to create a division of land. All divisions of land must be made by means of a subdivision map, unless exempted by the Subdivision Map Act; and/or
- Any line shown on a record of survey map which does not represent an existing title line and which appears to create a new parcel of land should be clearly labeled as to its purpose.

6.4 RECORD OF SURVEY SUBMITTALS

The Surveyor/Engineer shall furnish the following material to the Survey Division:

- One set of prints of Record of Survey maps;
- Checking deposit per fee ordinance (Ordinance 671);
- Vesting deed for parcel(s) surveyed;
- If property being surveyed is not a parcel created by a map, then submit deeds or other information showing compliance with the Subdivision Map Act;
- Complete reference/research materials used to prepare the survey;
- Maps must have all data required to allow for a complete map check with first set of prints, including complete survey data; and
- G.P.S. data sheets, if applicable.

Note: Records of Survey fees are on a deposit base/actual cost basis. The more information you give the County Surveyor, the less time it should take to check your map, which in turn will result in lower checking fees.

6.4.1 Record of Survey Monumenting Waived Parcel Maps

The Surveyor/Engineer shall furnish the following material to the Survey Division when a Records of Survey is submitted for monumenting waived parcel maps, except in an incorporated city:

- Submit a copy of the recorded Certificate of Compliance or if the Certificate of Compliance is not recorded, submit a transmittal stating the waived parcel map number;
- The Certificate of Compliance will have to record prior to the recordation of the Record of



Survey (see Section 6.5.5 for additional note); and

- If the above information is unavailable, place the County Surveyor’s Note (shown in Section 6.5.6) on the Record of Survey.

6.4.2 Record of Survey Showing Lot Line Adjustments

The Surveyor/Engineer shall furnish the following material to the Survey Division when a Record of Survey is submitted for showing lot line adjustments, except in an incorporated city:

- Submit a copy of the approved Lot Line Adjustment filed with the County Planning Department;
- Submit copy of recorded grant deeds for adjusted parcels (see Section 6.5.5. for additional note);
- You will be instructed when to submit the original mylar along with the correct recording fee; and
- If the above information is unavailable, place the County Surveyor’s Note (shown in Section 6.5.6) on the Record of Survey.

6.5 RECORD OF SURVEY STATEMENTS

6.5.1 Surveyor’s Statement

SURVEYOR’S STATEMENT

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Professional Land Surveyors’ Act, at the request of (name of person authorizing survey) in (Month), 20____.

_____ (signed)

L.S. (or R.C.E.) No: _____

SEAL/STAMP

(For the seal/stamp, leave an area at least 2 inches square clear of writing).



6.5.2 County Surveyor’s Statement

COUNTY SURVEYOR’S STATEMENT

This map has been examined in accordance with Section 8766 of the Professional Land Surveyors’ Act this _____ day of _____, 20_____.

David L. McMillan, County Surveyor

L.S. 8488

SEAL/STAMP

(For the seal/stamp, leave an area at least 2 inches square clear of writing).

*Note: Leave **ample room** for day and month.*

6.5.3 Recorder’s Statement

Place in upper right hand corner **only**.

RECORDER’S STATEMENT

Filed this _____ day of _____, 20____, at _____m. in Book _____ Records of Survey, at Page _____, at the request of the County Surveyor.

No. _____

Fee _____

Peter Aldana, Assessor-County Clerk-Recorder

By: _____, Deputy

*Note: Leave **ample room** for day and month.*



6.5.4 County Surveyor’s Certificate of Compliance

When applicable:

COUNTY SURVEYOR’S CERTIFICATE OF COMPLIANCE

This map has been examined this _____ day of _____, 20____ for compliance with the provisions of the Subdivision Map Act and any applicable local ordinance enacted pursuant thereto.

David L. McMillan, County Surveyor

L.S. 8488

SEAL/STAMP

(For the seal/stamp, leave an area at least 2 inches square clear of writing).

*Note: Leave **ample room** for day and month.*

6.5.5 City Engineer’s Certificate of Compliance

When applicable and when located in an incorporated city:

CITY ENGINEER’S CERTIFICATE OF COMPLIANCE

This map has been examined this _____ day of _____, 20____, for compliance with the provisions of the Subdivision Map Act and any applicable local ordinance enacted pursuant thereto.

City Engineer

SEAL/STAMP

(For the seal/stamp, leave an area at least 2 inches square clear of writing).

*Note: Leave **ample room** for day and month.*



If property surveyed was established in accordance with one of the following, add the appropriate note to the map:

THE PROPERTY SHOWN HEREON IS IN ACCORDANCE WITH CERTIFICATE OF COMPLIANCE NO. _____ RECORDED ON _____ AS INSTRUMENT NO. _____, APPROVED BY THE RIVERSIDE COUNTY PLANNING DEPARTMENT.

THE PROPERTY SHOWN HEREON IS IN ACCORDANCE WITH CERTIFICATE OF PARCEL MERGER NO. _____ RECORDED ON _____ AS INSTRUMENT NO. _____, APPROVED BY THE RIVERSIDE COUNTY PLANNING DEPARTMENT.

THE PROPERTY SHOWN HEREON IS IN ACCORDANCE WITH LOT LINE ADJUSTMENT NO. _____ RECORDED ON _____ AS INSTRUMENT NO. _____, APPROVED BY THE RIVERSIDE COUNTY PLANNING DEPARTMENT.

6.5.6 County Surveyor’s Note

COUNTY SURVEYOR’S NOTE

The County Surveyor has not established as of the date of recording of this Record of Survey that the land shown in this Record of Survey is in compliance with the provisions of the Subdivision Map Act, Division 2 (commencing with Section 66410) of Title 7 of the Government Code and Riverside County Ordinance 460. The parcel(s) shown on this survey may not have been legally created and therefore may not be buildable parcel(s).

David L. McMillan, County Surveyor

L.S. 8488

SEAL/STAMP

(For the seal/stamp, leave an area at least 2 inches square clear of writing).

Note: If the Record of Survey falls within a city, delete “and Riverside County Ordinance 460.”

6.6 PARCELS CREATED BY PUBLIC AGENCIES AND PUBLIC UTILITIES



6.6.1 All Parcels

The following statement shall be shown on all Records of Survey when the parcel shown falls under Riverside County Ordinance 460 Section 2.2 J(3):

NOTE:

The parcel surveyed is not a legal parcel and does not constitute a land division under the Subdivision Map Act or Riverside County Ordinance No. 460 Section 2.2 J(3) at the present time. Any further sale, lease or financing of the parcel surveyed may require land division approval

6.6.2 Southern California Edison Parcels

The following statement shall be shown on all Records of Survey when the parcel shown falls under Riverside County Ordinance No. 460 Section 2.2 J(3):

The parcel surveyed is not a legal parcel and does not constitute a land division under the Subdivision Map Act or Riverside County Ordinance No. 460, Section 2.2 J(3) at the present time. The sale, lease, or financing of the parcel surveyed to an entity other than a governmental agency, public utility, public entity, or a subsidiary of a public utility for further conveyance to a public utility for right of way purposes may require review by the County of Riverside for compliance with the Subdivision Map Act and County ordinances in effect at the time of conveyance.

6.7 RECORD OF SURVEY CHECKLIST

AUTHORITY: Professional Land Surveyors' Act

First Check: _____

File No: _____

Recheck: _____

Date: _____

Surveyor/Engineer: _____

Checked by: _____

Survey requested by: _____

Phone: _____

Email: _____

____ SUBMIT THE FOLLOWING FOR RECORDATION: SIGNED AND STAMPED ORIGINAL MYLAR.

____ Submit check payable to Riverside County Recorder in the amount of _____ for recording fee.

If requesting a conformed DPM to be returned to surveyor, add an additional _____ to the recording



fee.

BACK-UP DATA

- ___ One Checkprint
- ___ Methods and Reasoning Statement (8764)
- ___ Maps used to prepare survey..... (8764)
- ___ Deeds used to prepare survey..... (8764)
- ___ Evidence property created prior to March 4, 1972 or from a recorded subdivision map or a Certificate of Compliance issue from the governing agency or by other legal means (8762.5)

MAP TITLE

- ___ Name of City, if applicable (8762)
- ___ Name of County, California..... (8762)
- ___ “RECORD OF SURVEY” (8762)
- ___ Description of land or line surveyed (8764)
- ___ Section, Township, Range, or Rancho (8764)
- ___ Date of Survey (8764)
- ___ Sheet numbers..... (Sheet 1 of ___ Sheet(s) in upper right hand corner)
- ___ Firm Name and/or Surveyor/Engineer’s name and license number

STATEMENTS

- ___ County Recorder’s Statement (in upper right hand corner, Sheet 1 only) (8764.5)
- ___ Surveyor’s Statement, signed and sealed..... (8764.5)
- ___ County Surveyor’s Statement (8764.5)
- ___ Certificate per Section 8762.5 (if applicable)

SURVEYOR’S NOTES

- ___ Basis of Bearings, map of record, celestial observation, or State Plane Coordinates (include Epoch, combination factor, and convergence angle (8764 and 8771.5)
- ___ Found monuments and symbol (Recommend solid)..... (8764)
- ___ Set monument symbols (Recommend open) (8764)
- ___ Symbols and non-standard abbreviations defined
- ___ Surveyor’s Notes or Legend (8764)



MEASURED DATA

- Bearings shown (8764)
- Distances shown (8764)
- Overall bearings shown (8764)
- Overall distances shown (8764)
- Sum of parts equal total of distance or delta (8764)
- Traverse calculations
- G.P.S. data (if applicable)
- All curve data shown (Delta, Radius, Arc Length) (8762)
- All radial bearings shown where required (8764)
- Non-tangent curves noted (8764)
- All areas shown (if required) (8764)
- Map loop closures within 0.02 feet

MAP BODY

- Map material; tracing cloth or polyester base film; black ink..... (8763)
- Map size: 18'x26"..... (8763)
- Margin 1" all around..... (8763)
- North Arrow..... (8764)
- Scale..... (8764)
- Request bar scale for microfilming purposes (4" minimum)*
- Reference to adjacent tracts or other maps of record when pertinent..... (8764)
- Legibility of map data..... (8763)
- Street names and widths shown..... (8764)
- Reference for all found monuments and acceptance of non-record monuments..... (8764)
- Reference to deeds of official records if necessary for the establishment of lines or points (8764)
- Record data shown when beneficial to the interpretation of lines or points..... (8764)
- Bearings Distances (8764)
- Curve Data Other (8764)
- Detail for clarity..... (8764)
- Arrows to clarify dimensions..... (8764)

SURVEY PROCEDURES

- Proportions and other adjustments correct..... (8766)
- Sectional breakdowns correct..... (8766)
- Deed interpretations correct..... (8766)
- Monuments tagged, as required..... (8772)
- Ties to adjacent lines of record when pertinent..... (8772)
- Survey based upon proper control..... (8764)
- Methods of establishment of lines or points shown where necessary..... (8764)
- Elevation..... (8815.5)

REMARKS: _____

To the Surveyor: Pursuant to Section 8767 of the Professional Land Surveyors' Act, the subject map should be corrected as indicated on the above checklist and checkprint and returned to this office within 60 days with the corrected checkprint.

David L. McMillan County Surveyor

By _____, Deputy



6.7.1 Explanatory Notes for Record of Survey Checklist

The notes below apply to the stated items on the checklist.

MAP TITLE

The recommended title block for the map shall contain the essential items listed on the Checklist and should, for the sake of conformity, follow the basic format shown on the sample sheet.

SURVEYOR'S NOTES

Basis of Bearings

The bearings shown on the map should be defined in terms of one of the following: a line appearing on an existing map of record, a solar or stellar observation, or a California Coordinate System (CCS).

Lines appearing on an existing map of record. The reference line shall be a line between any two existing monuments that have been made a part of the current survey and have been shown on the map.

The bearing and distance of the reference line shall be shown on the map, and if the distance is also of record, it shall be so stated.

Maps acceptable for reference purposes are final maps, parcel maps, records of survey maps, City Engineer or County Surveyor maps, and State Highway Department Coordinate Control maps.

The form of the note should be substantially as follows:

The basis of bearings for this survey is the North line of the NW $\frac{1}{4}$, Sec. 3, T.7S., R.2W., S.B.M., shown on R.S. 54/23-25 as S89°21'58"E.

Solar or stellar observation. If the astronomic observations were made on a line that is monumented and shown on the map, the note should make specific reference to that line as, for example:

The basis of bearings for this survey is the centerline of Sierra Road, shown hereon as N10°15'20"E; as determined by observation of (Polaris) or (the sun).

If the astronomic observations were made on a line not appearing on the map, the note may be generalized to indicate that the bearings shown on the map are referred to the true meridian as determined by observation of Polaris or the sun.



In either case, the field notes of the sun or Polaris observation and connection to the lines on the map should be made available to the County Surveyor for review.

The California Coordinate System. When the California Coordinate System (CCS) is used, the map shall show the line or lines connecting the survey to the control stations used, showing the grid bearings between them, and the relationship between grid north and astronomic north (convergence angle).

Should coordinates be shown for points established on the map, the control scheme by means of which the coordinates were determined must also be shown on the map. Refer to Section 8813 of the Public Resources Code.

The form of the note should be substantially as follows:

The basis of bearings for this survey is the California Coordinate System, CCS83, Zone 6, as determined locally by the line between USG&GS stations BACHELOR and MARCH, as shown herein as: N27°32'15"E. If an FGCS, or its successor order of accuracy is claimed for a survey or a map, it shall be justified by additional written data that shows equipment, procedures, closures, adjustments, and a control diagram.

Note: On or after January 1, 1995, Public Resources Code, Section 8817 requires CCS 83 on all new surveys and new mapping projects. The Federal Geodetic Control Subcommittee (FGCS) was formerly the Federal Geodetic Control Committee.

Any survey based upon the metric system should be clearly identified as such. It is recommended that a bold note and/or metric logo be placed conspicuously on the map. Other explanatory notes and comments as required.

Also, see Section 1.12.

MAP BODY

Legibility of Map Data

All lettering should be placed so as to be read most conveniently with the North arrow pointing away from the reader. The following discusses lines and lettering requirements.

Lines. Normally, the weight of a line is used to denote a specific level of importance, the heavier lines being of more importance than the lighter weight lines. It has been customary to represent various types of lines as follows.

Lines denoting the boundary of the land requested specifically to be surveyed are shown with heavy solid lines, the weight being usually three times greater than that of other lines on the map, except the border, unless clarity dictates otherwise.



Public street side lines are shown by light solid lines, unless clarity dictates otherwise.

Other lines (adjoining lots, tracts, etc.) are shown as light dashed lines, unless clarity would dictate otherwise. Lines that do not contribute to the easy interpretation of the map should be kept to a minimum. Other special purpose lines may be used (e.g., centerlines, county boundary lines, section lines, control lines, etc.) but should be clearly identified by note or symbol. Grayscale lines are not allowed.

Lettering. Lettering should be of an open, rounded style, either vertical or slanted, and of a size that can be reproduced via microfilming, scanning, or equivalent processes and still be easily read. Experience has indicated that the minimum size of lettering that will meet these requirements is **0.08" with a pen size that will keep the letters open**. A sufficient space should be left between any letters and lines to insure that the lettering will not bleed into the lines when reproducing a map copy from microfilm. Ghosting, shadow, and “grey-scale” fonts shall not be used (see memo/letter from Assessor- County Clerk - Recorder, dated March 1, 2004, in Appendix A).

Adjacent Subdivisions, etc. on Map Body

The relationship to those portions of adjacent tracts, streets, or senior conveyances that have common lines with the survey. For the sake of clarity, this information should be shown in light dashed lines (though dark enough to be microfilmed).

References for Found Monuments

All monuments shown as “Found” on the map shall be described as to type, material, height relative to the ground surface, stamping/tagging, with a reference to a record map or field book where the monument was shown as having been set or accepted for use as the corner cited. If no record can be found to substantiate the monument, indicate same by stating “No reference.” It is recommended that untagged monuments used for control or accepted as corners should be tagged by the preparer of the map. All monuments, found or set, shall be tied in to the map.

6.7.2 Items that Expedite the Record of Survey Checking Process

(To be submitted with first check, but not required)

- All supporting documentation (legible copies);
- Record maps, miscellaneous county maps, government plats and notes, corner records, ties;
- Private surveyors notes, plats;
- Deeds used to prepare survey;



- Verification of legal lot: (pre 1972 deed; recorded Lot Line Adjustment and Grant Deed, recorded Certificate of Compliance, and recorded Parcel Merger;
- Copy of latest assessor's map available from assessor's office;
- Any other data pertinent to survey;
- Two prints; three if located in a city or on the county line (1st check only);
- Calculation sheets;
- Closures (overall control boundary, all loop closures using coordinates generated by boundary closure;
- Any double proportion, compass rule adjustments, calculations, etc.;
- Key map showing point numbers in an easily decipherable format; and
- G.P.S. data sheets.

(To expedite the checking process and reduce the checking cost, submit any of the above items that may apply to your map.)

6.8 CORNER RECORDS

6.8.1 Purpose and Requirements for Corner Records

The corner record is the means by which the re-establishment or rehabilitation of public land survey corners or other property corners may be made of record and brought to public attention. The Professional Land Surveyors' Act (Business and Professions Code, Chapter 15, Division 3, Section 8700 et. seq.) provides that:

1. A corner record shall be filed for every public land survey corner or accessory, except a "lost corner," which is found, set, reset or used as control in any survey by a Land Surveyor or Civil Engineer. (8773(a))

After the establishment of a lost corner, as defined by the *Manual of Instructions for the Survey of the public Lands of the United States*, a record of survey shall be filed as set forth in Section 8764. (8773(b))

A licensed Land Surveyor or registered Civil Engineer may file a corner record as to any property corners, property controlling corners, reference monuments or accessories to a property corner. (8773(c))

The filing of a corner record with the County Surveyor does not relieve the Professional Land Surveyor or Civil Engineer authorized to practice land surveying of the responsibility to file a record of survey if required by Section 8762 of the Professional Land Surveyors' Act.



2. A corner record shall be filed in lieu of a record of survey when the survey is a retracement of lines shown on a subdivision map, official map or record of survey, where no material discrepancies with such record are found and sufficient monumentation is recovered to precisely locate the record corner positions and any property corners set, reset or found to be of a different character than indicated by prior records are shown thereon. (8765(d))
3. No corner record needs to be filed (8773.4) when:
 - A corner record is on file and the corner is found as described in the existing corner record.
 - All conditions of Section 8773 are complied with by proper notation on a record of survey or subdivision map filed in compliance with the Land Surveyors' Act or Subdivision Map Act.
 - Section 8773.4 shall not apply to maps filed prior to effective date of said section. (Section 8773.4 was enacted on January 1, 1973).
 - When the survey is a survey of a mobilehome park interior lot as defined in Section 18210 of the Health and Safety Code, provided that no subdivision map, official map, or record of survey has been previously filed for the interior lot or no conversion to residential ownership has occurred pursuant to Section 66428.1 of the Government Code.
 - The corner record was created to fill the need for a short and inexpensive method of making survey information available to the public without the necessity of a record of survey. The County Engineers Association of California believes that the following interpretation of the Professional Land Surveyors' Act as it relates to corner records is a reasonable approach and in line with the purpose for which the corner record was created.
4. Corner records shall be legibly drawn in ink or pencil (H lead or less). (Some counties will only accept ink). (All signatures to be in ink).
5. The corner record should be legible, clear, and dark enough for archival and reproduction purposes. Ghosting, color, or grey-scale is not allowed.
6. A Corner Record shall be a single 8.5" x 11" sheet that may consist of a front and back page.
7. When monuments are recovered, their record should be identified. "No record" or "No reference" monuments should be identified as such.
8. The corner record should clearly indicate the survey control and method used to determine the location of all monuments set.
9. A corner record may be used when monuments are set to replace monuments previously shown on the subdivision map, official map or record of survey.
10. More than one monument can be shown on a corner record provided the sketch is adequate to indicate how each monument was set and its relationship to other monuments of record.
11. The survey of a parcel described by a "metes and bounds" description and not shown on a previously filed or recorded subdivision map, official map, or record of survey requires that a record of survey be filed.



A corner record shall be filed on lots within a subdivision where no original monuments are shown to be set, provided there is no material discrepancy with record and sufficient monumentation is found to establish the precise location of property corner thereon. (8765d)) Sections 8762 (b) and 8765 (d) of the Professional Land Surveyors' Act limits "material discrepancy" to the material discrepancy in the position of points or lines, or in dimensions. A reference to the California Coordinate System is optional at the discretion of the submitting surveyor. Refer to Sections 8813 and 8817 of the Public Resources Code. Any survey based upon the metric system should be clearly identified as such. It is recommended that a bold note and/or metric logo be placed on the page with the drawing.

6.8.2 Guidelines for Corner Records

A Corner Record may be filed with the approval of the County Surveyor, provided that the monument in question complies with Sections 8773 through 8773.4 of the Professional Land Surveyors' Act and the instructions from the State Board of Registration for Professional Engineers. Said instructions are found on the Corner Record Form and are as follows:

A CORNER RECORD MAY BE USED TO REPORT THE RECOVERY OR PERPETUATION OF SURVEY MONUMENTS OR TO SHOW THE REESTABLISHMENT OF MONUMENTS WHERE FIELD CONDITIONS AGREE SUBSTANTIALLY WITH RECORD.

1. The corner record is to be prepared by a licensed land surveyor or registered civil engineer and filed with the County Surveyor (or County Engineer) of the County in which the corner is located.
2. A corner record shall be filed within 90 days of the date of recovery, use or re-Establishment of a corner unless the corner is to be shown on a Record of Survey, parcel map, or final map derived from the survey that used or located said corner.
3. A corner record may be filed to show the perpetuation of any existing or obliterated corner (but not lost) of the surveyor the public lands, as said corners are defined in the "Manual of Instructions for the Survey of Public Lands of the United States" by the Bureau of Land Management. The identification of such corners shall be if possible in accordance with the system of identification given by said manual of instructions.
4. At the option of the Surveyor or Engineer, a corner record may be filed for property corners, property controlling corners, reference monuments or accessories to property corners when the County Surveyor or County Engineer determines that none of the conditions requiring a Record of Survey exist as outlined in Section 8762 of the Land Surveyors' Act.
5. The County Surveyor or County Engineer shall examine the corner record within 20 days for conformance with Section 8773 of the Land Surveyors' Act. Upon determination that the above listed conditions are satisfied and that the information required elsewhere on this form is complete. The County Surveyor shall file and index the corner record and notify the Surveyor/Engineer of such filing.
6. Corner records submitted for surveys that, under Section 8762 of the Land Surveyors' Act, require a Record of Survey, shall be returned to the Surveyor or Engineer together with a



statement of the reason for such return.

7. California Coordinate System data may be shown, but should be accompanied by an identification of the source of such information.
8. A sketch showing reference ties to accessories or other identifiable objects in the vicinity of the corner shall be provided where appropriate. Photographs and/or topography of the monument and surrounding area are encouraged.
9. For filing purposes, place the Tax Assessor's Parcel Number of the property being surveyed, in the lower right hand corner of the delineated sketch area.



6.9 SAMPLE RECORD OF SURVEY FORMATS

* LEAVE AN AREA AT LEAST 2 INCHES SQUARE CLEAR OF WRITING.

(IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF RIVERSIDE
 OR
 IN THE CITY OF _____ COUNTY OF RIVERSIDE

2.6'

(PLACE APPLICABLE HEADING)
RECORD OF SURVEY
 (description of property)
 Date _____
 L.S. or R.C.E. name _____

SHEET OF SHEET _____
 RECORDER'S STATEMENT
 Filed _____ this _____ day of _____
 19__ at _____ M. in Book _____ of Records
 of Survey at page _____ at the
 request of the County Surveyor
 Fee _____ No. _____
 William E. Conerly, County Recorder
 by _____ deputy

SURVEYOR'S STATEMENT
 This map correctly represents a
 survey made by me or under my
 direction in conformance with the
 requirements of the Land Surveyors
 Act at the request of _____ in
 19__

L.S. or R.C.E. No. _____
 EXP. DATE _____
 * (SEAL)

SURVEYOR'S NOTES
 COUNTY SURVEYOR'S STATEMENT
 This map has been examined in
 accordance with Section 8766
 of the Land Surveyors Act this
 day of _____ 19__
 by _____ County Surveyor
 _____ deputy
 L.S. No. _____
 EXP. DATE _____
 * (SEAL)

(Scale)

RECORD OF SURVEY

18"

Recorder's STATEMENT

Surveyor's STATEMENT
 Surveyor's Notes
 County Surveyor's STATEMENT

26'

(Scale)



6.10 CORNER RECORD FORM (FRONT AND BACK – TWO PAGES)

CORNER RECORD

Agency Index _____

Document Number _____

City of _____ County of _____, California

Brief Legal Description _____

	CORNER TYPE		COORDINATES (Optional)	
	Government Corner <input type="checkbox"/>	Control <input type="checkbox"/>	N. _____	E. _____
	Meander <input type="checkbox"/>	Property <input type="checkbox"/>	Elevation _____	
	Rancho <input type="checkbox"/>	Other <input type="checkbox"/>	Units Metric <input type="checkbox"/> U.S. Survey Foot <input type="checkbox"/>	
Date of Survey _____		Horizontal Datum _____	Zone _____ Epoch Date _____	Vertical Datum _____
		<input type="checkbox"/> Complies with Public Resources Code §§8801-8819		<input type="checkbox"/> Complies with Public Resources Code §§8890-8902

PLS Act Ref.: 8765(d) 8771 8773 Other: _____

Corner/Monument: Left as found Established Rebuilt Pre-Construction
 Found and tagged Reestablished Referenced Post-Construction

Narrative of corner identified and monument as found, set, reset, replaced, or removed:
 See sheet #2 for description(s):

SURVEYOR'S STATEMENT

This Corner Record was prepared by me or under my direction in conformance with
 the Professional Land Surveyors' Act on _____ .
 Signed _____ P.L.S. or R.C.E. No. _____

COUNTY SURVEYOR'S STATEMENT

This Corner Record was received _____
 and examined and filed _____ .
 Signed _____ P.L.S. or R.C.E. No. _____
 Title _____

County Surveyor's Comment



Document Number		Agency Index	



This Page Intentionally Blank



7.0 PREPARATION GUIDELINES FOR LEGAL DESCRIPTIONS AND PLATS

7.1 PROCESSING PROCEDURE

The following is the procedure for processing grants of easement for public road and/or utility easements as required conditions of approval for Tract Maps, Parcel Maps, Plot Plans, and other use cases. These guidelines also apply to the preparation of Legal Descriptions and Plats and for other cases such as Vacations, Acceptances, etc.

Legal descriptions and plats for slope or drainage easements required to accommodate street signs must be approved by the Transportation Planning and Development Review Division prior to processing by the Right-of-Way Section of the County Survey Division.

The following items are to be submitted to the Right-of-Way Section by the Surveyor/Civil Engineer or applicant:

Note: All items submitted must include the case or map number. Any document or attachments for recording must be 8 ½" x 11" in size.

- A. Legal description of the area to be dedicated or conveyed.
- B. Plat 8 ½" x 11" in size with the easement indicated by a bold border.
- C. Legal description and plat must be "wet signed" and "sealed" by a Professional Land Surveyor or qualified Civil Engineer.
- D. A current (within one month) Title Report.
- E. A copy of the Grant Deed.
- F. A check or money order made payable to the County of Riverside for the required initial deposit.

Note: All holders of record title interest, which may include persons other than the property owner, will be required to sign grants of easement and declarations of dedication. Documents executed in conjunction with a Tract or Parcel map will require the same signatures as the map.

In addition: A copy of the statement of partnership, articles of incorporation, or corporate resolution indicating those officers/individuals authorized to sign legal documentation on their behalf shall be required for documents



executed by Banks, Corporations, Partnerships, etc.

The Right-of-Way Section will prepare the signature sheets and notify the Surveyor/Engineer and/or applicant.

It is the responsibility of the Surveyor/Engineer and/or applicant to have the document executed, notarized, and returned to the Right-of-Way Section for acceptance by the Board of Supervisors and for recordation.

7.2 LEGAL DESCRIPTION STANDARDS

The following describes the requirements for legal descriptions.

- A. Legal descriptions must be on 8 ½" x 11" paper with 1" margins.
- B. Font must be size 10 point or larger. Font must be "Arial" or similar style.
- C. **"EXHIBIT A"** (letter as appropriate) must be labeled at the top of the page in bold, and/or in a larger size font.
- D. Reference the project and the type of dedication/conveyance in the heading on each page, below/beneath the label **"EXHIBIT A"** (letter as appropriate).
- E. Place any additional data that includes numbers, such as dates and work order numbers, at the bottom of the page or at the end of the description.
- F. Legal descriptions must be "wet signed," sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer.
- G. Leave enough room (1 ½" x 2 ½") at the end of the description for the County to approve and sign the description.
- H. Double space between each course on the legal description (begin each new paragraph with "thence"); single space between lines within the same course.
- I. The preamble must include the section, township, and range, or the rancho information in which the described property is located.
- J. **Commencing, Beginning, Point of Beginning, True Point of Beginning, Point of Termination, etc.** must be in bold.
- K. List the area of the property being described. List the acreage to the nearest hundredth of an acre, if ¼ acre or more. List the square footage if less than ¼ acre (e.g., 10,890 sq. ft.).
- L. All curves must be identified as being tangent, non-tangent, etc. and must include a radial bearing if they are not a tangent curve.
- M. Use "along" and "to" calls when necessary and where applicable.
- N. When referencing record maps with three or more pages use "inclusive" after the last page number. Example: Map Book 157, Pages 24 through 37, inclusive.
- O. Do not use the terms "future," "proposed," "temporary," "to be," etc., as a reference or as part



of a description.

- P. Include a reference to the plat exhibit at the end of the legal description. Example: "... See **"Exhibit B"** (letter as appropriate) attached hereto and made a part hereof, by this reference."
- Q. Data in the legal description shall agree with data shown on the plat exhibit(s). If associated with a final map, both legal description(s) and plat(s) shall agree with data shown on the final map.
- R. If associated with a final map, consideration should be given to using the same basis of bearings on the legal description and plat, as is used on said final map.
- S. Number each page of the legal description and its relation to the total number of pages.

7.3 PLAT STANDARDS

The following describes the requirements for plats.

- A. Plats must be on 8 ½" x 11" paper with ½" borders. The borders must be kept clear of any drafting or notations.
- B. Font must be size 10 or larger. Font must be "Arial" or similar style.
- C. **"Exhibit B"** (letter as appropriate) must be labeled at the top of the page in bold and/or in a larger size font.
- D. Reference the project and the type of dedication/conveyance on the plat on each sheet, below/beneath the label **"Exhibit B"** (letter as appropriate).
- E. Keep any data that is not relevant to the description, such as company name, work order numbers, etc. in a title block at the bottom of the plat.
- F. Number each page of the plat and its relationship to the total number of sheets.
- G. Plats must be "wet-signed," sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer.
- H. Leave enough room (1 ½" x 2 ½") somewhere on the plat for the County to approve and sign the plat.
- I. The plat must include the section, township, and range, or the rancho information, in which the described property is located.
- J. Indicate the easement with a distinctive, bold, solid border/boundary.
- K. Show all survey data: bearings, distances, and dimensions of the dedication/conveyance.
- L. Show the relationship to all existing adjoining or overlapping/intersecting easements.
- M. Include radial bearings on curves at points that are non-tangent, reverse, compound, etc. This includes any points on a curve that intersect a tangent, surveyed line.
- N. Label the **POB, POC, TPOB**, etc., in **bold** on the plat.



- O. All plats shall have a north arrow and scale.
- P. The plat shall be oriented with north to the top or side of the sheet. Printed information (e.g., bearings, distances, descriptions) should be oriented the same so that they will read left to right when looking North. In the case of courses that run considerably off cardinal or in the case of curved courses, the above orientation should apply as nearly as practical. In no case should information be placed so that data on the plat would have to be read looking South.
- Q. Do not use the terms “future,” “proposed,” “temporary,” “to be,” etc., as a reference or as part of a description on the plat.
- R. Include Surveyor’s/Engineer’s notes if necessary.
- S. A vicinity map is required unless the nearest cross-streets are shown on the plat.
- T. Use details when necessary.
- U. The entire easement/conveyance shall be shown on one sheet. Additional sheets may be used to show individual parcels, details, or portions of the easement when necessary to show all required data and to avoid cluttering.
- V. Data on the plat shall agree with data shown on the legal description(s). If associated with a final map, both legal description(s) and plat(s) shall agree with data shown on the final map.
- W. If associated with a final map, consideration should be given to using the same basis of bearings on the legal description and plat, as is used on said final map.
- X. All data and tables shall be shown on the sheet to which it pertains.



8.0 MAP CHECKING PROCEDURES

8.1 INSTRUCTIONS TO MAP CHECKERS

1. The Map Checker will pull a map from the stack (“first-check”/“back-check”) in the order it was received. Verify whether or not the map is a phase of a phased/multi-unit project. If it is a phased map, the County Surveyor may determine that all phases of said multi-unit project will be reviewed by the same Map Checker (determined on a case-by-case basis). Map Checker enters name in the “People” screen in the LMS (Land Maintenance System). The applicant will supply all documentation and research necessary to verify the data on the map.
2. Map Checker verifies that the Deposit Based Fees (DBF) Account has a positive balance. The applicant shall submit the initial checking fee (per Ordinance 671), and from time to time, may have to submit supplemental deposits. The account requires a minimum balance as determined by the County Surveyor at the time of recordation.
3. Map Checker places name on all checkprints. Mark one set as OC (Office Copy) #1, OC #2, etc. These copies are for the office file and may have calculations, notes, or questions that do not appear on the CP (checkprint) copy. After completing the review, transfer all of the corrections/revisions on the Office Copy to the corresponding CP #1, CP #2, etc. which will be returned to the Surveyor/Engineer. **If additional corrections are needed after CP #2, a meeting will be requested with the Map Checker, the Surveyor/Civil Engineer and the property owner to discuss the outstanding issues.**
4. Write explanatory comments on the map; often a “bare” red mark is **not** enough. Keep in mind that comments are for transmittal of information and expediting of checking process. Surveyors/Engineers can also write explanatory comments on the checkprints. The overall review process can only be helped by open communication. Phone calls, e-mails, as well as face-to-face meetings can all be beneficial tools used to complete and record a final map.
5. Submit Conditions of Approval, PTR, Vesting Deed(s), calculation/closure sheets, approved tentative map, and any other pertinent data with all first checkprints to Map Checking supervisor. They will be kept with the “working file” for review purposes until the map records or expires. Submit any of the aforementioned documentation on subsequent checkprints, as necessary.
6. Once the map reaches a certain degree of accuracy and completeness, the Map Checker will request additional copies of the Final Map and ECS for the purpose of “Routing” to the “Conditioning” departments for their review and approval.



7. At, or about, the time the map is ready for “Routing,” the GIS package will be requested by the Map Checker. If after the GIS package is submitted, any portion of the boundary is revised or any centerline alignment is revised, then the applicant shall submit a revised GIS package, reflecting said revision(s).
8. The Map Checker will check the file or the LMS for the final map (FSM/FPM) Conditions of Approval. Verify the current status of the Conditions of Approval (INEFFECT/MET/DEFERRED/NOTAPPLY). Check to see if map has been “Routed,” and if it has, if any of the “Routes” have been closed. It is the responsibility of the Surveyor/Civil Engineer or applicant to follow up with the various departments satisfying any Conditions of Approval, and obtaining any additional/specific written communications requested to facilitate in the review of the map.
9. The Map Checker will verify that any items required per the Conditions of Approval or per Ordinance are satisfied (right-of-way documents, Bonds and Agreements, CC&Rs, Certificates on the map, clearance from outside agencies, NILs, etc.). The applicant will pursue the necessary avenues to provide the required documentation to the Survey Division.
10. Any time a Preliminary Title Report (PTR) is submitted, the Map Checker will verify that:
 - It agrees with the current map;
 - It agrees with any previous PTR submittals; and
 - Any discrepancies or revisions are accounted for on the current map.

The Surveyor/Civil Engineer will ensure that all the required revisions are addressed, notification of said revisions is provided, and that any additional or requested information/documentation is submitted to facilitate the review process.
11. Use master checklist for the review of all maps (see Section 9). The Map Checker will attach a transmittal checklist for every checkprint to be returned to the Surveyor/Engineer, adding any comments that are necessary to expedite the review process. The Surveyor/Engineer will review the checklist and satisfy the requirements, per the Conditions of Approval, before the map expires.
12. The Map Checker will prompt the Surveyor/Engineer for the “final package” (mylars, DPMs, PTR, etc.). The Map Checker will review the sheet size and border for conformance, before accepting the “final package” for review and processing. All “Routes” must be cleared and all required Conditions of Approval satisfied.
13. Any discussions in the office with the Surveyor/Civil Engineer and applicant (owner/developer) should take place at designated area for such discussions, NOT at your work desk. Take copious notes. Be prepared beforehand, whenever possible. Inform your supervisor(s) of any issues of concern. Invite your supervisor(s) to sit in the meeting if necessary.



14. When you pull a map for checking, if the “Conditions of Approval,” or Vesting Deed(s) is/are not in the file, or if the DBF Account is deficient, then notify the Surveyor/Engineer.

Note: Escrow papers or a Deed of Trust do not replace a Vesting Deed.

15. When checking maps that have a reference in the conditions to a Specific Plan, be sure to look up the Specific Plan to check the proposed right of way.

16. Legal descriptions associated with the map will be submitted to the Right-of-Way Section for review and processing. See Section 7.

17. The protracted Township, Range, and Section for all maps within Ranchos will be placed in the lower right corner of the map. For example: Sections 15 & 16, T 8 S, R 3 W. This also applies to Environmental Constraint Sheets.

18. All maps that do not have a monument bond will be field checked prior to recordation. Have the Surveyor/Civil Engineer submit an extra checkprint when the final monuments have been set and are ready for inspection.

19. **TAXES:** All maps must be signed by the Treasurer-Tax Collector prior to mylars being submitted to Survey Division.

20. Before accepting mylars for processing, ensure that all necessary signatures are present, all necessary conditions of approval and clearances have been obtained, the GIS package has been submitted and is acceptable, the approved bond and agreements and CC&Rs (if required) have been submitted to Survey Division. See Section 8.6 for Mylar Intake Checklist.

8.2 FINAL MAP DISTRIBUTION RECORD

Parcel/Tract Map No.: _____ Date received first print: _____
 Map Checker: _____ Engineer/Surveyor: _____
 Map Expiration Date: _____ Extension of time: 1st _____ 2nd _____ 3rd _____
 Taxes Up-to-date? Yes _____ No _____ Tax bond required? Yes _____ No _____

21. SUBMITTED COPIES OF THE FINAL MAP

___ Street name(s) check _____ Approved on: _____
 ___ Copy(s) to Planning Dept. on: _____ Approved on: _____
 ___ Copy(s) to Trans. Dept. on: _____ Approved on: _____
 ___ Copy(s) to Env. Health Dept. on: _____ Approved on: _____
 ___ Copy(s) to Flood Control Dept. on: _____ Approved on: _____
 ___ Copy(s) to Parks Dept. on: _____ Approved on: _____



- ___ Copy(s) to Caltrans on: _____ Approved on: _____
- ___ Copy(s) to Monument Inspection on: _____ Approved on: _____
- ___ Copy(s) to Title Insurance Co. on: _____ Approved on: _____
- ___ GIS package - transmittal, disk (ASCII file and points map) Submitted on: _____
- ___ Copy(s) to _____ Dept. on: _____ Approved on: _____
- ___ Copy(s) to _____ Agency on: _____ Approved on: _____
- ___ Copy(s) to Building and Safety for street addressing on: _____
- ___ Addressing requested by: _____
- ___ ECS Original Submitted on: _____ Book # _____ Page # _____

22. SUBMITTED COPIES OF THE FINAL ENVIRONMENTAL CONSTRAINT SHEET

- ___ Copy(s) to Planning Dept. on: _____ Approved on: _____
- ___ Copy(s) to Env. Health Dept. on: _____ Approved on: _____
- ___ Copy(s) to Flood Control Dept. on: _____ Approved on: _____
- ___ Copy(s) to Fire Dept. on: _____ Approved on: _____
- ___ Copy(s) to Parks Dept. on: _____ Approved on: _____
- ___ Copy(s) to Building & Safety Dept. on: _____ Approved on: _____



8.3 TRANSMITTAL CHECKLIST

Map # _____ Checkprint #: _____ Engineer: _____
 Received 1st print: _____ Schedule: _____ Phone: _____
 Map Expiration Date: _____ **Map Checker:** _____ Fax: _____
 Date: _____ **Phone:** _____ Email: _____

“XX” INDICATES CORRECTIONS/SUBMITTAL REQUIRED

460 Will Serve _____	Lot Closure _____
Acknowledgements _____	Map Closure _____
Areas _____	Master Copy _____
Basis of Bearings _____	Miscellaneous _____
Board Conditions _____	NIL(s) _____
Calc Sheets _____	North Arrow _____
Caltrans _____	Offsite Dedication _____
Certificates _____	Owner Statement _____
Checking Fee _____	Parks Department _____
Current Taxes _____	Planning _____
Easement Documents _____	Record Maps _____
ECS Map _____	Record Shown _____
ECS Note _____	Scale Bar _____
Field Check _____	Sheet Size _____
Fire _____	Signature Omissions _____
Flood Control _____	Street Names _____
GIS Package _____	Survey Control _____
Grant Deed _____	Tentative Map _____
Heading _____	Title Report _____
Health _____	Traffic Fees (SMD) _____
LAFCO/CSA _____	Transportation _____

*Call if you have questions.
Please retain this checkprint for your record. See next page for additional notes.*

Date: _____ Reviewed by: _____



APPROVALS REQUIRED

Clearance from the following Department(s) is/are needed:

1. Transportation:
.....
.....

2. Health:
.....
.....

3. Fire:
.....
.....

4. Flood Control:
.....
.....

5. Planning:
.....
.....

6. Environmental:
.....
.....

Comments:
.....

Track Department approvals at <http://www.rctlma.org/online/default.aspx>.
Click on “*Planning Case LDC Status*,” and enter in your case number (use FSM for Tract Maps
and FPM for Parcel Maps).

Track Conditions of approval at <http://www.rctlma.org/online/default.aspx>.
Click on “*Planning Case Conditions of Approval*,” and enter in your case number (use FSM for
Tract Maps and FPM for Parcel Maps).



8.4 GUIDELINES FOR GIS DIGITAL SUBMISSION PACKAGE FOR FINAL MAPS AND PARCEL MAPS

Background

Use of digital mapping systems is becoming more common in local government organizations. A major objective is to reduce redundancy and duplication in map maintenance. In order to help automate both the checking and land base maintenance process we have listed the following guidelines for digital map submission. These guidelines help the submitted data to be structured and useful for maintaining our digital land cadastre for the County of Riverside.

8.4.1 FORMAT FOR DIGITAL SUBMISSION

- File Types
- Transmittal form
- Coordinate System
- Traverse Data
- CAD File
- All forms described herein can be downloaded from our website. www.rctlma.org/trans/Survey

File Types

CAD files shall be in the format of Microstation DGN or Autodesk DWG (version 2007 or earlier).

DXF files shall be submitted along with the CAD file as stated above.

Digital files shall be submitted on a media device (CD, DVD, USB, ect) or uploaded to the County FTP site.

Transmittal Form

Transmittal shall be completely filled in with the proper form (See section 8.7 for current form).

- **Contact Information**

All discs submitted should be labeled and contain the following five pieces of information:

1. Company name
2. LS or RCE in Responsible Charge signing the map
3. Phone number



4. Email address
5. Date

Coordinate System

All data should be based off the California coordinate system, CCS83 Zone 6 (Public Resource Code, Sections 8801-8819), utilizing NAD 83 (NSRS2011) adjustment with an epoch date of 2010.00.

All vertical data shall be provided with a description as to the vertical datum used for the project (ie; North American Vertical Datum of 1988 (NAVD88), National Geodetic Vertical Datum of 1929 (NGVD29)).

Traverse Data

A comma delimited text file shall be submitted for all found, set, or calculated positions per the digital submission. The format shall be in the following format; Northing, Easting, Elevation (regardless of value), and Description. See example in figure 8-1 below. All coordinate values shall be in the same coordinate system as described above.

```
Point Name,Northing,Easting,Elevation,Description
100,2245013.5453,6284512.2543,1525.34,FD 1" IP LS1111 up .2' per MB25/54-57 accepted as CL Int of Moss and Center Street
101,2245013.5453,6284012.2543,1502.47,FD 1" IP LS1111 up .2' per MB25/54-57 accepted as Section Corner S12,7,18,13 TS 5S R4W
```

Figure 8-1: Example Text File

CAD File

- **File Formats**

Note: A disk submitted without a DXF is cause for immediate rejection

- DXF A Drawing Exchange File (Mandatory)
- Second copy of the original working digital design drawing using one of the following file formats/extensions:
 - DWG (AutoCAD drawing file (version 2007 or earlier))
 - DGN (Microstation drawing file)
- Required Drawing Layers/Leveling Naming Convention
 - V-PROP-LINE (Property Boundary)
 - V-PROP-SUBD (Lot Lines)
 - V-RWAY-CNTR (Centerline)
 - V-RWAY-LINE (Right-of-Way Lines)
 - V-ANNO-STREET (Optional)
 - V-ANNO-LOT (Optional)



- **Line Types**

All line types must be comprised of solid and individual line segments connecting property corners, angle points, and BCs and EC's.

- **Line Work**

All line work, as represented and shown on the hard copy map that is submitted to the Survey Division for the check print review process, must be shown on the digital drawing using the correct level/layer name. This includes the following:

- Street centerlines
- Parcel lines
- Survey (Tract/Parcel Map) boundary lines
- Right of way lines

All line work must be connected to each individual found, set, or calculated position shown on digital map. **Polyline line types are not accepted.**

- **Annotation**

All text shown for street names and parcel/lot numbers, as represented and shown on the hard copy map that is submitted to the Survey Division for the check print review process, must be on the digital drawing per the correct leveling guidelines. This includes the following:

- Lot/Parcel numbers
- Street Names

1. GIS Package Shall Contain these 3 Main Items

1. Transmittal form listing items submitted
2. One digital copy of the Tract/Parcel Map being submitted (same as submitted for check print review)
3. The items listed as shown in table 8-1



Table 8-1: GIS Package Main Items

Requirements in ONE Disk for GIS Digital Package Submittal:	Additional Information:
A Drawing Exchange File (DXF) of the digital drawing (Tract/Parcel Map) being submitted that meets all criteria listed in section 8.4.2 (coordinate system, line work, and levels/layer names)	<u>A disk submitted without a DXF is cause for immediate rejection</u>
Second copy of the original working digital design drawing using one of the following file formats/extensions: <ul style="list-style-type: none"> ▪ DWG (AutoCAD drawing file version 2007 or earlier) ▪ DGN (Microstation drawing file) 	The second copy of the original working digital design drawing shall meet all criteria listed in section 8.4.2 (coordinate system, , line work, and layer names)
ASCII text file of all found and set/calculated monuments that meets the following criteria: <ul style="list-style-type: none"> ▪ Comma delimited note pad file, excel spreadsheet structured with X, Y, Z and Descriptions columns. ▪ X and Y listings shall include coordinate values of all found and set/calculated monuments. ▪ Elevations for Z listing shall be shown for all found and set/calculated monuments regardless of value. 	Descriptions shall be provided for all found and set/calculated monuments with reference to set field note descriptions

Note: Contact your project’s Map Checker if you have any questions regarding the GIS submittal.

8.4.2 Checking of the Digital Submission

The digitally submitted CAD file will be checked using the **C**ounty **A**utomated **T**errestrial **C**AD **H**elper tool (CATCH). This tool automates the checking and reporting procedure and returns the results back to the Professional Land Surveyor or Civil Engineer who is signing the map. This tool uses a scripting language named Python to run the CAD file through a system of checks within ArcGIS. Upon completion the tool packages up a CAD file and a PDF report which shows any errors in the CAD file. It is then up to the Professional to submit the CAD file back for review. The CATCH workflow is shown in figure 8-2.

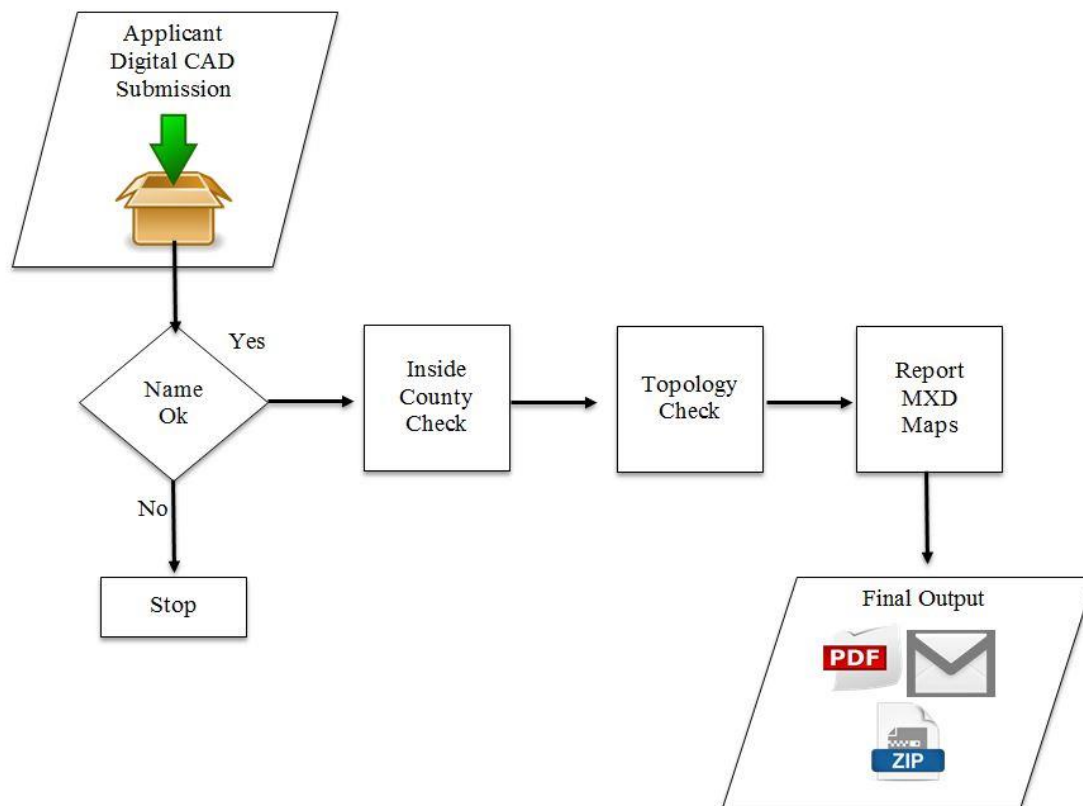


Figure 8-2: CATCH Workflow

CATCH reviews the GIS package for the following criteria and reports back the results to the professional signing the map.

23. Naming Convention Check
24. Inside County Check
25. Projection Check
26. Level/Layer Names Check
27. Topology Check
28. Overall Results Check
29. No Gaps or overlaps in line work
30. Consistent with hard copy map
31. Correct Format per guidelines in 8.4.1

Naming Convention Check

File names for the CAD file must not have any spaces in the name and either starts with TR for Tracts and PM for Parcel Maps. Figure 8-3 depicts the proper use of the file type and naming convention.

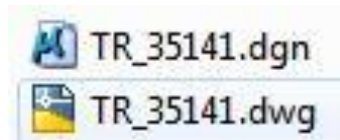


Figure 8-3: CAD File Types and Name

Inside the County Check

CATCH checks the CAD file to see if it lies within the County of Riverside, if the project lies outside the County then a Fail is placed on the overall results page of the final report. If the project lies within the County then a PASSED is placed on the title sheet and the County Graphic includes the project as depicted in figure 8-4.

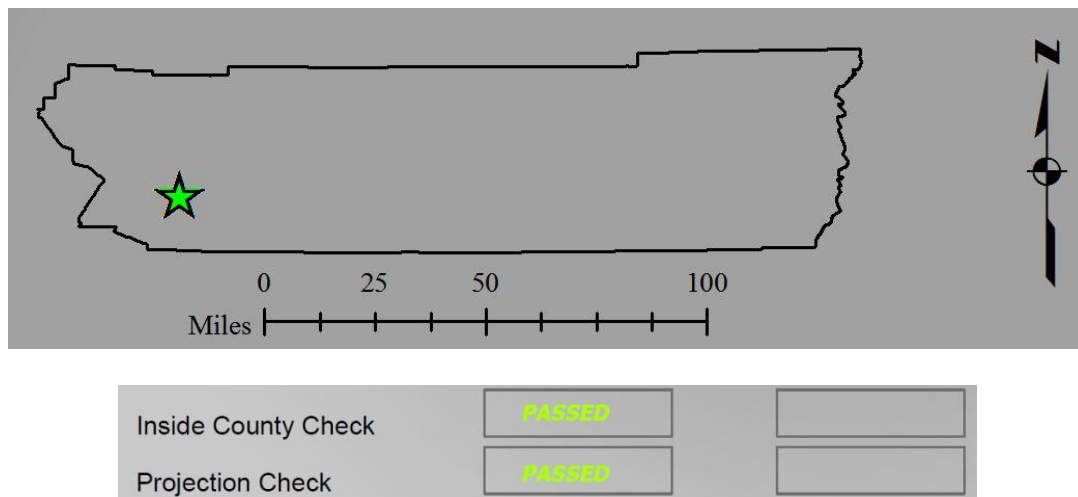


Figure 8-4: Sample County Graphic with Correct Location of the Survey-Plat



Projection Check

CATCH checks the projection information and if the project lies outside the County then a FAILED is placed on the overall results page of the final report as illustrated in figures 8-5.

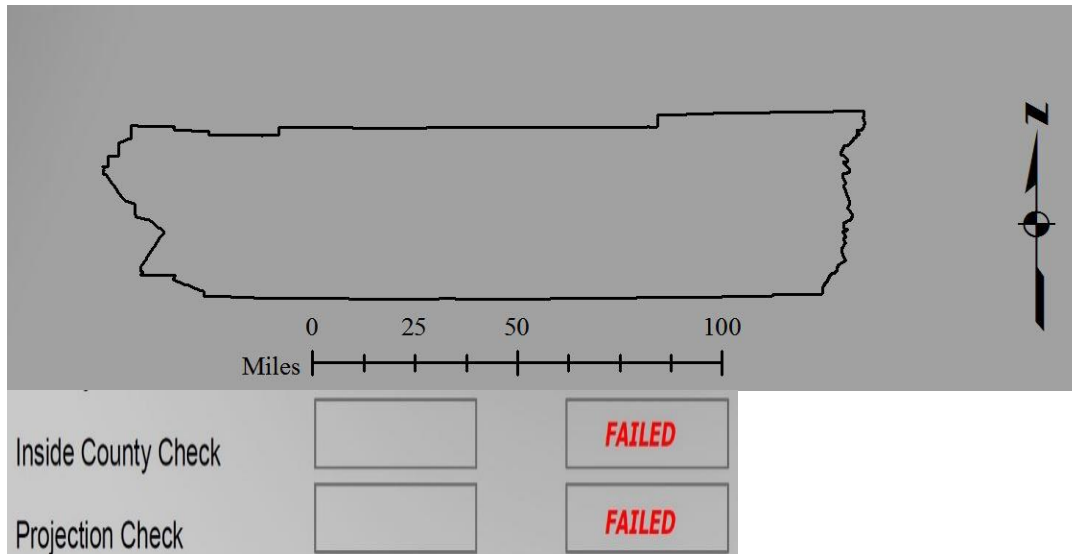


Figure 8-5: Sample County Graphic with Location of Survey-Plat lying outside the County

Level/Layer Names Check

CATCH checks the CAD file and looks for the proper layer names or levels. If any level/layer names are missing they will show up on the layer check sheet of the final report. Figure 8-6 is missing the layers named V-PROP-SUBD and V-PROP-CNTR. A “FAIL” or “PASS” notification was written in the PDF for the areas that passed or failed this check.

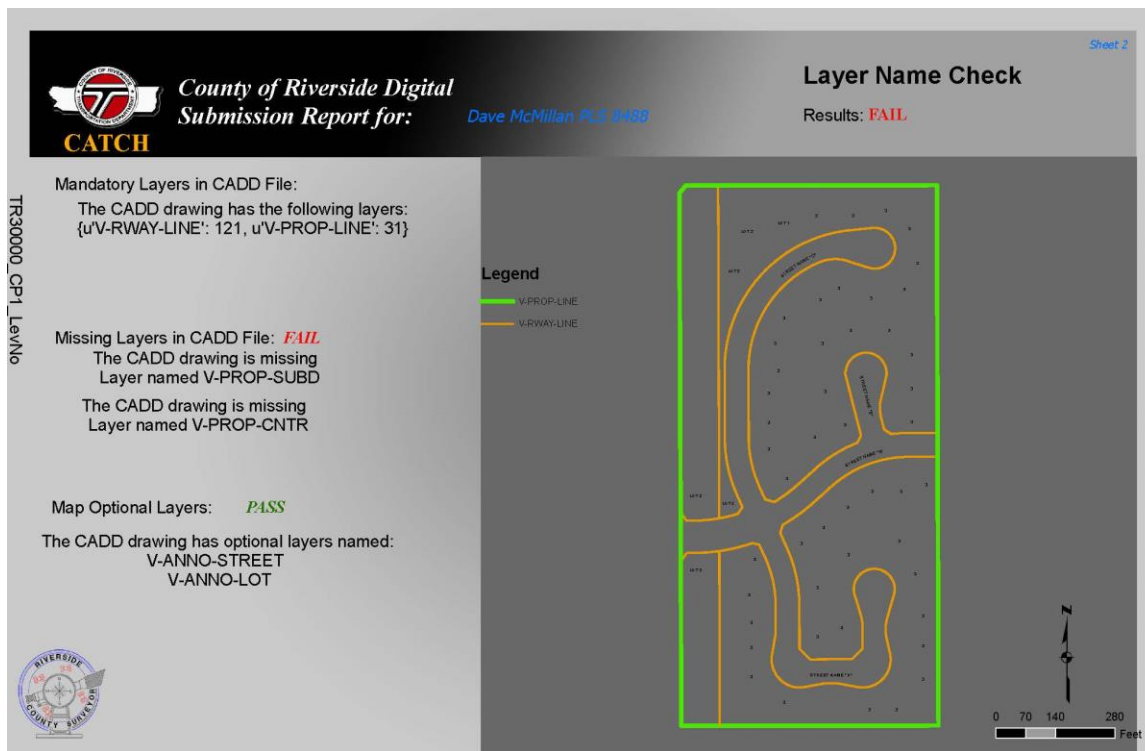


Figure 8-6: Sample Level Check Sheet Results “FAIL”

Topology Check

CATCH checks the topology of the CAD file based on seven rules defined by Esri’s parcel fabric. Any errors show up on the final PDF reports and the exported CAD files. Table 8-2 shows the rules used in CATCH. Figure 8-7 illustrates the results of the topology report

Table 8-2: Seven Topology Rules

Line Type	Rule
Polyline	Must Not Self-Overlap
Polyline	Must Not Self-Intersect
Polyline	Must Be Single Part
Polyline	Must Not Intersect Or Touch Interior
Polyline-Polygon	Must Be Covered By Boundary Of
Polygon-Polyline	Boundary Must Be Covered By
Polyline	Must Not Have Dangles

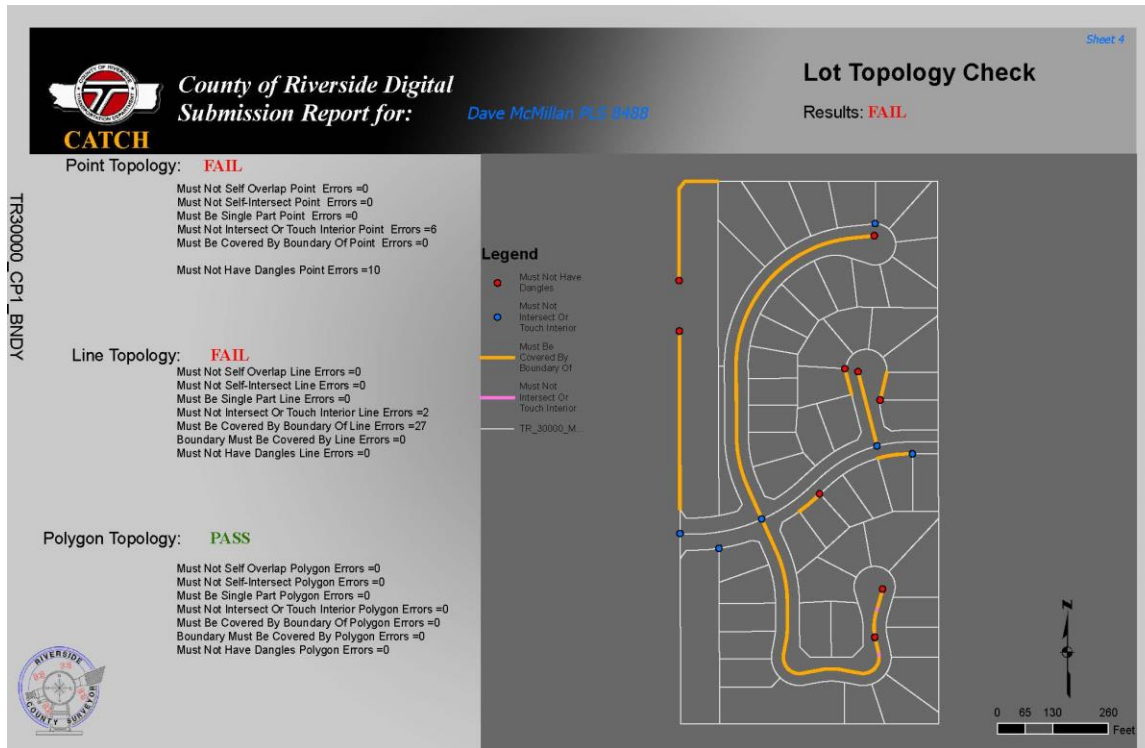


Figure 8-7: Sample Lot Topology Report



Overall Results

The overall results for CATCH are placed on the title sheet of the PDF report as shown in figure 8-8.

County Automated Terrestrial CAD Helper
CATCH

County of Riverside Transportation Department, County Surveyor Division

TR30000_CP1

Digital Submission Report for	TR30000_CP1
Surveyor/Engineer of Record	Dave McMillan PLS 8488
Company Name	Cohort 25.5 Engineering
Contact Info	LS8488@gmail.com
Reviewed By	Riverside County Surveyor
Date Submitted	12-9-2015
Date Reviewed	12-15-2015
Total Pages in this Report	4

Overall Results

	PASS	FAIL
Naming Convention Check	PASS	
Inside County Check	PASS	
Projection Check	PASS	
Level/Layers Check	PASS	
Topology Check		FAIL
Overall Results:		FAIL

Transformation DATA

Combination Factor For	TR30000_CP1	0.999931425
Convergence Angle For	TR30000_CP1	0.0235544

Sheet 1

Figure 8-8: Sample Title Sheet

Use of AutoCAD to Create the Design File

If using AutoCAD to create your design file, all line work, text and points must be in model space before your final design file is saved and copied to a disk for submittal. This can be done in two ways:

1. Create and build your entire design file in model space only; or
2. If using a combination of model space and paper space to build your design file, copy all components of the design file out of paper space and put them into model space before saving and submitting.

Note: Any component of a design file that resides in paper space is non-transferable through ESRI's ArcMap (which the Survey Division uses for GIS submittals). In AutoCAD, paper space is a layout and print viewing area only; it does not hold any reference to geographical location. Data that resides in model space in AutoCAD has a geographical reference association and can be read and transferred through ArcMap. If any data is missing from the DXF submitted, the disk will be rejected.



8.5 MONUMENT BOND COMPUTATION

Map # _____ Schedule _____ Map Checker _____

Schedule "A" through "H" Maps			
Drive Time Hours to Map	Net Work Time Hours per Day	Cost per Day 10-hour Day	Cost per Monument
0.5	9	\$2,500.00*	\$300
1.0	8		\$342
1.5	7		\$400
2.0	6		\$478
Out-of-Town Monumentation Surveys			
	8	**	\$415

Schedule "I" Maps			
Drive Time Hours to Map	Net Work Time Hours per Day	Cost per Day 10-hour Day	Cost per Unit Monument
0.5	9	\$2,500.00*	\$600
1.0	8		\$685
1.5	7		\$800
2.0	6		\$960
Out-of-Town Monumentation Surveys			
	8	**	\$830

Notes: * Based on a crew of one Registered Principal Engineering Technician and one Senior Engineering Technician.
 ** 10-hour workday, meals, and lodging for a 2-person crew per day in a 4-day, 40-hour work week.

$$\text{Total Monuments to be Bonded} \times \text{Cost per Monument} \times 120\% = \text{Total Bond Amount}$$

Monument Inspection Fee: \$ _____ (deposit based)

Date Monument Bond Computation submitted to Transportation Plan Check Review: _____



8.6 GIS DIGITAL SUBMISSION PACKAGE FORM

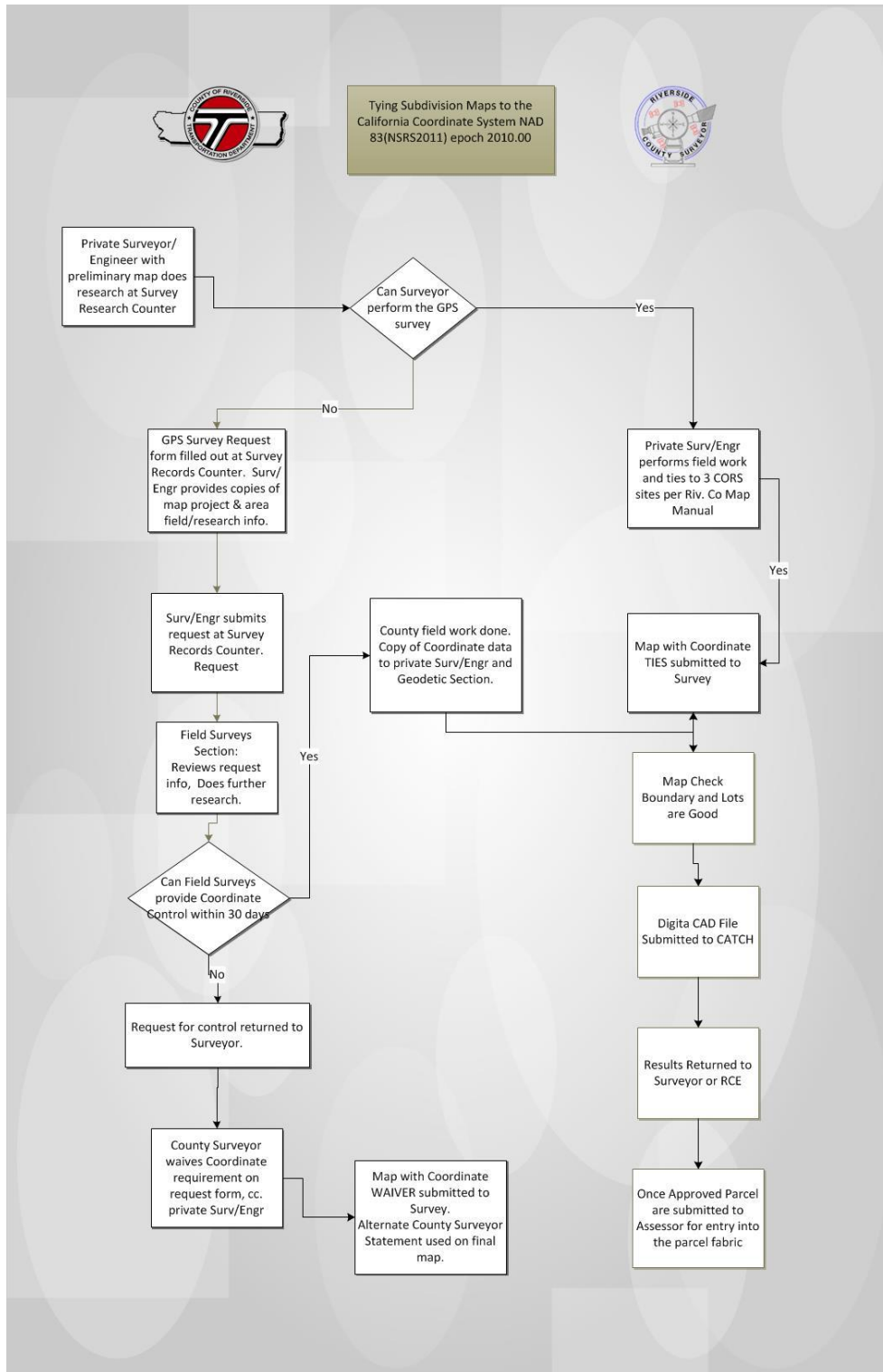


GIS DIGITAL SUBMISSION PACKAGE FORM

PLEASE COMPLETE THE FOLLOWING:				
Department: SURVEY DIVISION		Work Order/ Permit #:		
Name:		Date:	Due Date:	
Phone: (951) 955-		Map X	Report <input type="checkbox"/>	Database <input type="checkbox"/>
Map Title:		Addressing <input type="checkbox"/>	Labels <input type="checkbox"/>	
Checklist: <ul style="list-style-type: none"> <input type="checkbox"/> CAD File DGN or DWG(2007 or earlier) <input type="checkbox"/> DXF File <input type="checkbox"/> Contact Info <input type="checkbox"/> Text File <input type="checkbox"/> Digital Copy of recent Map Check <input type="checkbox"/> Correct Levels <input type="checkbox"/> Correct Line Types <input type="checkbox"/> Annotation (Lots and Streets) 				
TO BE COMPLETED BY GIS STAFF				
Estimate of Time:		DBF Case: <input type="checkbox"/>	Status:	
Estimated Cost: \$		Non-Revenue: <input type="checkbox"/>		
By:		Date of Completion:		



8.6.1 CCS 83 Coordinate System Decision Tree for Final Maps





8.7 MONUMENT INSPECTION REQUEST FORM

MONUMENT INSPECTION REQUEST (From Map Checker to County Survey Field Office)

Map #:

Date Requested: 05/02/2017 Requested By: _____

Schedule: 1 Number of Lots: _____

Engineer/Surveyor: _____ Map Location: _____

Account Balance: _____ Monument Ties: () Yes () No

Gross Acres: _____ Engr./Surv. Paid: () Yes () No

Road Book Page: _____ Monuments Bonded: () Yes () No

Special Instructions: _____

Please use MONI17007 for your time sheet. Thank you.

Monuments Found OK: _____ Date Checked: _____

Total Labor Hours: _____ Equipment Hours: _____

Field Crew:

Name: _____ Hours: _____

Name: _____ Hours: _____

Name: _____ Hours: _____

Name: _____ Hours: _____



8.8 PUBLIC RECORDS POLICY

RIVERSIDE COUNTY SURVEYOR'S OFFICE POLICY REGARDING PUBLIC RECORDS

Subsequent to Sections 6254 and 6255 of the Government Code, the public upon request may examine all files, including, but not limited to, Parcel Map and Tract Map files. This includes title reports and checkprints. The file need not be provided immediately upon request. An appointment setting a time within a day or two of receipt of the request should be made with a supervisor of the Transportation Department's Survey Division. During the interim period, a supervisor will examine the file and remove working papers that fall within the provisions of Section 6254, and thereby avoid the situation of having waived a claim of confidentiality due to disclosure during examination of the file.

If copies are requested of any document or checkprint, they shall be stamped stating clearly that the documents and any markings are preliminary in nature and may have little relation to the final product.

Payment should be received covering the cost of reproduction.

It should be noted in the file when such review takes place, who was involved, and what was examined.



SURVEYOR'S OFFICE, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

REQUEST TO REVIEW FILE: Government Code Sections 6254 and 6255

PM # _____ TR# _____ OTHER _____

Name of Person making request: _____

Address: _____

Company Name: _____

Address: _____

Telephone Number: Home _____ Business _____

I hereby request the following items from the above file for review:

- | | | |
|--------------------------------|--------------------------------|------------------------------------|
| _____ Computer printout | _____ Approved Tentative Map | _____ Checklist |
| _____ Vesting Deed | _____ Non-interference letters | _____ Transmittal list |
| _____ Preliminary Title Report | _____ Public Agency letters | _____ Easement Documents |
| _____ Conditions of Approval | _____ Checkprints | _____ Final Map Transmittal Letter |
| | | _____ Other _____ |

Reason for request:

I understand the above items and any markings thereon are preliminary in nature and may have little relation to the final product.

Date: _____ Signature: _____

You will be notified by telephone of the date, time, place and person to contact for review of this file.
If for some reason you are unable to make the appointment scheduled, please call (951) 955-6700.

I hereby request a copy of each of the following numbered items:

Date: _____ Signature: _____

FOR OFFICE USE:

Supervisor: _____ Meeting Date & Time: _____

Date & Time Requestor Notified: _____ Number of Items Reviewed: _____

Total Number of Copies: _____ at \$0.30 per page = \$ _____

Total Number of Copies: _____ at \$3.00 per sheet = \$ _____

Received by: _____ Supervisor: _____



This Page Intentionally Blank



9.0 CHECKLISTS

9.1 TRACT MAPS AND SCHEDULE “E” PARCEL MAP CHECKLIST

The following applies to Schedules “A,” “B,” “C,” and “D” Tract Maps and Schedule “E” Parcel Maps.

FSM No.: _____ Sch: _____ Checked by: _____ Received: _____, 20__

I. INITIAL

- A. ___ Verify tract map number against approved tentative map. (Verify all sheets)
- B. ___ Verify number of lots (___) against approved tentative map. Verify number of residential lots (___). Verify number of “Open Space” lots (___).
- C. ___ DBF (Deposit Based Fees) account has a positive balance per Ordinance 460, Article XVIII, Section 18.6, “*After approval of the tentative map, the applicant may cause a final map or parcel map to be prepared in accordance with the applicable provisions of Article IX of this ordinance, and shall pay the fees set forth in Ordinance No. 671.*”
- D. ___ Conditions of approval for Final Subdivision Map (FSM). Make a note if checking against the Conditions of Approval from the Tentative Map phase, “TR” (Tract Map). Example: “Note: this check-print was reviewed against the Tentative Map Conditions of Approval. The Conditions of Approval for the Final Map may vary.
- E. ___ Check dates: Board of Supervisors (BOS) approval date: _____, 20 __.
Expiration date: _____, 20 __. Extension of time: # ____.
- F. ___ Final Map in “Substantial Conformance” with the approved tentative map.
- G. ___ Road Book Page: ____/Grid ____.

II. RESEARCH

- A. ___ Vesting Deed(s): if portion of a lot, check for:
 - 1. ___ Legal Lot (Deed prior to March 4, 1972).
 - 2. ___ Certificate of Compliance (COC)/___ Conditional Certificate of Compliance (CCOC).
 - 3. ___ Lot Line Adjustment (LLA), ___ Notice of LLA (Date: _____, 20__)/___ LLA Perfecting Deed(s) (Date: _____, 20__).
Note: Must have both to be a valid reference/legal lot. Perfecting deed(s) must record within 6 months of Notice (supply reference).
 - 4. ___ Junior/Senior rights.
- B. ___ Preliminary Title Report (PTR), 30-days current.
- C. ___ Research Counter:
 - 1. ___ Section ____, Township ____, Range ____, SBM or Rancho _____.



2. ___ Counter Book(s): Book ___ Page ___/Grid ___.
3. ___ Hanging File(s): Number ___/Grid ___.
- D. ___ Computer Inquiry:
 1. ___ Record Maps.
 2. ___ Unrecorded/Filed Maps.
 3. ___ Field Books.
 4. ___ TB (Tie Books)/CR (Corner Records).
 5. ___ Government Plats.
 6. ___ State Highway/Caltrans Maps.
 7. ___ Miscellaneous.
- E. ___ Adjacent maps/surveys
 1. ___ Currently in the checking process: Record of Survey (RS)/ Final Subdivision Map (FSM)/FPM.
 2. ___ Existing Map Number, Map Book (MB/PMB/RS) ___ and Page ___.
- F. ___ Right-of-way Documents:
 1. ___ Currently in the checking process.
 2. ___ Existing Instrument Number ____, Recorded ____, 20__.
- G. ___ Easement Documents:
 1. ___ Currently in the checking process.
 2. ___ Existing Instrument Number ____, Recorded ____, 20__.
- H. ___ Government Field Notes.
- I. ___ Field Surveys in Progress.
- J. ___ Check specific alignment plans.
- K. ___ General Plan
- L. ___ Specific Plan
- M. ___ Within/adjacent to a MSHCP Criteria Cell? Yes ___ No ___

III. STATEMENTS/SIGNATURE SHEET

- A. ___ OWNER'S STATEMENT (see Section 4.15)
 1. ___ Any party having a record title interest in the property, (Owner, Trustee, and/or Lessee if lease can ripen into fee) (see Section 4.18) shall sign under the Owner's Statement.
 2. ___ If any portion is "Not A Part" (See Section 4.15) of the property being subdivided, then include the appropriate verbiage.
 3. ___ Signature Line
 4. ___ Name(s) (Printed): _____
 5. ___ Title (Printed): _____ (If applicable)
 6. ___ Any Deed(s) of Trust shown in the PTR must have the signature of either the Beneficiary or Trustee, not both (see Section 4.18.2).
 7. ___ Right-of-way
 - a. ___ Dedication "...to public use for street and public utility purposes..." Check the County Road Book to verify the status of any existing right-of-way.
 - b. ___ Retain ... "Private Streets" and dedicate ..." easements for public utility purposes, together with the right of ingress and egress for



- emergency vehicles...”
8. ___ Restricted Access per, per Ordinance 460, Article X, Section 10.1B, *“Whenever a secondary highway or higher classification is designated on the Circulation Element of the comprehensive General Plan of Riverside County as requiring an ultimate right-of way 88 feet or greater and such highway either adjoins or crosses a proposed land division, access rights may be offered for dedication to the County of Riverside or otherwise restricted. The note, “ACCESS RESTRICTED” (or noted under the Surveyor’s Notes/Engineer’s Notes with a graphic representation), shall be shown along the highway frontages on the final map or parcel map, as provided herein. Access rights shall be restricted except for limited access openings as approved by the Director of Transportation. However, access control to commercially zoned property may be postponed to the development stage as approved by the Director of Transportation.*
- a. ___ “As a condition of dedication...” (see Section 4.15.1)
- b. ___ “We hereby dedicate abutter’s rights of access...” (see Section 4.15.1).
- c. ___ Along Caltrans right-of-way (see Section 4.8.10).
- d. ___ Access opening(s)/exception(s) to restricted access (see Section 4.15.2). Note the size, location, and acceptability (in general) must be approved by the Transportation Department.
9. ___ Any new right-of-way dedication(s) that “dead-end” into the map boundary shall require the dedication of barrier strip(s) for “road and access control.” (Any new right-of-way dedications that align with existing right-of-way shall show record and measured data to confirm continuity).
10. ___ Easements dedicated to the public/to public use (via the current map)
- a. ___ “We hereby dedicate to the public/to public use ...
- b. ___ ... (State the purpose or type of easement)...
- c. ___ ... as shown hereon.” (where applicable)
- d. ___ Must be addressed in the Board of Supervisor’s Statement as to:
- i. ___ Accepted: Typically will require some written notification/verification from Transportation (or other) Department in order to be accepted on the map.
- ii. ___ Not Accepted: Without said written notification/verification. The easement can always be “Accepted” by resolution to the Board at a later date.
- e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with “... dedicated hereon.”
- f. ___ Plot the easement (where applicable).
11. ___ Easements dedicated, other than to the public (via the current map)
- a. ___ “We hereby dedicate to the entity/agency/person ...
- b. ___ ... (State the purpose or type of easement)...
- c. ___ ... as shown hereon.” (where applicable)
- d. ___ Must be addressed in a Certificate of Acceptance:
- i. ___ Accepted:



- ii. ___ Not Accepted:
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... dedicated hereon."
 - f. ___ Plot the easement (where applicable).
 - 12. ___ Easements retained (via the current map)
 - a. ___ "We hereby retain
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... for private use, for the sole benefit of ourselves, our successors, assigns, and lot owners within this tract map.
 - d. ___ ... as shown hereon." (where applicable)
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... retained hereon."
 - f. ___ Plot the easement (where applicable).
 - 13. ___ Open Space lots. *Note: These may require CC&Rs or some other maintenance mechanism to be in place.*
 - a. ___ "We hereby retain... (see Section 4.15.3).
 - b. ___ "We hereby dedicate in fee title to..." an entity. (Note: in this case, said entity shall have a certificate of acceptance on the map).
 - c. ___ Easement(s) dedicated over a portion of lot(s)?
 - d. ___ Easement(s) retained over a portion of lot(s)?
 - e. ___ Easement(s) dedicated over an entire lot(s)/"Blanket in Nature"?
 - f. ___ Easement(s) retained over an entire lot(s)/"Blanket in Nature"?
 - 14. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- B. ___ NOTARY ACKNOWLEDGEMENTS.
- 1. ___ Each of the signers (from above) must be addressed in a Notary Acknowledgement.
 - 2. ___ Signature Date
 - 3. ___ Notary's Expiration Date
 - 4. ___ Names in Notary Acknowledgement match those listed above.
 - 5. ___ Must be complete and legible on mylars, including signatures, prior to submittal of "Final Package."
 - 6. ___ The correct type of Notary Acknowledgement.
- C. ___ SIGNATURE OMISSIONS (see Sections 4.14 and 5.3).
- 1. ___ Check easements listed in PTR.
 - 2. ___ Per the Subdivision Map Act, Section 66436 (a), (3): *"Signatures of parties owning the following types of interests may be omitted if their names and the nature of the interests are stated on the final map: (A), (i) Rights-of-way, easements or other interests which cannot ripen into a fee, except those owned by a public entity, public utility, or subsidiary of a public utility for conveyance to the public utility for rights-of-way."*
- Note: Inclusion of easement(s) under the Signature Omissions Note/Certificate does **not** negate the need to list and plot, when applicable, easement(s) on the final*



map (see Section 5.0).

D. _____ BOARD OF SUPERVISOR'S STATEMENT (see Section 4.8).

1. _____ Signature Line: "Chairman of the Board of Supervisors"
2. _____ Title (Printed): _____
3. _____ Signature Date
4. _____ Signature Line: "Clerk of the Board Supervisors"
5. _____ Name (Printed): _____
6. _____ Title (Printed): _____
7. _____ Right-of-way:
 - a. _____ All dedications accepted for maintenance.
 - b. _____ All dedications accepted to vest title on behalf of the public... (Not accepted for maintenance).
 - c. _____ Some dedications accepted for maintenance, others accepted to vest title on behalf of the public.
 - d. _____ No dedications accepted.
8. _____ Easements:
 - a. _____ Easements accepted: _____
 - b. _____ Easements, not accepted: _____

E. _____ COUNTY SURVEYOR'S STATEMENT (see Sections 4.6 and 4.7)

1. _____ Signature Line
2. _____ Signature Date
3. _____ Name (Printed): _____
4. _____ Title (Printed): _____
5. _____ License _____
6. _____ Expiration Date _____
7. _____ Leave two inches square clear for stamp/seal

F. _____ SURVEYOR'S STATEMENT/ENGINEER'S STATEMENT (see Section 4.2 through 4.5)

1. _____ Signature Line
2. _____ Signature Date
3. _____ Name (Printed): _____
4. _____ Title (Printed): _____
5. _____ License Number (verify data on Consumer Affairs web-site)
L.S. Number _____
R.C.E. Number _____ (33965 or lower)
6. _____ Expiration Date _____
7. _____ Leave 2" square clear for stamp/seal
8. _____ Must be complete on mylars, including signatures, prior to submittal of "Final Package."

G. _____ RECORDER'S STATEMENT (see Section 4.1)

1. _____ Signature Line
2. _____ Name (Printed): _____
3. _____ Title (Printed): _____
4. _____ Locate in upper right hand corner, signature sheet only.

H. _____ SUBDIVISION GUARANTEE (see Section 4.1)



1. ___ Locate in upper right hand corner, signature sheet only, directly beneath the “Recorder’s Statement.”
 2. ___ Name of Title Company guaranteeing Title. If Title Companies change in the middle of the process, be aware that legal descriptions and easements listed in the PTR might be inconsistent from one company to another. Consider how this may affect the signature sheet, boundary sheet, and/or interior mapping sheets.
- I. ___ TAX COLLECTOR’S CERTIFICATE (see Section 4.12)
1. ___ Always place complete statement, including “bonding period” verbiage, on the map. When the map is ready to record, and it is not in the bonding period, the portion that applies to the bonding period shall be lined-out on the back of the mylars.
 2. ___ Signature Line
 3. ___ Signature Date
 4. ___ Name (Printed): _____
 5. ___ Title (Printed): _____
 6. ___ Must be complete on mylars, including signatures, prior to submittal of “Final Package.”
- K. ___ TAX BOND CERTIFICATE (see Section 4.11)
1. ___ Signature Lines
 2. ___ Signature Dates
 3. ___ Names (Printed): _____
 4. ___ Titles (Printed): _____
 5. ___ Must be complete on mylars, including signatures, prior to submittal of “Final Package.”
- L. ___ ABANDONMENT NOTE (if applicable) (see Section 4.13)
- M. ___ NOTICE OF DRAINAGE FEES (if applicable) (see Section 1.30)
- N. ___ Additional CERTIFICATE(S) OF ACCEPTANCE (if applicable) (see Section 4.17)
1. ___ Parks District (If applicable)
 2. ___ RCA (If applicable)
 3. ___ Any public entity, maintenance district, utility, etc., accepting an easement dedication or fee title dedication made via the map.
 4. ___ Must be complete on mylars, including signatures, prior to submittal of “Final Package.”
- O. ___ SHEET NUMBERS
1. ___ Sheet number shall always be placed in the upper right-hand corner - all sheets (above the Recorder’s Statement on sheet 1, the Signature Sheet).
 2. ___ Sheet ___ of ___ sheet(s)
- P. ___ HEADING/PREAMBLE (see Section 1.3).
1. ___ “In the Unincorporated Territory of the County of Riverside, State of California”
 2. ___ Tract/Parcel Map (Number) (in larger, bold font)



3. ___ “Being a subdivision of ...” brief legal description of the area being divided. Data must not be in conflict with the PTR provided for the project. Include any references to underlying maps (PM/MB), records of survey (R/S), certificates of compliance (COC), or Lot Line Adjustments (LLAs).
 4. ___ Lying within...
 - a. ___ Section ____, Township ____, Range ____, S.B.M.
 - b. ___ Rancho _____, as shown by a sectionalized survey per MB/PM/RS...
 - c. ___ Rancho _____
 5. ___ Firm name of Surveyor/Engineer preparing/processing the map.
 6. ___ Map/Survey date
 7. ___ All sheets
- Q. ___ Indexing Information: (see Section 2.6.1)
1. ___ Locate in lower right hand corner, signature sheet only.
 2. ___ IP # (If applicable)
 3. ___ Sec. ___ Twp. ___ Rng. ___ (Include this info, even if within a Rancho).
 4. ___ Sch. ___

IV. MAP NOTES

- A. ___ SURVEYOR’S NOTES/ENGINEER’S NOTES (Follow order outlined below as closely as possible) (see Section 1.8)
1. ___ This map contains _____ acres gross.
 2. ___ Basis of Bearings (See Item “B,” below)
 3. ___ Monument Notes (See Item “C,” below)
 4. ___ Reference Data Notes (See Item “D,” below)
 5. ___ Legend/Graphic representation of Restricted Access
 6. ___ Any miscellaneous notes required to interpret the map, i.e., Non-standard Abbreviations, number of lots, general utility requirements, general setback requirements, etc.
 7. ___ CC&Rs recorded (*date*) as Instrument No. _____.
 8. ___ Environmental Constraint Note (see Section 1.20).
- B. ___ BASIS OF BEARINGS (Within the Surveyor’s Notes/Engineer’s Notes, or as a separate section of notes) (see Section 1.11)
1. ___ Must/should be between two found monuments of record, shown on the same reference map. (If the perpetuation of a position can be determined to the satisfaction of the County Surveyor, it may be used with a description “in lieu of” that shown on said reference map).
 2. ___ Must be shown on the map, with its relation to the survey.
 3. ___ Show record bearing and record distance (if available. A calculated distance is acceptable if labeled as such).
 4. ___ Show measured bearing and distance.
 5. ___ Label, “Basis of Bearings,” on all sheets as applicable.



- 6.____ If using G.P.S. for the Basis of Bearings, include a Datum Statement indicating: Coordinates based on the California Coordinate System (CCS 83), Zone 6, NAD 83(NSRS2007).
 - 7.____ If using G.P.S. for the Basis of Bearings, provide a statement as to the conversion/combination factor from ground to grid/grid to ground.
 - 8.____ If using G.P.S. for the Basis of Bearings, both grid North and geodetic North shall be indicated together with the +/- Convergence angle between them, where it was calculated, and the applicable coordinates. It should be near the east-west mid-point of the map.
- C.____ MONUMENT NOTES (Within the Surveyor's Notes/Engineer's Notes, as a separate section of notes, or at the specific monument(s)). (see Section 1.9)
- 1.____ FOUND monuments
 - a.____ Description for Found monuments shall include:
 - i.____ General description of the monument (i.e., 1" IP/Brass Cap/Copperweld, etc.)
 - ii.____ Tagged _____/Stamped _____/Illegible/No Tag
Note: It is acceptable to diagram stamping in a Detail Drawing.
 - iii.____ Relative Ground Position
 - iv.____ ...Accepted as (where applicable/when not obvious)
 - v.____ ...Per ... (Provide reference).
 - vi.____ UNO (Unless Noted Otherwise).
 - b.____ "Found w/ no tag"/"Found, Tag Illegible"
 - i.____ If position has a controlling influence on the survey, then set "your" tag. [Shown as a "found" symbol]
 - ii.____ If position does not have a controlling influence on the survey, leave monument as found. Place a note indicating the status of the monument (i.e., accepted as being on line).
 - c.____ "Found, not accepted"
 - i.____ If position has a controlling influence on the survey, then set a monument at the "true position," without disturbing the existing monument. In cases where the discrepancy is "minor" and a new monument cannot be set without disturbing the existing monument, then emphasis should be given to accepting the found monument. Use measured data vs. record data to indicate/highlight any discrepancies in the data.
 - ii.____ If position has a controlling influence on the survey, show the relation (inverse bearing and distance) of the found monument (not accepted) to the monument "Set at the true position" in a detail drawing, with pertinent data from the "Set...position." [Shown as a "set" symbol]
 - iii.____ If position does not have a controlling influence on the survey, show the relation (inverse bearing and distance) of the found monument (not accepted) to the established point with "Nothing set at the true position" in a detail drawing, with



- pertinent data from the “established” position.
- iv. ___ In either case, show data necessary to verify the position/procedure.
- d. ___ “Found _____, no reference, accepted as _____ per _____.”
(Must provide reference and record data to verify the position).
- e. ___ “Found _____, in lieu of _____, accepted as _____ per _____.” (Must provide reference and record data to verify the position).
- f. ___ In all cases, show enough reference and record data to verify the position.
2. ___ SET monuments
- a. ___ All “set” monuments, per Riverside County Ordinance 461.21.
All monuments set per Riverside County Ordinance 461.21.
- b. ___ All monuments shown as “set” shall be set in accordance with the monument agreement for the map. (If applicable)
- c. ___ Description for Set monuments shall include:
- i. ___ General description of the monument (i.e., 1" IP/Brass Cap/Copperweld, etc.)
- ii. ___ Tagged _____/Stamped _____
- iii. ___ Relative Ground Position
- iv. ___ ...Per ... (Provide reference, if applicable re: re-establishment of a monument).
- v. ___ If re-establishing a monument, provide reference and record data to verify the position.
- vi. ___ If re-establishing a monument, state the procedure/method used, if it is not apparent.
- vii. ___ UNO (Unless Noted Otherwise).
- d. ___ If position has a controlling influence on the survey, and it is not accepted, then set a monument at the “true position.” (See above).
- e. ___ Newly set positions
- i. ___ Set monuments on the boundary at all corners, angle points, BCs, ECs, PCCs, and PRCs.
- ii. ___ Do not set a monument where the Tract Boundary intersects the street centerline (unless said position is a centerline intersection). This will eliminate/minimize unwanted angle points in street centerlines.
- iii. ___ Set monuments for all parcel/ right-of-way positions.
- iv. ___ Set monuments for all parcel corners and angle points.
- v. ___ A position can be set on the side lot line projected, in lieu of the front corner, if so noted in the Surveyor’s Notes/Engineer’s Notes. “Set lead and tag “LS #/RCE #,” in top of curb (Riverside County Standard “E”) on side lot lines projected.”
- vi. ___ A position can be set on the BC, EC, PCC, POC, and Cutbacks, projected, perpendicular or radial from



centerline, in lieu of the true position, if so noted in the Surveyor's Notes/Engineer's Notes. "Set lead and tag "LS #/RCE #," in top of curb (Riverside County Standard "E") for BCs, ECs, PCCs, PRCs, and corner cutbacks projected perpendicular or radial from centerline."

- vii. ____ "Set" symbols are not required on interior of map for right-of-way and lot line if a note is included in the Surveyor's Notes/Engineer's Notes, "Set a (monument, i.e., 1" IP) with "LS #/RCE #" tag, flush at all lot corners, angle points in side or rear lot lines, and angle points in subdivision boundary."

D. ____ REFERENCE NOTES (Within the Surveyor's Notes/Engineer's Notes, as a separate section of notes) (see Section 1.8)

1. ____ Include record reference(s) as needed, to verify the position(s)/procedure(s) of the survey.
2. ____ Each record reference shall have a separate and unique designation. (Do not combine references).
3. ____ Note if reference is record and measured data.
4. ____ Include "UNO" (unless noted otherwise) if circumstances require.
5. ____ If re-establishing a position, provide the appropriate reference(s) to support the procedure(s).

E. ____ EASEMENT NOTES (see Section 5.0)

1. ____ All easements listed in the PTR, lying within the current map boundary, shall be listed on the final map, and plotted, if applicable.
2. ____ Inclusion of easement(s) under the Signature Omissions Note/Certificate does not negate the need to list and plot, when applicable, easement(s) on the final map (see Section 5.3)
3. ____ All easements dedicated or retained via the map shall be placed/listed on the final map, and plotted, if applicable.
4. ____ Any easement(s) dedicated on the final map, that is/are not dedicated to the County of Riverside or to the Public, will require a Certificate of Acceptance from the beneficiary of said easement(s).
5. ____ Any easement(s) required, in order to record the current map, shall be plotted and referenced on said map. (This includes off-site easements. The extent of plotting will be determined on a case-by-case basis).
6. ____ Easement notes shall describe the purpose, the beneficiary (in favor of...), and a reference to the "mechanism" creating said easement(s).
 - a. ____ Recorded _____ as Instrument No. _____.
 - b. ____ Record Map
 - c. ____ Dedicated/Retained Hereon (via current map).
7. ____ Submit a copy of the "mechanism" creating the easement(s) for review.



- a. ___ If “mechanism” is a recorded document, and the legal description within said document refers to another document or to a map, submit all reference material necessary to verify the location and extent of the easement(s) in question.
 - b. ___ If an easement is particularly cumbersome to locate, in order to save time and money on the review process, consider submitting/providing an exhibit to help expedite the review.
8. ___ Easements listed in “Tablet Form” shall be numbered with no overlaps or gaps in the numbering.
- a. ___ Include a symbol (typically a triangle/delta) around the easement number to indicate that an easement is plotted.
 - b. ___ Use the number only, with no symbol (triangle/delta) for “non-plottable” easements.
 - c. ___ If an easement is not plottable, state the reason in the easement note (i.e., “not locatable from records,” “blanket in nature,” etc.).
9. ___ Plottable easements shall be fully annotated and dimensioned (defining any encumbrances against the map).
- a. ___ Easement(s) shall be tied to the boundary and/or any parcels (as applicable).
 - b. ___ Easement(s) shall be tied to any other intersecting or abutting/adjoining easements.
 - c. ___ Strip dimensions/descriptions/annotations are acceptable when applicable.
- F. ___ NORTH ARROW
1. ___ Include a north arrow on each sheet.
 2. ___ Detail drawings may require a north arrow.
 3. ___ See comments under “Basis of Bearings” re: convergence angles (see Section 1.12). The north arrow, on the boundary sheet, should graphically represent the difference between grid and geodetic north (if applicable).
- G. ___ SCALE
1. ___ A statement of scale shall be placed on each sheet corresponding to the dominant scale of said sheet.
 2. ___ A graphic scale bar ($\frac{1}{4}$ " minimum x 4" minimum) shall be placed on each sheet corresponding to the dominant scale of said sheet.
 3. ___ While detail drawings, typically, are not required to be drawn to scale, if they are drawn to scale, include a statement of scale.
 4. ___ If a detail drawing is not drawn to scale, then indicate NTS (not to scale).
 5. ___ If a detail drawing is not drawn to scale, be sure to exaggerate the scale enough (but not too much) to ensure clarity of the information.
 6. ___ Final mylars must be drawn/plotted to scale. If not drawn/plotted to scale, the mylars will be returned, un-recorded.
- H. ___ OTHER NOTE(S)
1. ___ Include a reference on each mapping sheet (as necessary) to indicate the location of Surveyor’s Notes/Engineer’s Notes, Monuments Notes (if applicable), Reference Notes (if applicable), and Easement Notes (if applicable).



2. ___ Include any other applicable notes as required by the Conditions of Approval.

V. MAP

- A. ___ Boundary Sheet (first map sheet) with a distinctive border. (See Drafting Standards, Section 2.0)
- B. ___ County right-of-way, "In Fee Title" excluded from boundary/distinctive border.
- C. ___ Index Map (if applicable), as a part of the boundary sheet, or as its own sheet.
- D. ___ Each lot (not including lettered lots) shown in its entirety on any one sheet.
- E. ___ Number of residential lots (agrees with the approved Tentative).
- F. ___ Number of Open Space lots (agrees with the approved Tentative)
- G. ___ No duplicated lot numbers/letters
- H. ___ No omitted lot numbers/letters
- I. ___ Lettered lots on Streets, Alleys, RCFC&WCD Channels, and/or Barrier Strips only.
- J. ___ Vicinity map - no street name abbreviations (approximate distance to County maintained road, if applicable) (see Section 1.6).
- K. ___ Details as needed. Include a letter designation for each with no duplicates and no omissions. Include a reference to scale. Include a reference to sheet number if detail applies to data on another sheet or other sheets.
- L. ___ Sheet size: 18" x 26" with 1" margin all around.
- M. ___ Adjacent property info "ghosted-in." (Subdivisions and lot lines and numbers, deed information, LLA information, COC information, etc., as applicable)
- N. ___ Drafting standards (e.g., line-weights, line types, appropriate information) (see Section 2.0).
- O. ___ Record data referenced and verified, including: recording information and data cited (e.g., monument description(s), bearings, distances and/or curve data).

VI. CONDITIONS THAT MUST BE SATISFIED

- A. ___ Conditions of Approval
 - 1. ___ Be sure to use the Final Map (FSM) Conditions of Approval. Occasionally the Conditions of Approval from the Tentative Map are not exactly the same as those Conditions of Approval from the Final Map.
 - 2. ___ All conditions must be satisfied as "MET," "DEFERRED," or "NOT APPLY."
- B. ___ Routing to County Departments
 - 1. ___ PLANNING
 - 2. ___ TRANSPORTATION
 - 3. ___ ENV HEALTH
 - 4. ___ RIVERSIDE FLOOD (RCFC&WCD)
 - 5. ___ FIRE
 - 6. ___ PARKS (If applicable)
 - 7. ___ RCA (If applicable)
- C. ___ Routing to Agencies/Entities outside the County.
 - 1. ___ Coachella Valley Water District (CVWD) in lieu of RCFC&WCD
 - 2. ___ Caltrans (if adjacent to/abutting/intersecting any Caltrans right-of-way)
 - 3. ___ Railroad (if adjacent to/abutting/intersecting any Railroad right-of-way)
 - 4. ___ Any CFD, CSA, L&LMD, ___ Santa Rosa CFD, ___ Tenaja CFD .



5. ___ Any other agency or entity as required by the Final Map Conditions of Approval.
- D. ___ NILs (Non-Interference Letters)
1. ___ Required from any existing public utility, with an easement of record, encumbering the property being divided.
 2. ___ Do not rely on the Title Companies to obtain these. It is the responsibility of the applicant.
- E. ___ Access Issues
1. ___ Legal dedicated and accepted public access to any/all lots created by a subdivision.
 2. ___ Restricted Access as required by Ordinance 460, and/or the Conditions of Approval (see Section 4.15.1).
 3. ___ If an exception to restricted access/access opening is required to satisfy the requirement of legal vehicular access, the size, location, and acceptability (in general) must be approved by the Transportation Department.
 4. ___ If right-of-way within the current map boundary aligns with existing off-site right-of-way, the appropriate tie-data shall be included.
 5. ___ Barrier Strip(s) (lettered lot(s)) if newly dedicated right-of-way dead-ends at the current map boundary.
 6. ___ Appropriate acceptance or non-acceptance of right-of-way, easements, etc., as determined by the Transportation Department.
- F. ___ Taxes Signed (Tax Collector's Certificate and/or Tax Bond Certificate).
- G. ___ CC&Rs, as approved by County Counsel, on file in the Survey Division.
- H. ___ Bonds and Agreements, as approved by County Counsel, Agreements on file in the Survey Division.
- I. ___ Street name review, new and existing; must be six-months current at recordation.

VII. SURVEY PROCEDURE

- A. ___ Proper Control
1. ___ Adequate boundary control.
 2. ___ Adequate centerline control.
 3. ___ Boundary survey agrees with vesting deed(s)
 4. ___ All "set" monuments were established from sufficient monuments of record, and used acceptable procedure(s).
 5. ___ Correct procedure for restored Government corners.
 6. ___ Correct procedure for restored lot and subdivision corners.
 7. ___ Correct procedure for deed lines established or re-established.
- B. ___ References
1. ___ Monuments of adjoining surveys recovered and properly referenced (see Section 1.9).
 2. ___ Monuments of adjoining surveys tied into the current survey using record and measured values.
 3. ___ Found monuments of no record/no reference, used by the Surveyor/Engineer, should be: "Accepted as _____, per _____..." (and described, as to the position) (see Section 1.9).
 4. ___ If a monument is untagged and used for control, it must be tagged by Surveyor/Engineer responsible for the current survey.



- 5.____ If a position has a sectional value,/is part of a sectional breakdown so state (i.e., South ¼ corner, etc.).
- 6.____ Proper ties and references for found monuments.

VIII. COMPUTATIONS

- A.____ Retracement Survey/Breakdown of larger area
- B.____ Boundary Closure (less than 0.01')
- C.____ Lot/Parcel Closures (less than 0.01')
- D.____ Parts to the whole (increments to the overall) shall be equal, based on the data as shown on the current map.
 - 1.____ Tangent line distances
 - 2.____ Curved line distances
 - 3.____ Curved line angles
 - 4.____ Agreement of data/totals from one side of a line, to the other side of the line, when said line is common to more than one tier of increments.
 - 5.____ Agreement of data/totals from one line, to another line, when said lines are parallel (or concentric) and common as to the area encompassed (i.e., n'ly right-of-way, centerline, and s'ly right-of-way over the same stretch of road).
 - 6.____ Radial values must check-in flat (based on data shown on the map).
- E.____ Curve Data
 - 1.____ Radial Bearings are required:
 - a.____ ... for all lines intersecting a curved line. Two intersecting curved lines will require a radial bearing for each.
 - b.____ ... for all PCCs and PRCs.
 - c.____ ... for the beginning or end of a “broken-back”/non-tangent point-of-curve.
 - 2.____ Overall centerline curves require: (R) Radius, (D) Delta, (L) Length, and (T) Tangent data.
 - 3.____ Increments of centerline curves require: (D) Delta and (L) Length.
 - 4.____ Overall right-of-way curves require (R) Radius (unless obviously determined from centerline data and right-of-way tie-data shown), (D) Delta, and (L) Length.

Note: Overall right-of-way data typically should not cross intersecting right-of-way. Instead, the overall right-of-way would terminate at the cutback for any intersecting right-of-way.
 - 5.____ Increments of right-of-way curves require: (D) Delta and (L) Length.
 - 6.____ A thin-dashed line shall be placed at all centerline BC, EC, PCC, or PRC position(s), delineated from said centerline position to the corresponding right-of-way, indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate).
 - 7.____ A thin-dashed line shall be placed at all right-of-way taper BC, EC, PCC, or PRC position(s), delineated from said right-of-way position to the corresponding centerline indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate). Note any such right-of-way position that is not radial/perpendicular to the centerline shall have



no such delineation.

F. ___ Corner Cutbacks

1. ___ Procedure

a. ___ Radius value as determined based on the IW (Improvement Width(s)) for the corresponding right-of-way. (See Ordinance 461 ...) (See also Section 1.31)

b. ___ “Normal”/Typical cutback (see Section 1.31)

c. ___ “Modified” cutback per “Countywide Guidelines” (see Sections 1.31 and 1.33).

i. ___ The intent of the “Modified” Cutback is to allow space for an Entry Monument within the right-of-way (modified so that the cutback is 26.5 feet, measured from curb face along the MOC).

ii. ___ The intent of the “Modified” Cutback is to create a cutback line at the right-of-way within the curb return area that is parallel to the back of Sidewalk.

2. ___ Drafting

a. ___ A thin-dashed line shall be placed at the right-of-way cutback point, delineated from said cutback point to the corresponding centerline indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate).

b. ___ The cutback bearing and distance shall be shown.

c. ___ The right-of-way distance shall be shown, as needed.

G. ___ “Total Gross Area” for current map in Surveyor’s Notes/Engineer’s Notes

H. ___ Lot/Parcel, net acreage, if required (see Section 1.25).

I. ___ Lot/Parcel, gross acreage, if required (see Section 1.25).

J. ___ Monument Security Bond (MSB) Calculation (see Section 8.0).

IX. FINAL

A. ___ Two mylars of Final Map (three if title company wants a conformed copy)(at least one of which has original/“wet” signatures) (see Section 3.6.4).

B. ___ Condition of mylars

1. ___ Erasures?

2. ___ Hand-written revisions legible?

3. ___ Smudges/Ink transfers?

4. ___ Creases/Rips or Tears?

5. ___ Sheet size (18" x 26" with 1" border all around) (see Appendix A and Section 1.7)

C. ___ Agreement

1. ___ From original mylar to most current check-print.

2. ___ From original mylar to duplicate mylars.

D. ___ Signatures

1. ___ Proper Ink

2. ___ Owner’s Signature(s)

a. ___ Present and in agreement with Notary Acknowledgement(s).



- b. ___ In agreement with Vesting Deed(s) and PTR
- 3. ___ Lessee’s Signature, if interest can ripen into fee title.
- 4. ___ Trust Deed (if applicable), Trustee or Beneficiary signature(s) present and in agreement with Notary Acknowledgement(s).
- 5. ___ Surveyor’s Signature, LS number and expiration date/Engineer’s Signature, RCE number (RCE 33965 or lower, January 1, 1982 or earlier) and expiration date. (Verify/Review license status on Consumer Affairs website).
- 6. ___ Taxes Signed
 - a. ___ Tax Collector’s Certificate (when taxes are payable) (see Section 4.12)
 - b. ___ Tax Bond Certificate (both signature lines) (see Section 4.11)
- E. ___ Expiration Dates
 - 1. ___ Notary Commission Date(s)
 - 2. ___ Tentative Map
 - 3. ___ (Street name approval, six months current)
 - 4. ___ (PTR, 30-days current)
- F. ___ 1 mylar copy of ECS (Environmental Constraint Sheet)
- G. ___ Field Inspection approved (if required)
- H. ___ Monument Security Agreements
- I. ___ CC&Rs
- J. ___ GIS package

9.2 PARCEL MAP CHECKLIST

Schedules: “F,” “G,” “H,” and “I”

FPM No.: _____ Sch: _____ Checked by: _____ Received: _____, 20____

I. INITIAL

- A. ___ Verify parcel map number against approved tentative map. (Verify all sheets)
- B. ___ Verify number of parcels (____) against approved tentative map. Verify number of residential parcels (____). Verify number of “Open Space” parcels (____).
- C. ___ DBF (Deposit Based Fees) account has a positive balance, per Ordinance 460, Article XVIII, Section 18.6, “*After approval of the tentative map, the applicant may cause a final map or parcel map to be prepared in accordance with the applicable provisions of Article IX of this ordinance, and shall pay the fees set forth in Ordinance No. 671.*”
- D. ___ Conditions of approval for “FPM” (Final Parcel Map). Make a note if checking against the Conditions of Approval from the Tentative Map phase, “PM” (Parcel Map). Example: “Note, this checkprint was reviewed against the Tentative Map Conditions of Approval. The Conditions of Approval from the Final Map may vary.”
- E. ___ Check dates: BOS (Board of Supervisors) approval date: _____, 20 ____.
Expiration date: _____, 20 ____ . Extension of time: # ____.
- F. ___ Final Map in “Substantial Conformance” with the approved tentative map.
- G. ___ Road Book Page: _____/Grid _____.

II. RESEARCH



- A. ___ Vesting Deed(s): if portion of a lot, check for:
1. ___ Legal Lot (Deed prior to March 4, 1972).
 2. ___ COC (Certificate of Compliance)/___ (CCOC) Conditional Certificate of Compliance.
 3. ___ LLA (Lot Line Adjustment), ___ Notice of LLA (Date: ____, 20__)/___ LLA Perfecting Deed(s) (Date: ____, 20__). Note, must have both to be a valid reference/legal lot. Perfecting deed(s) must record within 6 months of Notice (supply reference).
 4. ___ Junior/Senior rights.
- B. ___ PTR (Preliminary Title Report), 30-days current.
- C. ___ Research Counter:
1. ___ Section ____, Township ____, Range ____, SBM or Rancho _____.
 2. ___ Counter Book(s): Book ____ Page ____/Grid _____.
 3. ___ Hanging File(s): Number ____/Grid _____.
- D. ___ Computer Inquiry:
1. ___ Record Maps.
 2. ___ Unrecorded/Filed Maps.
 3. ___ Field Books.
 4. ___ TB (Tie Books)/CR (Corner Records).
 5. ___ Government Plats.
 6. ___ State Highway/Caltrans Maps.
 7. ___ Miscellaneous.
- E. ___ Adjacent maps/surveys
1. ___ Currently in the checking process: RS (Record of Survey)/FSM (Final Subdivision Map)/FPM.
 2. ___ Existing Map Number, Map Book (MB/PMB/RS) ____ and Page ____.
- F. ___ Right-of-Way Documents:
1. ___ Currently in the checking process.
 2. ___ Existing Instrument Number _____, Recorded _____, 20__.
- G. ___ Easement Documents:
1. ___ Currently in the checking process.
 2. ___ Existing Instrument Number _____, Recorded _____, 20__.
- H. ___ Government Field Notes.
- I. ___ Field Surveys in Progress.
- J. ___ Check specific alignment plans.
- K. ___ General Plan
- L. ___ Specific Plan
- M. ___ Within/adjacent to a MSHCP Criteria Cell? Yes ___ No ___

III. STATEMENTS/SIGNATURE SHEET

- A. ___ OWNER'S STATEMENT (see Section 4.15)
1. ___ Any party having a record title interest in the property, (Owner, Trustee, and/or Lessee if lease can ripen into fee) (see Section 4.15) shall sign under the Owner's Statement.
 2. ___ If any portion is "Not A Part" (see Section 4.15), of the property being divided,



then include the appropriate verbiage.

3. ___ Signature Line
4. ___ Name(s) (Printed): _____
5. ___ Title (Printed): _____ (If applicable)
6. ___ Any Deed(s) of Trust shown in the PTR must have the signature of either the Beneficiary or Trustee, not both (see Section 4.18.2).
7. ___ Right-of-way
 - a. ___ Dedication "...to public use for street and public utility purposes..."
Check the County Road Book to verify the status of any existing right-of-way.
 - b. ___ Retain "...Private Streets" and dedicate "...easements for public utility purposes, together with the right of ingress and egress for emergency vehicles..."
8. ___ Restricted Access per, per Ordinance 460, Article X, Section 10.1B, *"Whenever a secondary highway or higher classification is designated on the Circulation Element of the Comprehensive General Plan of Riverside County as requiring an ultimate right-of way 88 feet or greater and such highway either adjoins or crosses a proposed land division, access rights may be offered for dedication to the County of Riverside or otherwise restricted. The note "ACCESS RESTRICTED" [or noted under the Surveyor's Notes/Engineer's Notes with a graphic representation] shall be shown along the highway frontages on the final map or parcel map, as provided herein. Access rights shall be restricted except for limited access openings as approved by the Director of Transportation. However, access control to commercially zoned property may be postponed to the development stage as approved by the Director of Transportation."*
 - a. ___ "As a condition of dedication..." (see Section 4.15.1)
 - b. ___ "We hereby dedicate abutter's rights of access..." (see Section 4.15.1)
 - c. ___ Along Caltrans right-of-way (see Section 4.8.10).
 - d. ___ Access opening(s)/exception(s) to restricted access (see Section 4.15.2).
Note the size, location, and acceptability (in general) must be approved by the Director of Transportation.
9. ___ Any new right-of-way dedication(s) that "dead-end" into the map boundary shall require the dedication of barrier strip(s) for "road and access control." (Any new right-of-way dedications that align with existing right-of-way shall show record and measured data to confirm continuity).
10. ___ Easements dedicated to the public/to public use (via the current map)
 - a. ___ "We hereby dedicate to the public/to public use ...
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... as shown hereon." (where applicable)
 - d. ___ Must be addressed in the Director of Transportation's Statement as to:
 - i. ___ Accepted: Typically will require some written notification/verification from Transportation (or other) Department in order to be accepted on the map.
 - ii. ___ Not Accepted: Without said written notification/verification. The easement can always be "Accepted" by resolution to the



Board at a later date.

- e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... dedicated hereon."
 - f. ___ Plot the easement (where applicable).
11. ___ Easements dedicated, other than to the public (via the current map)
- a. ___ "We hereby dedicate to the entity/agency/person ...
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... as shown hereon." (where applicable)
 - d. ___ Must be addressed in a Certificate of Acceptance:
 - i. ___ Accepted:
 - ii. ___ Not Accepted:
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... dedicated hereon."
 - f. ___ Plot the easement (where applicable).
12. ___ Easements retained (via the current map)
- a. ___ "We hereby retain
 - b. ___ ... (State the purpose or type of easement)...
 - c. ___ ... for private use, for the sole benefit of ourselves, our successors, assigns, and lot owners within this parcel/tract map.
 - d. ___ ... as shown hereon." (where applicable)
 - e. ___ The easement shall be noted on the appropriate map sheet(s) indicating the information above, together with "... retained hereon."
 - f. ___ Plot the easement (where applicable).
13. ___ Open Space lots (*Note: these may require CC&Rs or some other maintenance mechanism to be in place*).
- a. ___ "We hereby retain..." (see Section 4.15.3)
 - b. ___ "We hereby dedicate in fee title to..." an entity. (Note: in this case, said entity shall have a certificate of acceptance on the map).
 - c. ___ Easement(s) dedicated over a portion of lot(s)?
 - d. ___ Easement(s) retained over a portion of lot(s)?
 - e. ___ Easement(s) dedicated over an entire lot(s)/"Blanket in Nature"?
 - f. ___ Easement(s) retained over an entire lot(s)/"Blanket in Nature"?
14. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- B. ___ NOTARY ACKNOWLEDGEMENTS
- 1. ___ Each of the signers (from above) must be addressed in a Notary Acknowledgement.
 - 2. ___ Signature Date
 - 3. ___ Notary's Expiration Date
 - 4. ___ Names in Notary Acknowledgement match those listed above.
 - 5. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
 - 6. ___ The correct type of Notary Acknowledgement.
- C. ___ SIGNATURE OMISSIONS (see Sections 4.14 and 5.3)
- 1. ___ Check easements listed in PTR.



2. ___ Per the Subdivision Map Act, Section 66436 (a), (3): *“Signatures of parties owning the following types of interests may be omitted if their names and the nature of the interests are stated on the final map: (A), (i) “Rights-of-way, easements or other interests which cannot ripen into a fee, except those owned by a public entity, public utility, or subsidiary of a public utility for conveyance to the public utility for rights-of-way.”*

*Note: Inclusion of easement(s) under the Signature Omissions Note/Certificate does **not** negate the need to list and plot, when applicable, easement(s) on the final map.*

D. ___ COUNTY APPROVAL AND ACCEPTANCE STATEMENT (see Section 4.9).

1. ___ Signature Line
2. ___ Signature Date
3. ___ Name (Printed): _____
4. ___ Title (Printed): _____
5. ___ License _____ (If applicable)
6. ___ Expiration Date _____ (If applicable)
7. ___ Leave 2" square clear for stamp/seal (if applicable).
8. ___ Right-of-way:
 - a. ___ All dedications accepted for maintenance.
 - b. ___ All dedications accepted to vest title on behalf of the public... (Not accepted for maintenance).
 - c. ___ Some dedications accepted for maintenance; others accepted to vest title on behalf of the public.
 - d. ___ No dedications accepted.
9. ___ Easements:
 - a. ___ Easements accepted: _____
 - b. ___ Easements, not accepted: _____

E. ___ CLERK OF THE BOARD OF SUPERVISORS STATEMENT (see Section 4.10)

1. ___ Signature Line
2. ___ Signature Date
3. ___ Name (Printed): _____
4. ___ Title (Printed): _____

F. ___ COUNTY SURVEYOR’S STATEMENT (see Section 4.6)

1. ___ Signature Line
2. ___ Signature Date
3. ___ Name (Printed): _____
4. ___ Title (Printed): _____
5. ___ License _____
6. ___ Expiration Date _____
7. ___ Leave 2" square clear for stamp/seal

G. ___ SURVEYOR’S STATEMENT/ENGINEER’S STATEMENT (see Section 4.2 through 4.5)

1. ___ Signature Line
2. ___ Signature Date
3. ___ Name (Printed): _____



4. ___ Title (Printed): _____
 5. ___ License Number (verify data on Consumer Affairs web-site)
L.S. Number _____
R.C.E. Number _____ (33965 or lower)
 6. ___ Expiration Date _____
 7. ___ Leave 2" square clear for stamp/seal
 8. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- H. ___ RECORDER'S STATEMENT (see Section 4.1)
1. ___ Signature Line
 2. ___ Name (Printed): _____
 3. ___ Title (Printed): _____
 4. ___ Locate in upper right hand corner, signature sheet only.
- I. ___ SUBDIVISION GUARANTEE (see Section 4.1)
1. ___ Locate in upper right hand corner, signature sheet only, directly beneath the "Recorder's Statement."
 2. ___ Name of Title Company guaranteeing Title. If Title Companies change in the middle of the process, be aware that legal descriptions and easements listed in the PTR might be inconsistent from one company to another. Consider how this may affect the signature sheet, boundary sheet, and/or interior mapping sheets.
- J. ___ TAX COLLECTOR'S CERTIFICATE (see Section 4.12)
1. ___ Always place complete statement, including "bonding period" verbiage, on the map. If when the map records, it is not the bonding period, the portion that applies to the bonding period can/shall be lined out on the back of the mylars.
 2. ___ Signature Line
 3. ___ Signature Date
 4. ___ Name (Printed): _____
 5. ___ Title (Printed): _____
 6. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- K. ___ TAX BOND CERTIFICATE (see Section 4.11)
1. ___ Signature Lines
 2. ___ Signature Dates
 3. ___ Names (Printed): _____
 4. ___ Titles (Printed): _____
 5. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."
- L. ___ ABANDONMENT NOTE (If applicable) (see Section 4.13)
- M. ___ NOTICE OF DRAINAGE FEES (If applicable) (see Section 1.30)
- N. ___ Additional CERTIFICATE(S) OF ACCEPTANCE (If applicable) (see Section 4.17)
1. ___ Parks District (If applicable)
 2. ___ RCA (If applicable)
 3. ___ Any public entity, maintenance district, utility, etc., accepting an easement dedication or fee title dedication made via the map.
 4. ___ Must be complete on mylars, including signatures, prior to submittal of "Final Package."



Package.”

O. ___ SHEET NUMBERS

1. ___ Sheet number shall always be placed in the upper right-hand corner - all sheets (above the Recorder’s Statement on sheet 1, the Signature Sheet).

2. ___ Sheet ___ of ___ sheet(s)

P. ___ HEADING/PREAMBLE (see Section 1.3)

1. ___ “In the Unincorporated Territory of the County of Riverside, State of California”

2. ___ Parcel Map (Number) (in larger, bold font)

3. ___ “Being a division of ...” brief legal description of the area being divided. Data must not be in conflict with the PTR provided for the project. Include any references to underlying maps (PM/MB), records of survey (R/S), certificates of compliance (COC), or Lot Line Adjustments (LLA).

4. ___ Lying within...

a. ___ Section ___, Township ___, Range ___, S.B.M.

b. ___ Rancho _____, as shown by a sectionalized survey per MB/PM/RS...

c. ___ Rancho _____

5. ___ Firm name of Surveyor/Engineer preparing/processing the map.

6. ___ Map/Survey date

7. ___ All sheets

Q. ___ Indexing Information: (see Section 2.6.1)

1. ___ Locate in lower right hand corner, signature sheet only.

2. ___ IP # (If applicable)

3. ___ Sec. ___ Twp. ___ Rng. ___ (Include this info, even if within a Rancho).

4. ___ Sch. ___

IV. MAP NOTES

A. ___ SURVEYOR’S NOTES/ENGINEER’S NOTES (Follow order outlined below as closely as possible) (see Section 1.8)

1. ___ This map contains _____ acres gross.

2. ___ Basis of Bearings (See Item “B,” below)

3. ___ Monument Notes (See Item “C,” below)

4. ___ Reference Data Notes (See Item “D,” below)

5. ___ Legend/Graphic representation of Restricted Access

6. ___ Any miscellaneous notes required to interpret the map, i.e., Non-standard Abbreviations, number of lots, general utility requirements, general setback requirements, etc.

7. ___ CC&Rs recorded (*date*) as Instrument No. _____.

8. ___ Environmental Constraint Note. (see Section 1.20)

B. ___ BASIS OF BEARINGS (Within the Surveyor’s Notes/Engineer’s Notes, or as a separate section of notes) (see Section 1.11)

1. ___ Must/should be between two found monuments of record, shown on the same reference map. (If the perpetuation of a position can be determined to the



- satisfaction of the County Surveyor, it may be used with a description “in lieu of” that shown on said reference map).
2. ___ Must be shown on the map, with its relation to the survey.
 3. ___ Show record bearing and record distance (if available. A calculated distance is acceptable if labeled as such).
 4. ___ Show measured bearing and distance.
 5. ___ Label, “Basis of Bearings,” on all sheets as applicable.
 6. ___ If using G.P.S. for the Basis of Bearings, include a Datum Statement indicating Coordinates based on the California Coordinate System (CCS83), Zone 6, NAD 83(NSRS2007).
 7. ___ If using G.P.S. for the Basis of Bearings, provide a statement as to the conversion/combination factor from ground to grid/grid to ground.
 8. ___ If using G.P.S. for the Basis of Bearings, both grid North and geodetic North shall be indicated together with the +/- Convergence angle between them, where it was calculated, and the applicable coordinates. It should be near the east-west mid-point of the map.
- C. ___ MONUMENT NOTES (Within the Surveyor’s Notes/Engineer’s Notes, as a separate section of notes, or at the specific monument(s).) (see Section 1.9)
1. ___ FOUND monuments
 - a. ___ Description for Found monuments shall include:
 - i. ___ General description of the monument (i.e., 1" IP/Brass Cap/Copperweld, etc.)
 - ii. ___ Tagged ___/Stamped ___/Illegible/No Tag
Note: It is acceptable to diagram stamping in a Detail Drawing.
 - iii. ___ Relative Ground Position
 - iv. ___ ...Accepted as (where applicable/when not obvious)
 - v. ___ ...Per ... (Provide reference).
 - vi. ___ UNO (Unless Noted Otherwise).
 - b. ___ “Found w/ no tag”/“Found, Tag Illegible”
 - i. ___ If position has a controlling influence on the survey, then set “your” tag. [Shown as a “found” symbol]
 - ii. ___ If position does not have a controlling influence on the survey, leave monument as found. Place a note indicating the status of the monument (i.e., accepted as being on line).
 - c. ___ “Found, not accepted”
 - i. ___ If position has a controlling influence on the survey, then set a monument at the “true position,” without disturbing the existing monument. In cases where the discrepancy is “minor” and a new monument cannot be set without disturbing the existing monument, then emphasis should be given to accepting the found monument. Use measured data vs. record data to indicate/highlight any discrepancies in the data.
 - ii. ___ If position has a controlling influence on the survey, show the relation (inverse bearing and distance) of the found monument (not accepted) to the monument “Set at the true position” in a



- detail drawing, with pertinent data from the “Set...position.”
[Shown as a “set” symbol]
- iii. ___ If position does not have a controlling influence on the survey, show the relation (inverse bearing and distance) of the found monument (not accepted) to the established point with “Nothing set at the true position” in a detail drawing, with pertinent data from the “established” position.
 - iv. ___ In either case, show data necessary to verify the position/procedure.
 - d. ___ “Found _____, no reference, accepted as _____ per _____.” (Must provide reference and record data to verify the position).
 - e. ___ “Found _____, in lieu of _____, accepted as _____ per _____.” (Must provide reference and record data to verify the position).
 - f. ___ In all cases, show enough reference and record data to verify the position.
2. ___ SET monuments
- a. ___ All “set” monuments, per Riverside County Ordinance 461.21. All monuments set per Riverside County Ordinance 461.21.
 - b. ___ All monuments shown as “set” shall be set in accordance with the monument agreement for the map. (If applicable)
 - c. ___ Description for Set monuments shall include:
 - i. ___ General description of the monument (i.e., 1" IP/Brass Cap/Copperweld, etc.)
 - ii. ___ Tagged _____/Stamped _____
 - iii. ___ Relative Ground Position
 - iv. ___ ...Per ... (Provide reference, if applicable re: re-establishment of a monument).
 - v. ___ If re-establishing a monument, provide reference and record data to verify the position.
 - vi. ___ If re-establishing a monument, state the procedure/method used, if it is not apparent.
 - vii. ___ UNO (Unless Noted Otherwise).
 - d. ___ If position has a controlling influence on the survey, and it is not accepted, then set a monument at the “true position.” (See above).
 - e. ___ Newly set positions
 - i. ___ Set monuments on the boundary at all corners, angle points, BCs, ECs, PCCs, and PRCs.
 - ii. ___ Do not set a monument where the Tract Boundary intersects the street centerline (unless said position is a centerline intersection). This will eliminate/minimize unwanted angle points in street centerlines.
 - iii. ___ Set monuments for all parcel/ right-of-way positions.
 - iv. ___ Set monuments for all parcel corners and angle points.
 - v. ___ A position can be set on the side lot line projected, in lieu of the



front corner, if so noted in the Surveyor's Notes/Engineer's Notes. "Set lead and tag "LS #/RCE #," in top of curb (Riverside County Standard "E") on side lot lines projected."

vi. ____ A position can be set on the BC, EC, PCC, POC, and Cutbacks, projected, perpendicular or radial from centerline, in lieu of the true position, if so noted in the Surveyor's Notes/Engineer's Notes. "Set lead and tag "LS #/RCE #," in top of curb (Riverside County Standard "E") for BCs, ECs, PCCs, PRCs, and corner cutbacks projected perpendicular or radial from centerline."

vii. ____ "Set" symbols are not required on interior of map for right-of-way and lot line if a note is included in the Surveyor's Notes/Engineer's Notes, "Set a (monument, i.e., 1" IP) with "LS #/RCE #" tag, flush at all lot corners, angle points in side or rear lot lines, and angle points in subdivision boundary."

D. ____ REFERENCE NOTES (Within the Surveyor's Notes/Engineer's Notes, as a separate section of notes) (see Section 1.8)

1. ____ Include record reference(s) as needed, to verify the position(s)/procedure(s) of the survey.
2. ____ Each record reference shall have a separate and unique designation. (Do not combine references).
3. ____ Note if reference is record and measured data.
4. ____ Include, "UNO" (unless noted otherwise) if circumstances require.
5. ____ If re-establishing a position, provide the appropriate reference(s) to support the procedure(s).

E. ____ EASEMENT NOTES (see Section 5.0)

1. ____ All easements listed in the PTR, lying within the current map boundary, shall be listed on the final map, and plotted, if applicable.
2. ____ Inclusion of easement(s) under the Signature Omissions Note/Certificate does not negate the need to list and plot, when applicable, easement(s) on the final map (see Sections 4.14 and 5.3).
3. ____ All easements dedicated or retained via the map shall be placed/listed on the final map, and plotted, if applicable.
4. ____ Any easement(s) dedicated on the final map, that is/are not dedicated to the County of Riverside or to the Public, will require a Certificate of Acceptance from the beneficiary of said easement(s).
5. ____ Any easement(s) required, in order to record the current map, shall be plotted and referenced on said map. (This includes off-site easements. The extent of plotting will be determined on a case-by-case basis).
6. ____ Easement notes shall describe the purpose, the beneficiary (in favor of...), and a reference to the "mechanism" creating said easement(s).
 - a. ____ Recorded _____ as Instrument No. _____.
 - b. ____ Record Map
 - c. ____ Dedicated/Retained Hereon (via current map).
7. ____ Submit a copy of the "mechanism" creating the easement(s) for review.
 - a. ____ If "mechanism" is a recorded document, and the legal description within



said document refers to another document or to a map, submit all reference material necessary to verify the location and extent of the easement(s) in question.

- b. ____ If an easement is particularly cumbersome to locate, in order to save time and money on the review process, consider submitting/providing an exhibit to help expedite the review.
8. ____ Easements listed in “Tablet Form” shall be numbered with no overlaps or gaps in the numbering.
- a. ____ Include a symbol (typically a triangle/delta) around the easement number to indicate that an easement is plotted.
 - b. ____ Use the number only, with no symbol (triangle/delta) for “non-plottable” easements.
 - c. ____ If an easement is not plottable, state the reason in the easement note (i.e., “not locatable from records,” “blanket in nature,” etc.).
9. ____ Plottable easements shall be fully annotated and dimensioned (defining any encumbrances against the map).
- a. ____ Easement(s) shall be tied to the boundary and/or any parcels (as applicable).
 - b. ____ Easement(s) shall be tied to any other intersecting or abutting/adjoining easements.
 - c. ____ Strip dimensions/descriptions/annotations are acceptable when applicable.

F. ____ NORTH ARROW

1. ____ Include a north arrow on each sheet.
2. ____ Detail drawings may require a north arrow.
3. ____ See comments under “Basis of Bearings” re: convergence angles (see Section 1.12). The north arrow, on the boundary sheet, should graphically represent the difference between grid and geodetic north (if applicable).

G. ____ SCALE

1. ____ A statement of scale shall be placed on each sheet corresponding to the dominant scale of said sheet.
2. ____ A graphic scale bar (1/4" minimum x 4" minimum) shall be placed on each sheet corresponding to the dominant scale of said sheet.
3. ____ While detail drawings, typically, are not required to be drawn to scale, if they are drawn to scale, include a statement of scale.
4. ____ If a detail drawing is not drawn to scale, then indicate NTS (not to scale).
5. ____ If a detail drawing is not drawn to scale, be sure to exaggerate the scale enough (but not too much) to ensure clarity of the information.
6. ____ Final mylars must be drawn/plotted to scale. If not drawn/plotted to scale, the mylars will be returned, un-recorded.

H. ____ OTHER NOTE(S)

1. ____ Include a reference on each mapping sheet (as necessary) to indicate the location of Surveyor’s Notes/Engineer’s Notes, Monuments Notes (if applicable), Reference Notes (if applicable), and Easement Notes (if applicable).



2. ___ Include any other applicable notes as required by the Conditions of Approval.

V. MAP

- A. ___ Boundary Sheet (first map sheet) with a distinctive border. (See Drafting Standards, Section 2, and Appendix A)
- B. ___ County right-of-way, "In Fee Title" excluded from boundary/distinctive border.
- C. ___ Index Map (if applicable) as a part of the boundary sheet, or as its own sheet.
- D. ___ Each lot (not including lettered lots) shown in its entirety on any one sheet.
- E. ___ Number of residential lots (agrees with the approved Tentative).
- F. ___ Number of Open Space lots (agrees with the approved Tentative)
- G. ___ No duplicated lot numbers/letters
- H. ___ No omitted lot numbers/letters
- I. ___ Lettered lots on Streets, Alleys, RCFC&WCD Channels, and/or Barrier Strips only.
- J. ___ Vicinity map, no street name abbreviations, (approximate distance to County maintained road, if applicable) (see Section 1.6).
- K. ___ Details as needed. Include a letter designation for each with no duplicates and no omissions. Include a reference to scale. Include a reference to sheet number if detail applies to data on another sheet or other sheets.
- L. ___ Sheet size: 18" x 26" with 1" margin all-around.
- M. ___ Adjacent property info "ghosted-in." (Subdivisions and lot lines and numbers, deed information, LLA information, COC information, etc., as applicable)
- N. ___ Drafting standards (line-weights, line types, appropriate information) (see Section 2.0).
- O. ___ Record data referenced and verified, including recording information, data cited, i.e., monument description(s), bearings, distances and/or curve data.

VI. CONDITIONS THAT MUST BE SATISFIED

- A. ___ Conditions of Approval
 - 1. ___ Be sure to use the Final Map (FPM) Conditions of Approval. Occasionally the Conditions of Approval from the Tentative Map are not exactly the same as those Conditions of Approval from the Final Map.
 - 2. ___ All conditions must be satisfied as "MET," "DEFERRED," or "NOT APPLY."
- B. ___ Routing to County (TLMA) Departments
 - 1. ___ PLANNING
 - 2. ___ TRANSPORTATION
 - 3. ___ ENV HEALTH
 - 4. ___ RIVERSIDE FLOOD (RCFC&WCD)
 - 5. ___ FIRE
 - 6. ___ PARKS (If applicable)
 - 7. ___ RCA (If applicable)
- C. ___ Routing to Agencies/Entities outside the County.
 - 1. ___ Coachella Valley Water District (CVWD), in lieu of RCFC&WCD
 - 2. ___ Caltrans (if adjacent to/abutting/intersecting any Caltrans right-of-way)
 - 3. ___ Railroad (if adjacent to/abutting/intersecting any Railroad right-of-way)
 - 4. ___ Any CFD, CSA, L&LMD, ___ Santa Rosa CFD, ___ Tenaja CFD.
 - 5. ___ Any other agency or entity as required by the Final Map Conditions of



Approval.

D. ___ NILs (Non-Interference Letters)

1. ___ Required from any existing public utility, with an easement of record, encumbering the property being divided. (See SMA and Section 5.4)
2. ___ Do not rely on the Title Companies to obtain these. It is the responsibility of the applicant.

E. ___ Access Issues

1. ___ Legal vehicular access to any/all lots created by a subdivision.
2. ___ Restricted Access as required by Ordinance 460, and/or the Conditions of Approval (see Section 4.15.1).
3. ___ If an exception to restricted access/access opening is required to satisfy the requirement of legal vehicular access, the size, location, and acceptability (in general) must be approved by the Transportation Department.
4. ___ If right-of-way within the current map boundary aligns with existing off-site right-of-way, the appropriate tie-data shall be included.
5. ___ Barrier Strip(s) (lettered lot(s)) if newly dedicated right-of-way dead-ends at the current map boundary.
6. ___ Appropriate acceptance or non-acceptance of right-of-way, easements, etc., as determined by the Transportation Department.

F. ___ Taxes Signed (Tax Collector's Certificate and/or Tax Bond Certificate).

G. ___ CC&Rs, as approved by County Counsel, on file in the Survey Department.

H. ___ Bonds and Agreements, as approved by County Counsel, Agreements on file in the Survey Department.

I. ___ Street name review, new and existing; must be six-months current at recordation.

VII. SURVEY PROCEDURE

A. ___ Proper Control

1. ___ Adequate boundary control.
2. ___ Adequate centerline control.
3. ___ Boundary survey agrees with vesting deed(s)
4. ___ All "set" monuments were established from sufficient monuments of record, and used acceptable procedure(s).
5. ___ Correct procedure for restored Government corners.
6. ___ Correct procedure for restored lot and subdivision corners.
7. ___ Correct procedure for deed lines established or re-established.

B. ___ References

1. ___ Monuments of adjoining surveys recovered and properly referenced (see Section 1.9).
2. ___ Monuments of adjoining surveys tied into the current survey using record and measured values.
3. ___ Found monuments of no record/no reference, used by the Surveyor/Engineer, should be: "Accepted as _____, per _____..." (and described, as to the position) (see Section 1.9).
4. ___ If a monument is untagged and used for control, it must be tagged by Surveyor/Engineer responsible for the current survey.



5. ___ If a position has a sectional value or is part of a sectional breakdown, so state (i.e., South $\frac{1}{4}$ corner, etc.).
6. ___ Proper ties and references for found monuments.

VIII. COMPUTATIONS

- A. ___ Retracement Survey/Breakdown of larger area
- B. ___ Boundary Closure (less than 0.01')
- C. ___ Lot/Parcel Closures (less than 0.01')
- D. ___ Parts to the whole (increments to the overall) shall be equal, based on the data as shown on the current map.
 1. ___ Tangent line distances
 2. ___ Curved line distances
 3. ___ Curved line angles
 4. ___ Agreement of data/totals from one side of a line, to the other side of the line, when said line is common to more than one tier of increments.
 5. ___ Agreement of data/totals from one line, to another line, when said lines are parallel (or concentric) and common as to the area encompassed (i.e., n'ly right-of-way, centerline, and s'ly right-of-way over the same stretch of road).
 6. ___ Radial values must check-in flat (based on data shown on the map).
- E. ___ Curve Data
 1. ___ Radial Bearings are required:
 - a. ___ ... for all lines intersecting a curved line. Two intersecting curved lines will require a radial bearing for each.
 - b. ___ ... for all PCCs and PRCs.
 - c. ___ ... for the beginning or end of a "broken-back"/non-tangent point-of-curve.
 2. ___ Overall centerline curves require: (R) Radius, (D) Delta, (L) Length, and (T) Tangent data.
 3. ___ Increments of centerline curves require: (D) Delta and (L) Length.
 4. ___ Overall right-of-way curves require (R) Radius (unless obviously determined from centerline data and right-of-way tie-data shown), (D) Delta, and (L) Length. *Note: Overall right-of-way data typically should not cross intersecting right-of-way. Instead, the overall right-of-way would terminate at the cutback for any intersecting right-of-way.*
 5. ___ Increments of right-of-way curves require: (D) Delta and (L) Length.
 6. ___ A thin-dashed line shall be placed at all centerline BC, EC, PCC, or PRC position(s), delineated from said centerline position to the corresponding right-of-way indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate).
 7. ___ A thin-dashed line shall be placed at all right-of-way taper BC, EC, PCC, or PRC position(s), delineated from said right-of-way position to the corresponding centerline indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate). Note any such right-of-way position that is not radial/perpendicular to the centerline shall have no such delineation.



F. ___ Corner Cutbacks

1. ___ Procedure

- a. ___ Radius value as determined based on the IW (Improvement Width(s)) for the corresponding right-of-way. (See Ordinance 461 ...) (See also Section 1.31)
- b. ___ “Normal”/Typical cutback (see Section 1.31)
- c. ___ “Modified” cutback per “Countywide Guidelines” (see Sections 1.31 and 1.33).
 - i. ___ The intent of the “Modified” Cutback is to allow space for an Entry Monument within the right-of-way (modified so that the cutback is 26.5 feet, measured from curb face along the MOC).
 - ii. ___ The intent of the “Modified” Cutback is to create a cutback line at the right-of-way within the curb return area that is parallel to the back of Sidewalk.

2. ___ Drafting

- a. ___ A thin-dashed line shall be placed at the right-of-way cutback point, delineated from said cutback point to the corresponding centerline indicating the radial/perpendicular relationship between the locations. (Apply tie-data/overalls as appropriate).
- b. ___ The cutback bearing and distance shall be shown.
- c. ___ The right-of-way distance shall be shown, as needed.

G. ___ “Total Gross Area” for current map in Surveyor’s Notes/Engineer’s Notes

H. ___ Lot/Parcel, net acreage, if required (see Section 1.25).

I. ___ Lot/Parcel, gross acreage, if required (see Section 1.25).

J. ___ Monument Security Bond (MSB) calculation (see Section 8.0).

IX. FINAL

A. ___ Three mylars of Final Map (at least one of which has original/“wet” signatures) (see Section 3.6.4).

B. ___ Condition of mylars

- 1. ___ Erasures?
- 2. ___ Hand-written revisions legible?
- 3. ___ Smudges/Ink transfers?
- 4. ___ Creases/Rips or Tears?
- 5. ___ Sheet size (18" x 26" with 1" border all-around)? (see Section 1.7 and Appendix A).

C. ___ Agreement

- 1. ___ From original mylar to most current checkprint.
- 2. ___ From original mylar to duplicate mylars.

D. ___ Signatures

- 1. ___ Proper Ink
- 2. ___ Owner’s Signature(s)
 - a. ___ Present and in agreement with Notary Acknowledgement(s).
 - b. ___ In agreement with Vesting Deed(s) and PTR
- 3. ___ Lessee’s Signature, if interest can ripen into fee title.



- 4. ___ Trust Deed (if applicable), Trustee or Beneficiary signature(s) present and in agreement with Notary Acknowledgement(s).
- 5. ___ Surveyor's Signature, LS number and expiration date/Engineer's Signature, RCE number (RCE 33965 or lower, January 1, 1982 or earlier) and expiration date. (Verify/Review license status on Consumer Affairs website).
- 6. ___ Taxes Signed
 - a. ___ Tax Collector's Certificate (when taxes are payable) (see Section 4.12).
 - b. ___ Tax Bond Certificate (both signature lines) (see Section 4.11).
- E. ___ Expiration Dates
 - 1. ___ Notary Commission Date(s)
 - 2. ___ Tentative Map
 - 3. ___ Street name approval, (six-months current)
 - 4. ___ PTR, (30-days current)
- F. ___ ECS (Environmental Constraint Sheet)
- G. ___ Field Inspection approved
- H. ___ Improvement Security Agreements
- I. ___ GIS Package
- J. ___ DBF Balance
- K. ___ LMS, Routes and Conditions cleared

9.3 RECORD OF SURVEY CHECKLIST

AUTHORITY: Professional Land Surveyors' Act

First Check: _____ File No: _____
 Recheck: _____ Date: _____
 Surveyor/Engineer: _____ Checked by: _____

Survey requested by: _____ Phone: _____
 Email: _____

___ SUBMIT THE FOLLOWING FOR RECORDATION: SIGNED AND STAMPED ORIGINAL MYLAR.

___ Submit check payable to Riverside County Recorder in the amount of ___ for recording fee.
If you are requesting a conformed DPM to be returned to surveyor, submit an additional ___ to the recording fee.

BACK-UP DATA

- ___ 2 Check prints
- ___ Methods and Reasoning Statement(8764)
- ___ Maps used to prepare survey.....(8764)
- ___ Deeds used to prepare survey.....(8764)
- ___ Evidence property created prior to March 4, 1972 or from a recorded subdivision map or a Certificate of Compliance issue from the governing agency or by other legal means(8762.5)



MAP TITLE

- ___ Name of City, if applicable(8762)
- ___ Name of County, California.....(8762)
- ___ “RECORD OF SURVEY”(8762)
- ___ Description of land or line surveyed(8764)
- ___ Section, Township, Range, or Rancho(8764)
- ___ Date of Survey(8764)
- ___ Sheet numbers..... (Sheet 1 of ___ Sheet(s) in upper right hand corner)
- ___ Firm Name and/or Surveyor/Engineer’s name and license number

STATEMENTS

- ___ County Recorder’s Statement (in upper right hand corner, Sheet 1 only)(8764.5)
- ___ Surveyor’s Statement, signed and sealed.....(8764.5)
- ___ County Surveyor’s Statement(8764.5)
- ___ Certificate per Section 8762.5 (if applicable)

SURVEYOR’S NOTES

- ___ Basis of Bearings, map of record, celestial observation, or State Plane Coordinates (include Epoch, combination factor, and convergence angle(8764 and 8771.5)
- ___ Found monuments and symbol (Recommend solid).....(8764)
- ___ Set monument symbols (Recommend open)(8764)
- ___ Symbols and non-standard abbreviations defined
- ___ Surveyor’s Notes or Legend(8764)



MEASURED DATA

- Bearings shown (8764)
- Distances shown (8764)
- Overall bearings shown (8764)
- Overall distances shown (8764)
- Sum of parts equal total of distance or delta (8764)
- Traverse calculations
- G.P.S. data (if applicable)
- All curve data shown (Delta, Radius, Arc Length) (8762)
- All radial bearings shown where required (8764)
- Non-tangent curves noted (8764)
- All areas shown (if required) (8764)
- Map loop closures within 0.02 feet

MAP BODY

- Map material; tracing cloth or polyester base film; black ink..... (8763)
- Map size: 18" x 26"..... (8763)
- Margin 1" all around..... (8763)
- North Arrow..... (8764)
- Scale..... (8764)
- Request bar scale for microfilming purposes (4" minimum)*
- Reference to adjacent tracts or other maps of record when pertinent (8764)
- Legibility of map data..... (8763)
- Street names and widths shown (8764)
- Reference for all found monuments and acceptance of non-record monuments (8764)
- Reference to deeds of official records if necessary for the establishment of lines or points (8764)
- Record data shown when beneficial to the interpretation of lines or points (8764)
- Bearings Distances (8764)
- Curve Data Other (8764)
- Detail for clarity (8764)
- Arrows to clarify dimensions..... (8764)

SURVEY PROCEDURES

- Proportions and other adjustments correct..... (8766)
- Sectional breakdowns correct (8766)
- Deed interpretations correct..... (8766)
- Monuments tagged, as required (8772)
- Ties to adjacent lines of record when pertinent (8772)
- Survey based upon proper control (8764)
- Methods of establishment of lines or points shown where necessary (8764)

REMARKS:

To the Surveyor: Pursuant to Section 8767 of the Professional Land Surveyors' Act, the subject map should be corrected as indicated on the above checklist and check print and returned to this office within 60 days with the corrected check print.

David L. McMillan, County Surveyor

By _____, Deputy



9.4 REQUEST FOR WAIVER OF PARCEL MAP CHECKLIST

PARCEL MAP NO.: _____

DATE MAP RECEIVED: _____

FIRST LDC DATE: _____

D/H MEETING DATE: _____

___ Waiver requested

___ Parcel Map Number _____

___ Legal Description

___ Vesting Deed(s) _____

___ Owner's Name _____

___ Owner's Address _____

___ Land Divider's Name _____

___ Land Divider's Address _____

___ Date _____

___ Entire Contiguous Ownership

___ Non-Contiguous Ownership Statement

___ Existing Zoning

___ Proposed Zoning

___ Existing Use

___ Proposed Use

___ Assessor's Tax Parcel Number _____

___ Method of Storm Water Control/Drainage easements/facilities

___ Total Gross Acreage _____

___ Field check/Monument Inspection

___ Existing Public Utility Easement(s) PUE(s)

___ Existing Easements

___ Existing structures

___ Taxes Paid

___ Tax Collector's Certificate

___ Tax bond to Clerk of the Board/Tax bond Certificate

___ North Arrow



- ___ Scale
- ___ Vicinity Map
- ___ Contour Lines (at Proper Interval(s))
- ___ Reference
- ___ Water Courses
- ___ Adjacent Record Maps
- ___ Legal Access
- ___ Distance to County Maintained Road
- ___ Existing Dedications
- ___ Proposed Dedications
- ___ Approximate Centerline Grades
- ___ Map Matches Legal per Deed(s)
- ___ Map Parcel of Record Map
- ___ Boundary Monuments Found per (Underlying) Record Map(s)
- ___ Found Monuments Described
- ___ Size, Type, Tag, Relative Ground Position
- ___ No Monuments "To Be Set"
- ___ Boundary Dimensions Match Record
- ___ Curve Data Complete
- ___ Parent Parcel Closes (within tolerance)
- ___ Parcels Numbered
- ___ Proposed Lots Dimensioned
- ___ Street Name Check if new dedication
- ___ Certificate of Compliance (COC), if applicable
- ___ PTR (30-days Current)
- ___ Existing legal vehicular access
- ___ A parcel of a map, based on a Field Survey
- ___ Restricted Access
- ___ Exceptions to Restricted Access/Access Openings



10.0 CERTIFICATES OF CORRECTION

10.1 GUIDELINES

1. Certificates should be submitted for checking on 8 ½" x 11" paper, with a 2 ½" square clear of writing in the upper right hand corner reserved for the Recorder's stamp/seal.
2. Two copies of the original Certificate of Correction (COC) should be submitted to the Surveyor's Office for review/checking. Once approved, the original must be signed and stamped/sealed and submitted to the Surveyor's Office for recordation.
3. There is a checking fee and recording fee for all COCs. (See current fee schedule). The check for the total fee is paid to the County Surveyor's office at the time of the first submittal.
4. Do not copy the form verbatim and then "fill in" the blanks and "line-out" non-applicable words. For example, if the form states "Tract Map/Parcel Map," choose which map should be indicated in the form. Omit those designations that do not apply.
5. If a Surveyor/Civil Engineer is setting final monuments in lieu of the Surveyor/Civil Engineer that signed the prepared the recorded Final Map, a Monument Substitution Certificate of Correction shall be used (see Section 10.4).
6. Write the incorrect notes exactly as they appear on the final recorded map. Do not abbreviate unless abbreviations are shown on the map.
7. Do not separate the "Incorrect Data." Do not separate the "Correct Data." All of the incorrect items shall be listed first, followed by all of the corrected data, in corresponding sequence.
8. Items for correction should be labeled as to the location of the error in both the "incorrect data" list and the "corrected data" list, so as to avoid confusion.

Example

The following data is incorrect:

- 1) Engineers Notes, Note 3: "... Indicates set nail and L.S. 301 tag in concrete block wall footing."
- 2) At the S.W. corner of Lot 6, a ¾" I.P., shown as set flush, with R.C.E. 1202 tag.

And is corrected as follows:



- 1) Engineers Notes, Note 3: “ ... Indicates set 1¼" I.P. w/ L.S. 301 tag down 0.5'.”
- 2) At the S.W. corner of Lot 6, set nail and L.S. 301 tag in top of concrete curb at prolongation of side lot line.

10.2 CERTIFICATE OF CORRECTION FOR TRACT AND PARCEL MAPS

Recording Requested by
and

When Recorded Mail to:

Leave this space blank for Recorder's use.

County of Riverside
4080 Lemon Street, 8th Floor
Riverside CA 92501
Attn: County Surveyor

CERTIFICATE OF CORRECTION

I, _____, certify; that I am a (Licensed Land Surveyor/Registered Civil Engineer) of the State of California; that a survey was prepared under my supervision and direction as (Tract Map/Parcel Map) No. _____; that said (Tract Map/Parcel Map) was filed on _____, 20__ in Book _____ of (Maps/Parcel Maps), at Pages ____ through ____, inclusive, in the office of the Recorder of Riverside County, California.

That the following data shown on said (Tract Map/Parcel Map) is incorrect as follows:

And is corrected as follows:

The present Fee Title owner(s)/Ownership of the property are/is not affected by the correction(s).

Date: _____, 20__

SEAL/STAMP

L.S./R.C.E. Number _____

(For the seal/stamp, leave an area at least 2 inches square clear of writing).



COUNTY SURVEYOR’S CERTIFICATE

This Certificate of Correction has been examined by the undersigned and discloses that the changes are authorized by and comply with Government Code Section 66469 of the Subdivision Map Act.

Date: _____, 20__

SEAL/STAMP

David L. McMillan, County Surveyor

(For the seal/stamp, leave an area at least 2 inches square clear of writing).

L.S. 8488

10.3 CERTIFICATE OF CORRECTION FOR RECORDS OF SURVEY

Recording Requested by
and

When Recorded Mail to:

Leave this space blank for Recorder’s use.

County of Riverside
4080 Lemon Street, 8th Floor
Riverside CA 92501
Attn: County Surveyor

CERTIFICATE OF CORRECTION
(Record of Survey)

I, _____, certify; that I am a (Licensed Land Surveyor/Registered Civil Engineer) of the State of California; that a survey was prepared under my supervision and direction in (Location) (Description of Survey); that said Record of Survey was filed on _____, 20__ in Book _____ of Records of Survey, at Pages ____ through ____, inclusive, in the office of the Recorder of Riverside County, California.

That the following data shown on said Record of Survey is incorrect as follows:

And is corrected as follows:

The present Fee Title owner(s)/Ownership of the property are/is not affected by the correction(s).



Date: _____,
20____

SEAL/STAMP

*(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).*

L.S./R.C.E. Number _____

COUNTY SURVEYOR’S CERTIFICATE

This Certificate of Correction has been examined by the undersigned and discloses that the changes are authorized by and comply with Government Code Section 66469 of the Subdivision Map Act.

Date: _____, 20____

SEAL/STAMP

David L. McMillan, County Surveyor

*(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).*

L.S. 8488



10.4 CERTIFICATE OF CORRECTION FOR MONUMENT SUBSTITUTION

Note: This form should only be used if one Surveyor/Engineer is setting the final monuments on/in/for the subdivision, in lieu of the Surveyor/Engineer of record on the final map.

Recording Requested by
and

When Recorded Mail to:

Leave this space blank for Recorder's use.

County of Riverside
4080 Lemon Street, 8th Floor
Riverside CA 92501
Attn: County Surveyor

CERTIFICATE OF CORRECTION (Monument Substitution)

I, _____, certify; that I am a (Licensed Land Surveyor/Registered Civil Engineer) of the State of California; that (Tract Map/Parcel Map) was prepared by (Name and License/Registration No.) and is filed in Book _____ of (Maps/Parcel Maps), at Pages ____ through ____, inclusive, in the office of the Recorder of Riverside County, California; and that the following (correction/corrections) to said map (is/are) in accordance with Chapter 3, Article 7, Sections 66469 through 66472.1 of the Subdivision Map Act.

I am the (Land Surveyor/Engineer) assuming the responsibility for placement of final monuments, in accordance with Chapter 4, Article 9, Sections 66498 of the Subdivision Map Act. I hereby certify that a survey was performed by me or under my direction on _____, 20____, which verified the information contained on said map. Monument descriptions are corrected as follows.

Incorrect Data

Corrected Data

The present Fee Title owner(s)/Ownership of the property are/is not affected by the correction(s).



Date: _____, 20__

SEAL/STAMP

*(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).*

L.S./R.C.E. Number _____

COUNTY SURVEYOR’S CERTIFICATE

This Certificate of Correction has been examined by the undersigned and discloses that the changes are authorized by and comply with Government Code Section 66469 of the Subdivision Map Act.

Date: _____, 20__

SEAL/STAMP

David L. McMillan, County Surveyor

*(For the seal/stamp, leave an area
at least 2 inches square clear of
writing).*

L.S. 8488



This Page Intentionally Blank



11.0 RIVERSIDE COUNTY SURVEYOR ACCEPTED ABBREVIATIONS AND ACRONYMS

Abbreviation or Acronym	Definition
A.C.S.M.	American Congress of Surveying and Mapping
A.O.	Access Opening
A.T.& S.F.	Atchison, Topeka & Santa Fe (Railroad)
A/C	Asphalt Concrete (dyke)
Ac.	Acres
Ave.	Avenue
B.C.	Begin Curve
B.C.R	Begin Curb Return
B.L.M.	Bureau of Land Management
B.M.	Bench Mark
B.O.B.	Basis of Bearings
B.O.S.	Board of Supervisors
Blvd.	Boulevard
Bndry.	Boundary
C	Cut
C S F B	County Surveyor's Field Book
C S T B	County Surveyor's Tie Book
C.A.	Convergence Angle
C.C.	Closing Corner
C.C.O.C.	Conditional Certificate of Compliance
C.F.	Combination Factor
C.F.	Curb Face



Abbreviation or Acronym	Definition
C.F.D.	Community Funding District
C.L.S.A.	California Land Surveyors Association
C.O.A.	Conditions of Approval
C.O.C.	Certificate of Compliance
C.O.C.	Certificate of Correction
C.O.R.S.	Continuously Operating Reference Station
C.P.	Catch Point
C.R.	Corner Record
C.S.A.	Community Service Area
C.S.D.	Community Service District
C.W.Mon.	Copperweld Monument
C/B	Cutback
Cal D.O.T.	California Department of Transportation
Calc.	Calculated
CCS 83	California Coordinate System 83
Ch. X	Chiseled "X "
CL	Centerline
Conc.	Concrete
Conc. Mon.	Concrete monument
Cor.	Corner
Ct.	Court
Ctr.	Center (Ctr. ¼ corner)
Ctrl.	Control (point)
CVWD	Coachella Valley Water District
Δ or D	Delta (Central Angle [curve data])
D.B.F.	Deposit Based Fees
D.O.T.	Department of Transportation



Abbreviation or Acronym	Definition
D.O.T.	Director of Transportation
D.P.M	Duplicate Positive Mylar
D/W	Driveway
Ded.	Dedicated
Det.	Detail
Dn.	Down (depth of monument/relative ground position)
E	East (bearing)
E.C.	End Curve
E.C.R.	End Curb Return
ECS	Environmental Constraint Sheet
Ely	Easterly
Esmt.	Easement
Est.	Established
Exp.	Expires/Expiration (date)
F.	Fill
F.B.	Field Book
F.H.	Fire Hydrant
F.P.M.	Final Parcel Map
F.S.M.	Final Subdivision Map
Fd./Fnd	Found
FL	Flow line
Fl.	Flush (relative ground position)
G.P.	General Plan
G.P.S.	Global Positioning System
GIS	Geographic Information System
Gov't.	Government
H.P.	Hinge Point



Abbreviation or Acronym	Definition
H.P.	Horizontal Point
H.V.P.	Horizontal and Vertical Point
I.D.	Inside diameter
I.P.	Iron Pipe
I.P. No.	Improvement Plan Number
I.W.	Improvement Width
Illeg.	Illegible
Inst.	Instrument (Inst. No. _____ [deed, etc.]
Int.	Intersection
J.C.S.D.	Jurupa Community Service District
L	Length
L&T	Lead and tack
L.&L.M.D.	Landscape and Lighting Maintenance District
L.L.A.	Lot Line Adjustment
L.M.S.	Land Maintenance System
L.O.	Line-over (transit ties)
L.S.	Land Surveyor
Ln.	Lane
M or Meas	Measured
M.B.	Map Book
M.H.	Manhole
M.I.R.	Monument Inspection Request (form)
M.O.C.	Middle of Curve
M.S.B.	Monument Security Bond (calculation)
Mon.	Monument
N	North (bearing)
N&T	Nail and Tin or Nail and Tag # _____



Abbreviation or Acronym	Definition
N.A.P.	Not a Part
N.I.L.	Non-Interference Letter
N.T.S.	Not to Scale
NAVD	North American Vertical Datum
NL	Nail
Nly	Northerly
#/No.	Number (Inst. # _____ [deed, etc.]
O.D.	Outside diameter
O/S	Off-set
Ord.	Ordinance
P.C.C.	Point of Compound Curve
P.M.	Parcel Map
P.M.B.	Parcel Map Book
P.O.C.	Point of Commencement
P.P.	Power Pole
P.R.C.	Point of Reverse Curve
P.T.R.	Preliminary Title Report
P.U.E.	Public Utility Easement
PCL. or Par.	Parcel
PL	Property Line
Pl.	Place
Pt.	Point
Ptn.	Portion
R	Radius (curve data), Range, or Record
R.C.E.	Registered Civil Engineer
R.P.	Reference Point
R.R.	Railroad



Abbreviation or Acronym	Definition
R.S.	Record of Survey
R/W	Right-of-Way
RAD./(R)	Radial
RCFD&WCD	Riverside County Flood Control & Water Conservation
RCTLMA	Riverside County Transportation & Land Management
Rd.	Road
Rec.	Record
Ref.	Reference
Ret.	Retained (hereon)
Rho.	Rancho
Riv. Co. Surv.	Riverside County Surveyor
Riv. Co. Trans.	Riverside County Transportation Department
RNG.	Range
S	South (bearing)
S.P.	Southern Pacific (Railroad)
S.P.	Specific Plan
S/O	Side of
S/W	Sidewalk
SBM	San Bernardino Meridian
Sch.	Schedule
SEC.	Section
Sht.	Sheet
SRCSD	Santa Rosa Community Service District
St.	Street
Stmpd.	Stamped
Θ	Theta
T.B.	Tie Book



Abbreviation or Acronym	Definition
T.C.	Top of Curb
T.P.O.B.	True Point of Beginning
T/Tan	Tangent (curve data)
TCSD	Tenaja Community Service District
Topo.	Topographic
TR	Tract
Trav.	Traverse (point)
TWP.	Township
U.P.	Union Pacific (Railroad)
V.P.	Vertical Point
W	West (bearing)
W.C.	Witness Corner
Wly	Westerly
X-Ties	Cross-ties



This Page Intentionally Blank



APPENDIX A (ONLINE SUBMITAL PROCESS)

COMING SOON.....



APPENDIX B

GARY L. ORSO LETTER
March 1, 2004

RECOMMENDATION FOR THE ACCEPTABILITY OF RECORDABLE MAPS

[LINK](#)







APPENDIX C

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA
March 27, 2009

GUIDE TO THE PREPARATION OF RECORDS OF SURVEY AND CORNER RECORDS

[LINK](#)



APPENDIX D

NAD 83(NSRS2007) COORDINATES EPOCH 2007.00

[LINK](#)



APPENDIX D-1

NAD 83(NSRS2011) COORDINATES EPOCH 2010.00

[LINK](#)