PARCEL MAP
REVIEW CHECK LIST

SUBDIVISION NAME:____________________________

SUBDIVISION NO.___________

Tentative Map Approval on File Approval Date____________

Date Received Checked by Date____________

AUTHORITY
Map act and City of Concord Municipal Code
Chapter 17

TITLE SHEET

If more than two (2) sheets, first sheet shall show:
_____ 1. Entire subdivision at readable scale
_____ 2. Index of other sheets

CERTIFICATIONS

The following certifications shall be endorsed on the cover sheet of all PARCEL MAPs

_____ 1. An owner’s certificate, signed and acknowledged by all parties having any record, title, or interest in the land subdivided, consenting to the preparation and recordation of said (all signatures to be notarized)
_____ 2. Engineer’s certificate by the registered civil engineer or licensed surveyor responsible for the survey and PARCEL MAP signed and stamped by said civil engineer, or licensed surveyor
_____ 3. A certificate for execution by the City Engineer
_____ 4. A certificate indicating the requirements for the construction of off-site and on-site improvements which are conditions of development of the lots being created
_____ 5. A certificate for execution by the Director of Planning, acting for the Concord City Planning Commission
_____ 6. A certification for execution by the County Recorder
_____ 7. Any certificates requested in addition to the above by the Subdivision Map Act of the State of California
GENERAL

Parcel map shall be prepared in accordance with Municipal Code Section 71.20

1. Consistent with the tentative map
2. Compliance with conditions of approval
3. Easements and monuments correspond with improvement plans
4. Grant Deeds showing Assessor’s Parcel Numbers
5. Deed references for all abutting properties shown. Lot lines, lot numbers and numbers of abutting subdivisions shown
6. Guarantees on file with the City for any off-site problems
7. When a soils report has been prepared, this fact shall be noted on the certificate sheet, with date of report and name of engineer

DEDICATION

1. Land dedications and easements must be approved by the City and recorded prior to approval of the parcel map (see Section 3700 of this manual). In addition, all dedications and easements must be shown on the parcel map
2. When land is required to be dedicated, a separate Certificate of Dedication must be filed with the PARCEL MAP on a separate document
3. Dedicate Public Utility Easements, as required
4. Dedicate Drainage and Flood Control Easements, as required
5. All easements shown on map for dedication have appropriate wording on the owner’s certificate, and purpose indicated on map
6. All easements of record shown, including sufficient recording data to identify the conveyance, sidelines shall be dashed with width, lengths and bearings noted

MONUMENTATION

1. All found monuments tied by survey and described with tag numbers and recorded reference
2. Basis of bearings; two found monuments of record must appear in a statement and be labeled on each sheet of the map (66434c)
3. Tie to basis of bearing. Basis of bearings to be California Coordinate System Zone 3 (66434c)
4. Tie to adjoining surveys (66434c)
5. Adequate monumentation shown
6. Set all lot corners and angle points

MAP REQUIREMENTS

1. Size (18” x 26”)
2. Margin (1” on all sides)
3. Scale (1” = 100’ minimum, 1” = 50’ preferred)
4. “Sheet___ of ___sheets”, indicated on each sheet
5. Subdivision Name
6. Subdivision Number
7. North Arrow, relationship of grid north and true north
MAP REQUIREMENTS (cont.)

_____ 8. Date
_____ 9. Vicinity Map – must show location and delineate boundary of proposed tract by heavy line, and show existing street pattern in immediate vicinity
_____ 10. Name and recording data of record owner
_____ 11. Name of subdivider
_____ 12. Name, address, registration number and expiration date of engineer or surveyor
_____ 13. Existing adjacent and proposed new roads, streets, highways, ways or intersections as shown on the City’s General Plan, identified with names and widths, all centerlines of existing and new streets mathematically tied to proposed streets
_____ 14. Radii of all curves
_____ 15. Approximate area of locations in flood zones, area subject to storm water or tide water overflow, area covered by water courses
_____ 16. Set all lot corners and angle points
_____ 17. Lots numbered
_____ 18. All abbreviations and symbols defined
_____ 19. New road names approved by Planning

THIS SECTION IN FINAL MAP CHECK LIST – IS IT APPLICABLE??

_____ Title block: contains subdivision number; subtitle which refers to existing maps; Date, scale and firm name shown
_____ 21. City boundaries on map
_____ 22. Future street lines and original property lines
_____ 23. Bearings and lengths shown on all lines
_____ 24. Areas shown on all lots. All lots contain minimum lot area ___sq. ft.