



**CITY OF SANTA MONICA
DEPARTMENT OF PUBLIC WORKS
CIVIL ENGINEERING DIVISION
1437 4th Street, Suite 300
Santa Monica, CA 90401
Tel: (310) 458-8721 Fax (310) 393-4425**

FINAL MAP CHECKLIST

- _____ 1. Attached check print and correction list must be returned with the tracing when submitted for final check. Please indicate any changes or corrections on the attached check print that you have made on the tracings including those asked for by the checker. Place any comments or questions on the check print or correction list.
- _____ 2. Submit two (2) Xerox copies and the original centerline tie sheets to this office for checking.
- _____ 3. Submit two (2) prints and the original tracings to this office for checking.
- _____ 4. Trim the tracing to 18" x 26" over-all. (Provide 1" margin on all sides).
- _____ 5. Certificates may be stamped or printed with black, opaque, permanent ink.
- _____ 6. Lettering must be on front side of tracing. This includes lettering on duplicate tracings.
- _____ 7. Notary Seal is legible and will reproduce clearly.
- _____ 8. Show map scale and/or detail scale.
- _____ 9. Show North arrow.
- _____ 10. Show "Sheet _____ of _____ sheet(s)." (Title sheet first.)
- _____ 11. Show Title on all sheets: Tract/Parcel No. _____, In the City of Santa Monica, County of Los Angeles, State of California
- _____ 12. Show subdivision type below title: "For Condominium Purposes," "Division of Land for Purpose of Lease Only," or "Tenant Participating Conversion" on all TORCA conversions.
- _____ 13. Show Subtitle. (Legal Description of the property within the distinctive border.)
- _____ 14. Show distinctive border on front side of tracing inside the boundary of new lots and streets being created. (Do not obliterate any figures).
- _____ 15. Show border legend on map.
- _____ 16. Indicate lot and/or unit numbering.

- _____ 17. Show Deed, RS, MB, or PMB references for exterior boundaries on the map, except where an exterior boundary is abutting a public dedicated street.
- _____ 18. Label "Not a part" or "Not a part of this subdivision" where noted on check print.
- _____ 19. Show the location of any remainder of the original parcel and place note of possible non-compliance on map.
- _____ 20. Show references to adjoining sheets and compare duplicated information on adjoining sheets.
- _____ 21. Submit a request for an extension of time, if desired, from Planning, sixty (60) days prior to expiration of the Planning Commission's tentative approval; otherwise submit to Engineering within 24 months of Planning Commission's approval of the tentative map.
- _____ 22. Show basis of bearings.
- _____ 23. State method of establishment of all easements and boundary lines and/or corners on the map.
- _____ 24. Submit hard copy and/or calculations showing method for establishment of exterior boundary lines and/or easements (computer printout of traverses).
- _____ 25. Label found monuments with reference or state "NO REF." On "NO REF" Monuments, show tag number and if an IP, show depth of monument. If monument is not tagged, set tag and indicate type on plan.
- _____ 26. Monuments must be set and inspected prior to filing or deferred as permitted by local ordinance.
- a. Request a second inspection by phone or letter addressed to this office: 1685 Main St., Room 112, Santa Monica, CA 91401-3295 and submit tie notes for all centerline monuments set.
 - b. If monuments are to be deferred, label them as "to be set" and modify the Engineer/Surveyor's certificate accordingly. Pay required fees.
 - c. For all Centerline Points, Property Corners, Property Curve Points and Offset Points:
 - In A.C.: Punch Spike and Washer with Number.
 - In Concrete: Lead and Tack with Tag and Number.
 - In MH Rim: 4 Punchmarks on line.
 - In Dirt: 2" Iron Pipe with Tack and Tag and Number set in concrete inside of pipe.
 - Maximum 3.00 foot offsets.
 - d. For Centerline Ties (no numbers needed):
 - In A.C.: Punched spike.
 - In Concrete: Lead and Tack.
 - Minimum 4 ties per centerline monument.
- _____ 27. Verify survey information as indicated.
- _____ 28. Show City boundaries. (Verify proposed annexation prior to filing.)
- _____ 29. Submit copy of survey information as indicated on check print.
- _____ 30. Show adjoining streets with names and widths.

- ____ 31. Show bearings and distances on all lines (arrow when necessary), including block lines.
- ____ 32. Show curve data for street centerlines, street sidelines, and property line corner returns.
- ____ 33. The lots/traverses close within allowable limits of error. [SMMC 9.20.08.020]
- ____ 34. Show lot areas in square feet when lot is 0.75 acres or more.
- ____ 35. Verify centerline to sideline distance where noted on check print.
- ____ 36. The sum of the parts equals the total where noted on check print.
- ____ 37. Show Surveyor's or Engineer's Certificate; sign, stamp, LS or RCE No., expiration date of LS or RCE license.
- ____ 38. Title sheet indicates Owner's Certificate and dedications.
- ____ 39. Verify that offers in Owner's Certificate are either accepted or rejected in City Clerk's certificate and that easements are delineated on the map sheet.
- ____ 40. Show easements, old and new, affecting lots and tie to lot lines.
- ____ 41. Show condominium note, indicating common lots will provide access and utility easements.
- ____ 42. Show City Certificates.
- ____ 43. A clearance is needed from the City Treasurer of the City of Santa Monica.
- ____ 44. Need City Condominium Tax clearance by the City License Administrator.
- ____ 45. Corrections or additions completed as indicated in red on the checkprint(s).
- ____ 46. Verify Final Map conforms to the Tentative Map.