

Parcel/Final Map Submittal Requirements Checklist

SUR-001

Purpose: To provide general guidelines/minimum requirements for subdivision maps.

File Number

Assessor's Parcel Number(s)

- SUBMIT:
- Six (6) blueline or blackline copies of map (18" x 26"), stapled and folded. (Map distribution for first submittal is as follows: 2 - County Surveyor, 1 - Planner, 1 - Health, 1 - Drainage, and 1 - Addressing).
 - Supporting Data (e.g. Deeds, Maps, Unrecorded surveys, etc.) These documents will be returned.
 - Method and Reasoning statement.
 - Preliminary Title Report.
 - Lot Calculations.
 - Map Check Fee.
 - Approved Conditions (The Map cannot be prepared without the **approved** conditions).

Certificates And Acknowledgments

- Owner's statement (individual/ partnership/ corporate).
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- Trustee or beneficiary certificate and acknowledgment. (Note: Required on final maps; on parcel maps this is required if a dedication is a condition of approval).
- Engineer's or surveyor's statement and seal with expiration date.
- County Tax Collector's certificate.
- Owners of interest (easement) certificate (if applicable).
- County Clerk's certificate.
- County Surveyor's statement.
- County Recorder's certificate.
- Certificates of others accepting offers of dedication.
- Acceptance Certificate (Note: on parcel maps with R/W dedications).
- Acceptance Certificate (for easements dedicated to SCWA).

General Map Information

- One inch blank margin around the sheet edges.
- Key map (if more than two map sheets).
- Location map on first map sheet or key map, oriented the same as the parcel/ final map.
- Lots numbered sequentially, beginning with 1. If map is phased, each phase of the map shall show lots numbered sequentially, beginning with 1.
- Show adjoiner with name and Official Record number.
- Note: "All distances shown are in feet and decimals thereof."
- Note: "All ties shown hereon are perpendicular unless shown otherwise" (when applicable).
- Full lot shown on one sheet with bearings and distances on same sheet.
- Basis of Bearings: between two monuments of record, celestial observation, or Zone Two Coordinates.
- North arrow (oriented to the top of the page.)
- Scale (written and graphic). Scale shall be as shown on an engineering scale.
- Symbols and legend.
- Plot existing easements.
- Supplemental map sheet if needed.
- Soils report note on final map.
- Concrete monuments on final map.
- Benchmark on final map.

Title Block

- Title block in lower right corner if possible.
- Assessor's parcel number in lower right corner.
- Project name or parcel map number (to include letter code, PLP, MNS...).
- Tract number (final map).
- Owner's name and legal designation of property as recorded with record reference (acquisition deed number).
- Parcel location: Rancho or Township/ Range and Section or City.
- Number of lots.
- Number of common parcels.
- Date prepared.
- Sheet number and number of sheets.
- Tentative parcel/ final map file number in lower right corner.
- Map prepared by: _____

Sonoma County Permit and Resource Management Department

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