DPW COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS

FINAL MAP / PARCEL MAP INITIAL SUBMITTAL CHECKLIST

DATE _____ TM / TPM _____ EXPIRATION _____

LAND SURVEYOR/CIVIL ENGINEER _____ LICENSE NO. _____

MANDATORY SUBMITAL REQUIREMENTS

The map submittal may be rejected without the items in the checklist below being satisfied or shown on the map. The Land Surveyor or Civil Engineer must check off items in the private column and sign and stamp the checklist below.

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(PRIVATE)		(COUNTY)
☐	**ACCOUNT NOT IN DEFICIT**	☐
☐	**COPY OF FINANCIAL RESPONSIBLE FORM** (completed and signed by applicant/owner)	☐
☐	**COPY OF APPROVED TM RESOLUTION OF APPROVAL / TPM FINAL NOTICE OF APPROVAL**	☐
☐	**COPY OF APPROVED TENTATIVE MAP/PARCEL MAP** (copy approved and stamped by DPLU)	☐
☐	**COPY OF APPROVED OPEN SPACE EXHIBITS** (provide copy of DPLU dated and approved exhibits as identified in approved Resolution/Final Notice of Approval)	☐
☐	**PRELIMINARY TITLE REPORT (PTR)** (current within 6 months of map submittal)	☐
☐	**VESTING DEED** (ownership must match PTR)	☐
☐	**EASEMENT DEEDS** (provide all contained in the PTR)	☐
☐	**OWNERSHIP** (Map agrees with vesting deed and PTR)	☐
☐	**GENERAL MAP COMPLETENESS** (i.e. title sheet, certificates, statements, monuments described, basis of bearings, survey procedure complete, easements plotted, notes)	☐
☐	**REFERENCE MAPS** (any documents used to establish survey procedure. i.e. maps, surveys field notes, boundary adjustment plats, etc.)	☐
☐	**TWO BLUELINES** (signed by the surveyor/ engineer)	☐
☐	**MAP REVIEW DEPOSIT** (additional deposits may be required to complete your project)	☐
☐	**RECORDING FEE** ($10.00 for 1st sheet, $2.00 for each additional sheet) (Parcel Maps Only	☐
☐	**CALCULATIONS (TRAVERSE CLOSURES)** ☐ BOUNDARY ☐ GROSS / NET ☐ EASEMENT CALCS AND TIES ☐ C.C.S. / B.O.B. TIES	☐

ADDITIONAL SUBMITAL REQUIREMENTS

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☐	**CUTOFF DEEDS** (If required) and/or boundary adjustment plat	☐
☐	**SENIOR DEEDS** (if required) senior deeds may not be required if they are previously mapped lines by a record of survey, parcel map or subdivision map	☐
☐	**EASEMENT HARDCOPY PLOTS** (if required, provide if easements begin a considerable distance off-site or are difficult to follow)	☐
☐	**OWNERSHIP DOCUMENTATION** (required to determine signature authority)	☐
☐	**PARTNERSHIP (Limited)** (provide form LP-1 (Certificate of Limited Partnership) filed with the Secretary of the State of California)	☐
☐	**PARTNERSHIP (General)** (provide partnership papers and/or statement of partnership as recorded in the County of San Diego)	☐
☐	**CORPORATION** (provide copy of Articles or Sec of State filing identifying officers)	☐

☐ **LIMITED LIABILITY COMPANY** (provide form LLC-1 filed with the State of California and operating agreement and/or statement of information identifying members/managers ☐

Signature _____ Date _____
(Land Surveyor or Civil Engineer)

FOR STAFF USE ONLY

Received by _____ Date _____

Reviewed by _____ Date _____