



CITY OF LOMPOC
DEVELOPMENT ASSISTANCE
BROCHURE

E-90

**CHECKLISTS FOR COMPLETENESS OF SUBDIVISION MAPS
(PARCEL & FINAL MAPS)**

Since time is most often of the essence to the Applicant, and additional review time for the same development by the City results in less timely reviews for other projects, the Engineering Division has prepared this *Checklist For Completeness* (hereinafter referred to as *CFC*) to facilitate the preparation of Subdivision Maps (Parcel Maps & Final Maps) by the Applicant, and the subsequent review and approval of these Maps by the Engineering Division. This *CFC* is designed to be an aid in the preparation of all subdivision submittals, and each box indicates a separate item that must be provided for the subject Map.

The Engineering Division may use a modified form of the *CFC* to indicate where submittals are inadequate rather than providing detailed red-line comments on the plans and report by the red-line method.

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Title Sheet

- Tract number at lower right hand corner of sheet followed by the words: "consisting of _____ sheets lying within the City of Lompoc".
- General description of property by Book and Page.
- Prepared by registered qualified Civil Engineer or Licensed Land Surveyor. Civil Engineer must have R.C.E. No. 33965 or lower to prepare any Subdivision Map.
- Map shall be dated.
- Statements – See pages 5 through 8 for Final Map Statements
See pages 9 through 12 for Parcel Map Statements

Map Requirements

- Conforms to approved Tentative Map
- Material: polyester base film
- Size: 18" x 26"
- Margin: 1" on all sides
- Scale: Minimum of 1"=100'. Large enough to show all details clearly
- Distinctive Border Lines: Placed on outside of subdivision boundary
- North arrow point to top or to left edge of sheet
- Sheet _____ of _____ sheets indicated on each sheet
- Index Map - If more than two sheets are necessary for the map
- All existing and proposed streets named
- Border lines, centerlines and widths of all existing and proposed streets
- Lines of all adjoining properties
- Lines and widths of adjacent streets/alleys
- Lot lines and numbers for all lots. All lots are to be numbered consecutively throughout the subdivision, starting with "1" (one)
- All block numbers
- Enlarged details to be used where crowding of lines or numbers might cause misinterpretation. Scale required. If no scale, indicate "No Scale".
- All abbreviations and symbols defined
- All existing easements that are to remain upon recordation and which fall within lots are to be shown in broken lines, with names of vestee. Indicate use of easement. Indicate bearings, distances, width of easement and record reference
- All proposed easements and their purposes. Showing bearing, distances, and width on each side of centerline
- Distances (along lot lines) to be shown where easements cross all lot lines
- Delta, radius, arc length and radial bearings shown for all curves
- Tangent length shown on all centerline curves (not required for parts of centerline curves) and on property line curves on all corner lots
- All dimensions expressed in feet and hundredths of feet
- The area of each lot expressed in square feet. All lots over one acre expressed in both square feet and acres.
- Arrows used to show limits of bearings and distances whenever any chance of misinterpretation could exist
- Entire lot shown on one sheet and one sheet only
- Bearings and lengths shown on all lines
- Where there is a series of lots with equal depths, duplication of figures can be eliminated.
- Bearings, lengths, and curve data on entire perimeter of all blocks
- Bearings, lengths, and curve data on entire perimeter of distinctive border

- All lots, blocks and distinctive border to close to accuracy of one part in 20,000. **Point to point traverse calculations not accepted for evidence of closure.**
- Flooding, Boundaries of any areas in subdivision subject to inundation by water. Location, direction of flow, and dimension.
- City Boundaries, which adjoin the subdivision clearly designated and located in relation to adjacent lot or block lines
- No lot divided by a City Boundary line
- Access Restriction: The location of the relinquishment of vehicular or pedestrian access clearly shown by the use of connected black ink triangles and descriptive wording describing what access has been surrendered and to whom it has been surrendered

Surveys, Monuments and Survey Procedure

- Map based upon the control monuments as established by the City of Lompoc Coordinate Control System by Record Of Survey filed August 22, 2003, in Book 172, Pages 4 through 7, Santa Barbara County Records, as required by Chapter 24, Article 3, Section 2824 of the Lompoc City Code.
- At the time of making the survey for the final map or parcel map, unless the survey is not required pursuant to Section 66448, the engineer or survey shall set sufficient durable monuments to conform with the standards described in Section 8771 of the Business and Professions Code so that another engineer or surveyor may readily retrace the survey. Markers and monuments shall be set as follows:
 - Along exterior boundaries at all angle points, the beginning and ending of curves, and at intervals not in excess of 500 feet;
 - At least one exterior boundary line of the land being subdivided shall be adequately monumented or referenced before the map is recorded. SMA 66495
 - The intersections of the center lines of all streets and centers of all cul-de-sacs;
 - The intersections of the center lines of streets with exterior boundaries;
 - Angle points, centerline intersections, centers of cul-de-sacs, and the beginning and ending of all curves on the center lines of all streets shall be marked by permanent standard street survey monuments set in conformance with City Standard Dwg. No. 616.
 - At all lot corners unless otherwise approved by the City Engineer. In the case that front lot corners fall within five (5.00) feet of any B.C., E.C., or P.R.C., only the front lot corner shall be monumented.
 - Lead plugs & tags set in sidewalk / curb on the prolongation of front lot lines or radially where points fall on a curve (in addition to front lot corner monumentation). Distance of prolongation from nearest lot corner to the lead plug & tags to be shown on the map.
 - All lot corners marked by permanent monuments with tags not less substantial than galvanized iron pipe one-half inch in inside diameter by eighteen inches in length driven flush with the ground.
 - The types of markers, the sizes used at the above locations, and ties, where necessary, all clearly indicated on the final map.
 - All monuments set shall be permanently and visibly tagged with the certificate number preceded by the letters "L.S." or "R.C.E." as the case may be.
 - If the surveyor finds any shortage or excess on the ground between existing monuments, compared with original records, any division of the total shall bear its proportion of such excess or shortage.
 - A traverse of the boundaries of the tract and all lots and blocks shall close within a limit of error of 1-foot to each 10,000-feet of circumference.

FINAL MAP STATEMENTS

OWNER'S STATEMENT (on title sheet per SMA 66436)

I (We) the undersigned hereby state that I (We) am (are) the owner(s) of or have record title interest in the land included within the subdivision shown on the annexed map entitled Subdivision Number "LOM _____" consisting of _____ sheets and that I (We) am/are the only persons whose consent is necessary to pass clear title to said land. I (We) consent to the making and recordation of said map and subdivision as shown within the distinctive borderlines. *If there are dedications see below*

(private drainage, access & public utility easements) I (We) also hereby dedicate the easements shown hereon for the purposes set forth.

(public roadway in easement) I (We) also hereby dedicate as easements to the City of Lompoc, for public road and public utility purposes, road name(s) as shown hereon.

(Signature)
Owner/Beneficiary/Trustee

NOTARY (on title sheet)

STATE OF CALIFORNIA)
)SS
COUNTY OF SANTA BARBARA)

On this the _____ day of _____, 200____, before me, the undersigned, a Notary Public in and for said County and State, personally appeared _____

_____, personally known to me (or proven to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness My Hand:
(Notary Seal Not Required Per Government Code 66436(c))

Signature: _____
Name Printed: _____
My Commission Expires: _____
Principal office located in County of: _____

BENEFICIARY and/or TRUSTEE STATEMENT (on title sheet per SMA 66436(a)(2))

The signatures of the following beneficiaries/trustees under trust deeds have been omitted pursuant to Section 66436(a)(2) of the Government Code (State Subdivision Map Act)

Beneficiary/Trustee Name – Date – Book and Page – Instrument No., etc.

FINAL MAP STATEMENTS

Signature Omissions

MINERAL RIGHTS HOLDER'S STATEMENT (on title sheet per SMA 66436(a)(3)(C))

The signatures of the following mineral rights holders have been omitted pursuant to Section 66436(a)(3)(C) of the Government Code (State Subdivision Map Act).

Mineral Holders Name – Date – Book and Page – Instrument No., etc.

EASEMENT HOLDER'S STATEMENT (on title sheet per SMA 66436(a)(3)(A)(i))

The signatures of the following easement holders have been omitted pursuant to Section 66436(a)(3)(A)(i) of the Government Code (State Subdivision Map Act).

Easement Holders Name – Date – Book and Page – Instrument No., etc.

SURVEYOR'S/ENGINEER'S STATEMENT (on title sheet per SMA 66441)

This map was prepared by me or under my direction and (is based upon a field survey)(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 in Month, 20 . I hereby state that the Final Map substantially conforms to the approved or conditionally approved Tentative Map. (IF FIELD SURVEY PERFORMED) All monuments shown are of the character and (occupy the positions a indicated)(will be set in the positions indicated on or before _____, 20 , and that they are sufficient to enable this survey to be retraced.

(Signature)
Surveyor's Name Printed _____ Date _____
P.L.S. #####
License Expiration Date: 00/00/00 (Seal)

SOILS REPORT STATEMENT (on title sheet per Lompoc City Code Article 4, Section 2834 (C)(8))

A soils report for Subdivision No. _____ was prepared by me or under my direction and was filed with the City Month, 20 , Report No. _____, and is on file in the office of the City Engineer of the City of Lompoc.

(Signature)
Soil Engineer's Name Printed _____ Date _____
R.C.E. #####
License Expiration Date: 00/00/00 (Seal)

OR

CITY PLANNER'S STATEMENT (on title sheet per Lompoc City Code Article 4, Section 2834 (C)(6))

A soils report for Subdivision No. _____ was waived as a requirement of approval of this Final Map.

(Signature)
Arleen T. Pelster, AICP Date _____
Community Development Director

FINAL MAP STATEMENTS

CITY PLANNING COMMISSION'S STATEMENT *(on title sheet per Lompoc City Code Article 4, Section 2834 (C)(6))*

I hereby state that I have examined this Final Map and find it in substantial conformance with the Tentative Map approved by the City of Lompoc Planning Commission _____ (*Month*), 200____, by Resolution No. _____ and all conditions imposed thereon.

(Signature) _____ Date
Arleen T. Pelster, AICP
Community Development Director
Secretary of The Planning Commission

CITY ENGINEER'S STATEMENT *(on title sheet per Lompoc City Code Article 4, Section 2834 (C)(5)) (SMA 66442)*

I hereby state that I have examined this map, that the subdivision as shown is substantially the same it as it appeared on the Tentative Map, and any approved alterations thereof, that all provisions of Chapter 2 of the Subdivision Map Act and any local ordinances applicable at the time of approval of the Tentative Map have been complied with.

(Signature) _____ Date
Kevin P. McCune
R.C.E. No. 59572
License Expiration Date: 12/31/09 (Seal)
City Engineer

ABANDONMENT OF EASEMENT STATEMENT (Use Only If Public Easement Is To Be Abandoned)

Pursuant to Resolution No. 5544(09) adopted by the City Council of the City of Lompoc, I hereby certify that in accordance with Section 66434(g) of the Subdivision Map Act of the State of California, the filing of this map constitutes abandonment of **(that/those)** portion(s) of **(that/those)** public street(s) and/or public easement(s) not shown on this map, but identified as **(list the specific easement by identification letter/description/type of easement)**, and created by/on that document recorded at book _____, of Official Records, page _____, Santa Barbara County Records.

(Signature) _____ Date
Kevin P. McCune
R.C.E. No. 59572
License Expiration Date: 12/31/09 (Seal)
City Engineer

CITY SURVEY CONSULTANT STATEMENT *(per City Resolution No. 4481(95))*

I hereby state that I have examined this map, and that I am satisfied that the map is technically correct.

(Signature) _____ Date
Name: _____
RCE No.: _____
Expiration Date: _____ (Seal)

FINAL MAP STATEMENTS

CITY CLERK'S STATEMENT (on title sheet per Lompoc City Code Article 4, Section 2834 (C)(7))

I hereby state that the City Council of The City of Lompoc, by minute action on ___(Month)_, 200___ approved this Final Map and accepted, on behalf of the public, easement for ingress, egress, public utilities, and easements for public road and public utility purposes, over (road name(s)), and any real property offered for dedication for public use in conformity with the terms of the offer of dedication.

_____(Signature)_____
Donna Terrones, City Clerk

Date

COUNTY CLERK OF THE BOARD'S STATEMENT (on title sheet per Lompoc City Code Article 4, Section 2834 (C)(7))

I, Michael F. Brown, Clerk of the Board of Supervisors of Santa Barbara County, do hereby state that pursuant to Government Code Section 66464 (State Subdivision Map Act), that the certificates and deposits required under Government Code Section 66492 and Section 66493 (State Subdivision Map Act) on the property within this subdivision have been filed and made.

Michael F. Brown
Clerk of the Board of Supervisors
of Santa Barbara County
By: _____
Deputy

Date: _____

(Seal)

COUNTY RECORDER'S STATEMENT (on title sheet per SMA 66440)

Filed this _____ day of _____, 200___, at _____ in Book ___ of Maps, at Pages _____ at the request of _____ (Individual/Land Surveying Firm).

Fee: _____

Joseph E. Holland
County Clerk – Recorder – Assessor
By: _____
Deputy

PARCEL MAP STATEMENTS

OWNER'S STATEMENT *(on title sheet per SMA 66445(e))*

I (We) the undersigned hereby state that I (We) am (are) the owner(s) of or have record title interest in the land included within the subdivision shown on the annexed map entitled Subdivision Number "LOM _____" consisting of _____ sheets and that I (We) am/are the only persons whose consent is necessary to pass clear title to said land. I (We) consent to the making and recordation of said map and subdivision as shown within the distinctive borderlines. *If there are dedications see below*

(private drainage, access & public utility easements) I (We) also hereby dedicate the easements shown hereon for the purposes set forth.

(public roadway in easement) I (We) also hereby dedicate as easements to the City of Lompoc, for public road and public utility purposes, (road name(s)) as shown hereon.

(Signature)
Owner/Beneficiary/Trustee

NOTARY *(on title sheet)*

STATE OF CALIFORNIA)
)SS
COUNTY OF SANTA BARBARA)

On this the _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for said County and State, personally appeared _____ personally known to me (or proven to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness My Hand:
(Notary Seal Not Required Per Government Code 66445(e))

Signature: _____
Name Printed: _____
My Commission Expires: _____
Principal office located in County of: _____

BENEFICIARY and/or TRUSTEE STATEMENT (on title sheet per SMA 66445(e) When there are no dedications to the City

The signatures of the following beneficiaries/trustees under trust deeds have been omitted pursuant to Section 66445(e) of the Government Code (State Subdivision Map Act)

Beneficiary/Trustee Name – Date – Book and Page – Instrument No., etc.

NOTE THE FOLLOWING POLICY:

- 1) Where there are dedications, the beneficiary or trustee (but not both) is required to sign;
- 2) Where there are no dedications on the map and there is a trust deed, the beneficiary OR trustee MAY sign the map but if they elect not to sign it, sufficient evidence shall be submitted to the City to assure that the beneficiary or trustee consents to the filing of the Parcel Map. Sufficient evidence shall be in written form from the lender specifically stating consent to the new configuration of the proposed parcel map.

This policy is for Parcel Maps ONLY and is in conformance with the California Subdivision Map Act (Particularly sections 66445 & 66436) and will be used by City staff in review of Parcel Maps.

EASEMENT (on title sheet per SMA 66445(e))

The signatures of the following easement holders have been omitted pursuant to Section 66445(e) of the Government Code (State Subdivision Map Act).

Easement Holders Name – Date – Book and Page – Instrument Number, Etc.

LEASE (on title sheet per SMA 66445(e))

The signatures of the following leaseholders have been omitted pursuant to Section 66445(e) of the Government Code (State Subdivision Map Act).

Lease Holders Name - Date – Book and Page – Instrument Number, Etc.

MINERAL (on title sheet per SMA 66445(e))

The signatures of the following mineral holders have been omitted pursuant to Section 66436(a)(3)(C) of the Government Code (State Subdivision Map Act).

Mineral Holders Name - Date – Book and Page – Instrument Number, Etc.

ENGINEER'S (SURVEYORS) STATEMENT (on title sheet per SMA 66449)

This map was prepared by me or under my direction (and was compiled from record data) (and is based upon a field survey) in conformance with the requirements of the Subdivision Map Act and Local Ordinance at the request of _____ in _____, 200___. I hereby state that this Parcel Map substantially conforms to the approved or conditionally approved Tentative Map, if any. (if field survey performed) I also state that all monuments shown are of the character and occupy the positions indicated, and that said monuments are sufficient to enable this survey to be retraced.

(Signature)
Surveyor's Name Printed _____ Date _____
P.L.S. #####
License Expiration Date: _____ (Seal)

PARCEL MAP STATEMENTS

COUNTY RECORDER'S STATEMENT (on title sheet per SMA 66450)

Filed this _____ day of _____, 200 __, at _____ in Book _____ of Parcel Maps, at Pages _____, at the request of _____ (Individual/Land Surveying Firm) _____.

Fee: _____

Joseph E. Holland
County Clerk-Recorder

By: _____
Deputy

NOTE (on title sheet)

This map is subject to certain conditions and information included in a "NOTICE" and recorded concurrently as Instrument No. _____ O.R. (if applicable)

CITY PLANNING COMMISSION'S STATEMENT (per City Subdivision Ordinance 2849.B.5)

I hereby state that I have examined this map and find it in substantial conformance with the Tentative Map approved by the City of Lompoc Planning Commission on _____, 200 __, by Resolution No. _____ and all conditions imposed thereon.

Arleen T. Pelster, AICP
Date
Community Development Director
Secretary of The Planning Commission

CITY ENGINEER'S STATEMENT (per City Subdivision Ordinance 2849.B.4)

I hereby state that I have examined this map, that the subdivision as shown is substantially the same as it appeared on the Tentative Map, and any approved alterations thereof, that all provisions of Chapter 2 of the Subdivision Map Act and any local ordinances applicable at the time of approval of the Tentative Map have been complied with.

(Signature)
Kevin P. McCune
R.C.E. No. 59572
License Expiration Date: 12/31/09
City Engineer

Date
(Seal)

PARCEL MAP STATEMENTS

ABANDONMENT OF EASEMENT STATEMENT (Use Only If Public Easement Is To Be Abandoned)

Pursuant to Resolution No. 5544(09) adopted by the City Council of the City of Lompoc, I hereby certify that in accordance with Section 66445.(j) of the Subdivision Map Act of the State of California, the filing of this Parcel Map constitutes abandonment of **(that/those)** portion(s) of **(that/those)** public street(s) and/or public easement(s) not shown on this map, but identified as **(list the specific easement by identification letter/description/type of easement)**, and created by/on that document recorded at book _____, of Official Records, page _____, Santa Barbara County Records.

(Signature) _____ Date _____
Kevin P. McCune
R.C.E. No. 59572
License Expiration Date: 12/31/09 (Seal)
City Engineer

CITY SURVEY CONSULTANT STATEMENT (per City Resolution No. 4481(95))

I hereby state that I have examined this map, and that I am satisfied that the map is technically correct.

(Signature) _____ Date _____
Name: _____
RCE No.: _____
Expiration Date: _____ (Seal)

STATEMENT OF ACCEPTANCE

In accordance with Section 27281 of the Government Code, I certify that _____
_____ dedicated by this map
(is)(are) hereby accepted by the undersigned on behalf of the City of Lompoc pursuant to Resolution No. 5543(09) adopted by the City Council of said City.

(Signature) _____ Date _____
Kevin P. McCune
R.C.E. No. 59572
License Expiration Date: 12/31/09 (Seal)
City Engineer

PARCEL MAP STATEMENTS

CONSTRUCTION REQUIREMENTS STATEMENT *(on title sheet per SMA 66411.1)*

I certify that the following on-site and off-site improvements for the parcel or parcels being created by this map were required by the City of Lompoc and construction of these improvements shall be required prior to the issuance of a building permit or other grant of approval for the development of said parcel or parcels. The following listed improvements are all to be constructed in accordance with standard plans and designs, therefore, on file in the office of the City Engineer of the City of Lompoc:

(Signature) _____ Date _____
Kevin P. McCune
R.C.E. No. 59572
License Expiration Date: 12/31/09
City Engineer

-or-

I certify that those on-site and off-site improvements for the parcel or parcels being created by this map and listed on that instrument recorded in Book _____, Page _____, of the records of Santa Barbara County were required by the City of Lompoc and construction of said improvements was required before the issuance of a building permit or other grant of approval for the development of said parcel or parcels. Said improvements are all to be constructed in accordance with standard plans and designs, therefore, on file in the office of the City Engineer of the City of Lompoc.

(Signature) _____ Date _____
Kevin P. McCune
R.C.E. No. 59572
License Expiration Date: 12/31/09
City Engineer

COUNTY CLERK OF THE BOARD'S STATEMENT *(on title sheet **without** dedications per SMA 66440)*

I, Michael F. Brown, Clerk of the Board of Supervisors of Santa Barbara County, do hereby state that pursuant to Government Code Section 66464 (State Subdivision Map Act), that the certificates and deposits required under Government Code Section 66492 and Section 66493 (State Subdivision Map Act) on the property within this subdivision have been filed and made.

Michael F. Brown
Clerk of the Board of Supervisors
of Santa Barbara County

By: _____
Deputy

Date: _____

(Seal)