



# FINAL MAP PREPARATION GUIDE

## Parcel Map and Tract Map Processing

July, 2010

### **TENTATIVE MAPS:**

Tentative Maps – Tentative Tract and Parcel are received by the Planning Division of the Community Development Department. Please contact the Planning Department for submittal standards, requirements, and fees. You may also refer to Section 18.080 of the Riverside Municipal Code for additional specifics. The Planning Department can also explain the tentative map process in full. Briefly it follows the following sequence:

### **STAFF REVIEW / PLANNING COMMISSION / CITY COUNCIL**

Tentative Map submittals are routed to City Departments for review and comments. Staff adds conditions to the map that must be completed so the map can be adopted.

#### **1. Subdivision Committee**

These conditions are discussed with the applicant at the Subdivision Committee Meeting. The applicant will be contacted by the Planning Department with the meeting schedule. The applicant is encouraged to attend together with his/her engineer. Staff and the applicant will discuss staff conditions and attempt to clarify or resolve any disagreements.

#### **2. Planning Commission**

While some maps will be approved administratively, others will be scheduled for a Planning Commission hearing. The applicant or their representative should be present. Staff will present the map to the Planning Commission and the applicant can speak in favor of its approval, and/or object to certain conditions. The public can also comment in favor or oppose the development. Planning Commission will reject or adopt the proposed map with staff conditions, and/or with modified conditions and/or with additional conditions.

#### **3. City Council**

If the applicant objects to the conditions placed on the development they may appeal the conditions to the full City Council. Council will decide the final conditions.

#### **4. The Applicant Must Satisfy all Conditions.**

All conditions must be met prior to recordation of the Map. Public Works -Survey Section is the clearing house for all conditions. All the conditions placed by every City department must be met prior to the City Engineer signing and the map being released for recordation.

## FINAL MAP PREPARATION

### 1. Applicant Prepares Final Map

After the Surveyor/Engineer/Applicant receives Planning Commission/City Council approval and conditions the applicants Engineer/Surveyor revises or modifies the tentative map to comply with the conditions.

**All Final Maps must be prepared by a Licensed Surveyor or Registered Civil Engineer authorized to practice in the state of California.**

City approved certificates, monumentation requirements, and submittal requirements are available on the Survey and Land Records Web Page at:

<http://wam.riversideca.gov/PWSurvey/forms.asp>

In addition the web site provides free downloads of reference maps and documents that will be helpful in preparing the final map.

In general all Final Maps must be based upon a field survey done in conformance with the Land Surveyors Act. However, in conformance with the Subdivision Map Act a waiver can be made. A waiver of the field survey requirement must be must be approved in advance by the City Surveyor. The applicant and the applicant's engineer/surveyor should schedule a meeting with the City Surveyor to discuss obtaining a waiver.

### 2. Applicant Begins Process to Satisfy Conditions

The applicant should also begin the process of satisfying the conditions of the other departments and agencies. This is generally done by submitting the required documents, plans, fees, and reports. A contact for each department is provided in the final conditions. The applicant is encouraged to meet with each department to insure that their department's conditions are being satisfied.

**A Final Map cannot be recorded until all conditions are satisfied.**

### 3. The Applicants Engineer/Surveyor Submits First Check Print

The Surveyor/Engineer then submits the revised map to the Public Works Survey Section. Submittal requirements are found at:

<http://wam.riversideca.gov/PWSurvey/forms/MapCheckSubmittalList.pdf>

- a. The map must be submitted in the format specified by the Subdivision Map Act. Please see the format check list attached to this form.
- b. Staff will route the check prints to the following departments for review and approval. Each department will insure that the map properly reflects their departments approved conditions.

(2) Public Works Survey  
(1) Building Division

- (1) Public Utilities - Water
- (1) Public Utilities - Electric
- (1) Public Utilities - Water
- (1) Planning Department

## MAP CHECK

### 1. Survey Staff Final Map Check Process:

**Each map is placed in the check print drawer and is checked in order of submittal.**

#### a. Certificate and Signature Page(s)

Each certificate must comply with the approved City Certificates. Approved City of Riverside certificate samples are available online at:

<http://wam.riversideca.gov/PWSurvey/forms/CertificateList.pdf>

#### b. Boundary Page(s)

The boundary page will show the exterior boundary of the subdivision, found monuments, measured and record data, and reference maps that were used to establish the exterior boundary. The boundary must be established using acceptable survey and boundary retracement procedures. The map should be drawn and enough data shown so that it is clear what methodology was used to establish the exterior boundary. Failure to submit an adequately establish the boundary will prevent staff from moving onto the interior lot check. The measured boundary data will be compared with the submitted closure calculations.

#### c. Interior Lot Page(s)

The interior lots, street lots, and easements will be checked for closure accuracy, lot size, and conformance with dimensional standards of the City of Riverside. Lot sizes must comply with the zoning and approved modifications. Dimensional Standards for road widths, cul-de-sac design etc. must comply with the City of Riverside Standard Plans. Standard Plans are available on-line at:

<http://www.riversideca.gov/pworks/drawings.asp>

#### d. Monumentation

All lots, boundaries, and streets must be monumented in conformance with the City of Riverside Monumentation Policy. The policy is available on line at:

<http://wam.riversideca.gov/PWSurvey/forms/MonumentationPolicy.pdf>

The policy describes the type of monuments required, format for required tie sheets, and requirements for monument deferrals, required deferral deposits, and the process to obtain a refund of the monument deposit.

### 2. Separate Documents

Conditions that require a separately recorded document such as a Covenant and Agreement or C.C.& R will be prepared by the Engineer/Applicant and City Attorney Staff. In some cases PUE's

will be required by utilities. The description and plat for these will be prepared by the Engineer/Applicant based upon criteria provided by Utilities Staff. Survey Staff will prepare the document form for City easements and rights of ways.

- a. The engineer/applicant will submit the description and plat for review and make all necessary corrections.
- b. When the required documents are completed the Engineer/Applicant will have them Signed and notarized, and return them to Public Works to await concurrent recordation with the map.
- c. Staff will review the documents for signature and notarization.
- d. Staff will send the signed documents to Legal for approval as to form.
- e. Staff will tab those locations with-in the documents that require recording information to be inserted.

### 3. Transmittal of Checked Prints

Upon completion of the 1st map check staff will determine if a second check is necessary or if the original mylar should be submitted. If a second check is necessary, staff will return the map to the engineer/surveyor with a check letter and redlined map prints noting the necessary corrections.

All corrections must be addressed. **Failure to address all corrections will result in the map being returned unchecked. Staff does not perform a cursory review at submittal so a map where all the corrections have not been addressed and is returned un-checked will have waited for its normal check cycle. This will result in unnecessary delays.**

### 2ND CHECK ETC.

1. When the map is returned for each subsequent check it will be placed in the check print drawer. Each map is checked in order of submittal. Each subsequent submittal must be accompanied by the last check print and all required documents and/or revised closure calculations.
2. The Map is reviewed to determine if the comments and questions, and corrections from the previous submittal have been addressed. If they have, each correction is then looked at in detail. Occasionally corrections made may raise other issues. These are addressed and a new check letter is prepared.

### ORIGINAL MYLAR / LINEN CHECK

1. When staff is satisfied that the map is technically correct final mylars will be requested. The check letter will provide detailed instructions on how this is to be done. Please read it completely. Failure to do so will result in your maps adoption and recordation being delayed.

2. Staff will arrange a meeting for the mylar submittal and will review the original mylar for compliance with any corrections noted on the last check print and signature requirements.
3. Staff will also provide a tentative date the map will be adopted by the City Council. A final adoption date will be mailed to all interested parties prior to the Council Date.

## **RECORDING INSTRUCTIONS**

1. Staff will contact the Title Company and inform them of the date and place they can pick up the adopted and signed final map mylars. The Title Co. can then present them to the County Recorder for recordation.
2. A letter detailing the recording instructions will accompany the map.
3. The Title Company must record the map and return the City Copy. Staff will not permit further parcel development until the City Copy is returned.