



City of
Chino Hills

FINAL MAP SUBMITTAL APPLICATION

(This application must be provided at time of plan submittal)

Project Name:	_____		
Project Description:	_____		
Project Location:	_____		
Tract Map No.:	_____	Parcel Map No.:	_____
Developer:	_____		
Contact Name:	_____	Phone & Fax:	_____
Street Address:	_____		
City:	_____	State:	_____
	_____	Zip:	_____
Engineer:	_____		
Contact Name:	_____	Phone & Fax:	_____
Street Address:	_____		
City:	_____	State:	_____
	_____	Zip:	_____
<i>For City Staff Only</i>			
Application Date:	_____	Received By:	_____
TDA Number: (Trust Deposit Account)	_____	Fee Collected:	_____

First Submittal Requirements:

- Plan Check Review Fee
 - ◆ Parcel Map - Initial Deposit of \$2,800.00 + \$64/Lot
 - ◆ Tract Map - Initial Deposit of \$3,350 + \$64/Lot
- Three (3) Sets - Final Tract or Parcel Map
- Two (2) Sets - Composite Development Plan
- One (1) Set - Preliminary Title Report (current within 60 days)
- One (1) Set - Closure Calculations
- One (1) Set - Copies of all reference maps, deeds or easements relative to final map

Plan Review Checklist

Title Sheet:

- Map sheets shall be prepared with ink on 18"x26", 4-mil Mylar sheet. All inking shall be on front of sheet (no reverse read Mylars).
- All sheets shall have a 1-inch border.
- Tract or Parcel Map number.
- Legal description consistent with title report.
- "Sheet No. ___ of ___ Sheets" in upper right corner.
- Number of lots, gross area and net area in upper left corner.
- Name of company, person and registration number of preparer.
- Owners statement per Section 66436 and 66439 of the Subdivision Map Act and Preliminary Title Report.
- Notary acknowledgement for all signatures of record title interest holders (including trust deeds).
- Engineer's or Surveyor's statement per Section 66441 of the Subdivision Map Act.
- City Engineer's and City Surveyor's Certificate per Section 66442 of the Subdivision Map Act.
- City Acceptance Certificates.
- Auditor's Certificate.
- Board of Supervisor's Certificate.
- Signature Omissions per Section 66436 of the Subdivision Map Act and Preliminary Title Report.
- County Recorders Certificate in lower right-hand corner.

Map Sheet(s):

- North arrow. (up or to the right preferred)
- Scale indicated on each sheet. Preferred scales: 1"=20' thru 1"=60'.
- Index map shall be provided for multiple sheet maps.
- Basis of bearing.
- Existing and proposed monuments shall be per City standards.
- Each lot shall be identified with a number or letter as appropriate along with the square footage of each lot.
- Existing and proposed right-of-way shall be shown, labeled and dimensioned.
- Existing and proposed street names shall be shown.
- All dedications shall be shown, labeled and dimensioned.
- All existing and proposed easements shall be shown, labeled and dimensioned.
- Check improvement plans for easements required for proposed improvements.
- Label and dimension any non-vehicular access easements.
- For multiple sheet maps, no lot shall be split between sheets.
- Blue border shall be shall as a heavy solid line.

- ❑ Show in dashed or phantom line all surrounding tracts including tract number, map book and page number, lot lines, lot numbers, and property line distances.
- ❑ Bearing and distance shall be given for all lines except for portions where an overall bearing and distance is shown.
- ❑ Partial distances shall add up to total overall distance.
- ❑ Curve data (radius, delta, length and tangent) shall be given for each curve and portion thereof. Data may be placed on the curve or in table format.
- ❑ Distances shall be provided for BCR's and ECR's perpendicular to centerline at all intersections.
- ❑ Verify that monuments found coincide with those shown on surround recorded maps.
- ❑ Character of all "found," "not found" or "to be set" shall be noted on the map.
- ❑ Record data shall be shown anywhere available to justify boundary. Record course and distance shall be shown in parenthesis, brackets, etc. and identified in the legend with record map book and page.