



CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030
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URBAN LOT SPLIT (SB9) PARCEL MAP SUBMITTAL CHECKLIST

MAP SUBMITTAL PACKAGE:

- | <u>Yes</u> | <u>No</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electronic file (PDF) of Urban Lot Split Parcel Map |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electronic file (PDF) of current title report (dated within the last 90 days) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electronic file (PDF) of closure calculations (signed and sealed by a LLS or RCE) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electronic file (PDF) of all easements, deeds, and maps listed on the title report |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electronic file (PDF) of any other maps and deeds used to prepare the map |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A completed Urban Lot Split Parcel Map Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Payment for Map Review Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utility company letters (include PG&E, AT&T, Comcast, SJWC, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans indicating existing site, utility and building layout conditions prepared by licensed surveyor |

MAP REVIEW:

Formatting requirements

- | <u>Yes</u> | <u>No</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map sheets 18" X 26" with 1" border from edge (note: electronic file) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map includes a scale |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map includes a complete standard Legend (include all found and set pipes and monument) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map Statements formatted correctly (include Owner's Statement adjacent to left margin, Engineers' Statements and Recorder's Certificates adjacent to right margin) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title block must be at the top of the page either centered or at upper right of each sheet and numbered one of three, etc. with description of property such as "BEING A PORTION OF THE ... ETC." |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date of Map (month and year) shown |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map includes a north arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All standard notes as required, including area within distinctive border |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Index map, if multiple sheets |

- Signatures in opaque black ink
- Minimum 1/8" lettering and symbol size used for legibility
- Owner's Statement includes all public and private easements required and shown on map
- Owner name printed below signature line in Owner's Statement
- Company name printed on signature line (if corporation or partnership include company name above signature line with space for signature and name and title below line.)
- Trustee or Beneficiary signature(s) on map
- Notary Certificate(s) complete and correct (notary certificate filled out for each signatory with current license and no stamp)
- Engineer's/Surveyor's Statement correct
- Map signed and stamped by RCE/LLS
- City Engineer's Statement correct
- City Engineer's Statement includes vacation clause if required
- City Surveyor's Statement correct
- County Recorder's Certificate correct
- Soils/Geotechnical Statement shown

Technical Requirements

Yes No N/A

- Map conforms to California Senate Bill No. 9 and City Code
- Distinctive Border Line shown (Distinctive Border Line around property to be subdivided; easements dedicated by this map to be within the distinctive border line.)
- Basis of Bearing indicated (Basis of Bearing must be between two found monuments of record and include distance and bearing. Provide ties to boundary with bearing and distance.)
- Lots designated by numbers or letters. Each lot/parcel must be shown completely on one sheet
- Adjoining property owners' names shown for unsubdivided property, or record map reference with lot or parcel number and book and page
- Map references shown
- All existing and proposed public easements shown (all of which shall be adequately dimensioned with widths, lengths, bearings, and ties to the easements.)
- All existing and proposed private easements shown (all of which shall be adequately dimensioned with widths, lengths, bearings, and ties to the easements.)
- All streets shown and ROW dimensioned
- All streets (public, private) named

- Curve data (Delta, Radius & Length) for all curves
- All bearings, distances & curve information shown to nearest 0.01 feet and nearest second
- Radial bearings for all non-tangent curves
- Parcel tie to next sheet
- Monumentation for boundary corners, street intersections, and at the beginning and ending of curves complies with City Code Section 13.02.020
- Private streets shown and labeled as "Private Street"
- Private street monumentation shown
- Existing/ found monuments verified by Record Maps
- Witness monuments shown
- Map agrees with Record Data. Provide copies of record maps or records of survey.
- Record and measured data shown and differentiated (non-measured record lines parenthesized .)
- Closure calculations correct to 1 part in 20,000. The sum of interior distances and curve data equal total. All areas computed accurately.
- Closure calculations indicate area (survey closure calculations must include gross area within Distinctive Border line, individual lot areas.)
- Property borders County or another City (if the property is next to city boundary with county or other city, show and label it.)

Urban Lot Split Subdivision Standards

Yes No N/A

- The parcel map to subdivide an existing parcel shall create no more than two new parcels.
- Each new parcel shall be approximately equal in lot area provided that one parcel shall not be smaller than 40 percent of the lot area of the original parcel proposed for subdivision. In no event shall a new parcel be less than 1,200 square feet in lot area.
- New parcel lines that abut a street shall maintain right angles to streets or radial to the centerline of curved streets, or be parallel to existing parcel lines.
- Each new parcel shall have access to or adjoin the public right-of-way, sufficient to allow development on the parcel to comply with any property access requirements under the California Fire Code section 503 and Title 14, California Code Regulations section 1273.00 et seq.
- Signed affidavit attesting that the applicant intends to occupy one of the newly created parcels as their principal residence for a minimum of three years from the date of the approval of the urban lot split or Certificate of Occupancy, whichever is later.