

**CITY OF NAPA
PUBLIC WORKS DEPARTMENT
1600 First St., P.O. Box 660
Napa, CA 94559-0660**

Engineering Division
Phone: (707) 257-9520

Planning Division
Phone: (707) 257-9530

Building Division
Phone: (707) 257-9540
Inspections: (707) 257-1063

Facsimile: (707) 257-9522

Napa Fire Department
Fire Prevention Division
Phone: (707) 257-9590

ENGINEERING DIVISION - SUBDIVISION MAP CHECKLIST

PLEASE TYPE OR PRINT:

PROJECT ADDRESS	APN(S)		
PROJECT NAME	CITY OF NAPA PROJECT NUMBER		
APPLICANT/AGENT	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP
PROPERTY OWNER (IF OTHER THAN APPLICANT)	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP
ENGINEER/SURVEYOR	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP

1. CERTIFICATES AND ACKNOWLEDGMENTS

Required on the First Sheet or Sheets:

- 1 Owner's certificate (individual/partnership/corporate)
- 2 Owner's acknowledgment (individual/partnership/corporate)
- 3 Trustee or beneficiary (if such exists) certificate and acknowledgment. (Note: On parcel maps these items are only required in the event of a dedication being required as a condition of subdivision approval.)
- 4 Engineer's or surveyor's certificate and seal
- 5 Owner(s) of Interest certificate (if applicable)
- 6 City Surveyor's certificate (including acceptance of dedications if Parcel Map)
- 7 City Auditor's certificate
- 8 City Clerk's certificate
- 9 County Tax Collector's certificate
- 10 County Clerk's certificate
- 11 County Recorder's certificate
- 12 Certificates of other agencies accepting offers of dedication.

Note: All certificates will be in accordance with State law.

2. TITLE BLOCK

Required on All Sheets:

- 13 Title block located in lower right hand corner of drawing
- 14 Assessor's parcel number(s)
- 15 Name of project and parcel map number
- 16 Total number of lots
- 17 Total number of common parcels (if applicable)
- 18 Total project acreage (to the nearest 0.01 acre)

2. TITLE BLOCK (CONTINUED)

- 19 Date prepared
- 20 Sheet number and number of sheets (if more than one sheet is required)
- 21 Name of party (company) responsible for preparing the map, with address and phone number.

Required on the First Sheet only:

- 22 Name and legal description of property as recorded with record reference (acquisition deed number)

3. GENERAL INFORMATION *Required on All Sheets:*

- 23 Sheet size 18" x 26" (outside dimensions)
- 24 1" blank margin all around the edge of the sheet

Required on Specific Sheets:

- 25 Key map (if more than two map sheets are required)
- 26 In substantial compliance with the tentative map and conditions of approval

4. MAP REQUIREMENTS

General Requirements (Required on All Map Sheets)

- 27 North arrow (to be upward-facing, if practical)
- 28 Scale (written and graphic)
- 29 Symbols legend
- 30 Basis of bearings (bolded)
- 31 The exterior boundary of the subdivision designated by a distinctive border
- 32 Reference to adjoining tracts or lots (record data)
- 33 Reference to adjoining map sheets (if more than one map sheet is required)

All forms and handouts are available on www.cityofnapa.org

4. MAP REQUIREMENTS (CONTINUED)

- 34 Reference to adjoining railroads and highways
- 35 Existing easements (on-site and off-site)
 - a. Locations and dimensions
 - b. Noted with deed reference
 - c. Purpose and nature (public or private)
 - d. Vehicular access restriction notation (if applicable)
- 36 Proposed easements:
 - a. Locations and dimensions
 - b. Purpose and nature (public or private)
 - c. Vehicular access restriction notation (if applicable)
- 37 Each lot shown entirely on one sheet
- 38 All dimensions in feet to hundredths
- 39 Pertinent record data shown in parenthesis or per legend designation (next to measured data)
- 40 Existing monuments shown along with relevant information (found, set, retagged, or removed)
- 41 Monuments to be set shown and labeled with relevant information (size, location, type, and tag)
- 42 Reference to additional map sheet(s)

Street Requirements:

- 43 Approved names (new street names require approval of the Fire Department and USPS)
- 44 Existing and proposed street widths
- 45 Distance from centerline to edge of right-of-way
- 46 Centerline monuments
- 47 Distance between centerline monument
- 48 Centerline bearing
- 49 Centerline curve data (delta, radius, and length)
- 50 Right-of-way curve data (delta, radius, and length)
- 51 Private streets designated as such

4. MAP REQUIREMENTS (CONTINUED)

Lot Requirements:

- 52 Lots numbered (beginning with number one and continuing consecutively without duplication or omission. No circles or other figures will be placed around lot numbers except for the last number where such placement will be optional.)
- 53 Lot line dimensions
- 54 Lot line bearings
- 55 Lot line curve data (delta, radius, and length)
- 56 Net acreage to the nearest 0.01 acre (for lots over one acre in size)
- 57 Survey tie to boundary (for planned unit developments or condominium "footprints")

"Designated Remainder" and "Remaining Lands":

- 58 "Designated remainder" (Government Code Sections 6642.6 and 6643(d) will be treated as follows:
 - a. If greater than or equal to five acres in size, shown by deed reference
 - b. If less than five acres in size, shown as a part of the survey
- 59 "Remaining lands" (future phases) labeled with a document number, and if less than five acres in size, shown as part of the survey

Miscellaneous Information

- 60 Seismic setback lines (if applicable)
- 61 Project-specific notes (information concerning enhancements or restrictions that were made a condition of tentative map approval and that are unique to the project)

DATE CHECKLIST RECEIVED	CHECKLIST RECEIVED BY	ENGINEERING MAP FEES:
I HAVE READ THE FOREGOING AND HAVE SUPPLIED ALL THE INFORMATION REQUESTED (OR HAVE PROVIDED A WRITTEN EXPLANATION THAT ACCOMPANIES THIS CHECKLIST AND EXPLAINS ANY OMISSIONS).		
_____ SIGNATURE OF PROJECT ENGINEER/SURVEYOR		_____ DATE