



TRACT & PARCEL MAP SUBMISSION REQUIREMENTS

CITY OF MONTCLAIR - ENGINEERING DIVISION

City of Montclair 5111 Benito Street, Montclair, CA 91763 Tel: (909) 625-9440 Fax: (909) 621-1584

The following is required for submission of Tract Maps or Parcel Maps for Plan Check:

FIRST CHECK

Plan Check fees

- 2 sets TRACT MAP/PARCEL MAP (blue/blackline prints).
- 1 copy TITLE REPORT (prepared within last 90 days).
- 1 set RECORD DOCUMENTS referred to in title report.
- 1 set RECORD MAPS used as references on the new map.
- 1 copy APPROVED TENTATIVE MAP.
- 1 copy FINAL APPROVED CONDITIONS OF APPROVAL
- 2 sets LOT & BOUNDARY TRAVERSES

RECHECKS

The last set of the plan checker's redline prints of the map, the plan check report, one set of revised prints, and any other requested information shall be submitted for subsequent plan checks.

FINAL REVIEW AND APPROVAL

When map checking is completed, the following is required for processing through City Council.

City Council meets the first and third Mondays of each month, except on holidays in which case the meeting is generally the following Tuesday. The following items must be submitted (in final form) before noon on two Thursdays preceding the Council meeting.

1. The original of the map complete with all non-government agency signatures.
2. Subdivision agreements, if applicable, shall be completed on the City of Montclair forms, with all signatures.
3. Subdivision bonds shall be submitted. The form provided by the bonding company is acceptable.
4. All other documents required by the conditions of approval that must record with the final map (i.e. Landscape Maintenance Agreements, CC & R's, Reciprocal Parking agreements, Water Quality Management Plan, etc.).
5. All outstanding fees must be paid in full.

CITY OF MONTCLAIR
PUBLIC WORKS DEPARTMENT
Tract Maps and Parcel Maps Requirements

I. AUTHORITY

1. Subdivision Map Act
2. Land Surveyors Act
3. City Standards and Ordinance

II. CERTIFICATES

1. Acknowledgment
2. Acceptance
3. Auditor
4. Board of Supervisors
5. City Engineer
6. Owner
7. Records Square 3¼ x 3¼ inches
8. Signature Omissions
9. Surveyor or Engineer

III. MAP NOTES

Basis of Bearing:

Symbols and Abbreviations:

1. Closed circles or squares for found monuments
2. Open circles or squares for set monuments must include type, size, length, R.C.E. or L.S. number
3. Define abbreviations

Surveyors Notes:

1. Where block walls may be installed at property lines, call out monumentation note to reflect both types (i.e., "all rear lot corners to be set with 1" iron pipe, 18" long, tagged LS _____, Flush. In the event the position of the rear lot corner falls on the wall, a lead and LS_____ tag will be set on the face of the block wall to indicate the direction of the side lot lines).
2. Curb monumentation note: Set nail and tag LS_____ in the top of the curb at the prolongation of side lot lines for front corners.

IV. MAP BODY

1. Map Size, 18" x 26", with 1" blank border on all sides
2. Map orientation, title and map body to read from bottom or right side of sheet when north arrow points away from reader
3. Map Subtitle Description
4. North Arrow and Scale
5. Sheets Numbered
6. Current Title Report

7. Legibility of Map Data
8. City and/or County boundaries shown
9. Conform to approved tentative map and conditions of approval
10. Dedications shown and labeled
11. Offers of dedications made in Owner's statement
12. Offers of dedications accepted under City Council certificate
13. Delineate boundary of original parcel with a line three (3) times wider than all other lines
14. Delineate easements of record
15. Lot and parcel numbering
16. Dedications of non-access or non-vehicular access
17. Public Utility Easements and/or Private Road Easement
18. Recording Information
19. Reference to adjacent maps of record, shown with dashed lines and recording data
20. Remainder Parcel, if applicable
21. Reserve Parcel, if applicable
22. Show adjacent streets
23. Street names and widths to City Standards

V. FINAL SUBDIVISION MAP CHECK

1. Cash Staking Deposit for Deferred Monumentation \$_____.
2. Tie Sheets
3. Control boundary monuments shall be set and are subject to inspection prior to recordation of final maps. All monuments to be set prior to recordation of Parcel Maps.

**FINAL MAP CERTIFICATES
ACCEPTANCE CERTIFICATES**

CITY COUNCIL CERTIFICATION

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF MONTCLAIR BY A MOTION DULY SECONDED AND PASSED, APPROVED THE ATTACHED MAP ON THE _____ DAY OF _____, 200_, AND ACCEPTED FOR PUBLIC USE THE PUBLIC UTILITY EASEMENT(S) (if applicable) AND THE ADDITIONAL DEDICATION(S) FOR (list streets, easements, and other rights-of-way, as applicable).

YVONNE SMITH, DEPUTY CITY CLERK
OF THE CITY OF MONTCLAIR, CALIFORNIA

DATED

PLANNING COMMISSION CERTIFICATION

I DO HEREBY CERTIFY THAT THE SUBDIVISION SHOWN ON THE ANNEXED MAP IS IN ACCORDANCE WITH THE TENTATIVE MAP APPROVED AT A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MONTCLAIR, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, HELD ON THE _____ DAY OF _____, 200_. [Fill in dates in areas indicated.]

SECRETARY OF THE PLANNING COMMISSION
CITY OF MONTCLAIR, CALIFORNIA

DATED

CITY ENGINEER'S CERTIFICATION

I HEREBY CERTIFY THAT I HAVE EXAMINED THE ANNEXED MAP AND THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND SUBDIVISION ORDINANCES OF THE CITY OF MONTCLAIR APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

MICHAEL C. HUDSON, CITY ENGINEER
CITY OF MONTCLAIR, CALIFORNIA
RCE 27955
EXPIRES 3-31-14

DATED