GUIDE FOR THE PREPARATION OF

FINAL MAPS AND PARCEL MAPS

CITY OF PALMDALE

May 2021

ACKNOWLEDGED BY:

GUILLERMO I. PADILLA, CITY ENGINEER

DATE

THIS SET OF GUIDELINES SUPERCEDES ANY PRIOR SET OF GUIDELINES AND IS SUBJECT TO FUTURE CHANGES IMPLEMENTED BY THE CITY ENGINEER.
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CHAPTER 1—GENERAL

PURPOSE:

The purpose of this manual is to assist the surveyor/engineer in processing a Final Subdivision Map through the City of Palmdale Department of Public Works'. The general practices, policies, and procedures stated in this manual apply to all subdivision maps processed by Department of Public Works in the City of Palmdale.

These standards have been practiced by the City of Palmdale and are consistent with many of the standards used by the City of Palmdale. Sections of this manual are directly attributable to the manual developed by the City of Palmdale, “Guidelines For the Preparation of Tract Maps and Parcel Maps, November 2013, and have been updated in part to provide for changes to City of Palmdale practices and changes to the State of California Subdivision map Act.

STATUTES AND REQUIREMENTS:

All maps submitted for recording shall conform to all of the following applicable statutes and requirements:

- Subdivision Map Act (Government Code §§ 66410-66499.58);
- Professional Land Surveyors' Act (Business and Professions Code §§ 8700-8805);
- Professional Engineers' Act (Business and Professions Code §§ 6700-6799);
- Rules of the Board for Professional Engineers and Land Surveyors (California Code of Regulations Title 16, Division 5 §§ 400-476)
- City of Palmdale Municipal Code (Title 16–Subdivisions)
CHAPTER 2–DRAFTING STANDARDS

Code References:
Subdivision Map Act Sections 66433 and 66444
City of Palmdale Title 16

The following drafting standards apply to all subdivision maps processed by the City of Palmdale.

2.1 Format

The map shall be legibly drawn, printed, or reproduced in black on polyester base film by a process guaranteeing a permanent record.

The size of each sheet shall be 18 by 26 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch.

The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end.

2.2 Layout

Each sheet of a final map or parcel map, excepting the title sheet or sheets thereof, shall bear the main title of the map, the scale of the map, a north arrow, and sheet number, together with a designation of the relation (if any) between each sheet and each other sheet thereof.

Main title of the map shall be placed at the top center of the sheet(s).

Scale shall be shown at the upper left corner of the map sheet(s).

North arrow shall be located near the top left corner of the map sheet and oriented in such a way that it points up, to the left, or anywhere in between.

Sheet numbering (e.g., Sheet 1 of 2 sheets) is to be located at the upper right corner of the sheet.

Legend for the distinctive border shall be placed near the top right corner of the map sheet.
2.3 Lettering

Lettering for labels, notes, bearings, and dimensions on the map shall be solid upper case and shall have a minimum height of 1/8" and shall have a minimum line weight of “0” (Leroy pen). Shadow, ghost, or outline fonts are not allowed.

Lettering should read from left to right or from bottom to top.

2.4 Blocks

Except where necessitated by a scale sufficiently large to show all details clearly, no block shall be divided between two or more sheets.

Each block may be numbered or lettered.

2.5 Lots/Parcels

Each lot shall be shown entirely on one sheet.

Final tract and parcel maps shall be numbered or lettered.

Final tract and parcel maps are to show area designations upon each lot/parcel to the nearest square foot if the lot area is less than three acres. For lots/parcels with an area of three acres or more, the designation shall be shown to the nearest one-hundredth (1/100) of an acre.

2.6 Bearings and Length of Lines

All street centerlines, subdivision boundary lines, lot lines, and block lines must be dimensioned. However, either the bearing or distance may be omitted from each interior parallel lot line in a series of lots having the same dimensions. Ditto marks shall not be used for dimensioning.

The centerline of each highway, street, or way shall be shown. The total width thereof, the width of each side of the centerline, and the width of any portion to be dedicated. On each such centerline shall be shown the bearing and length of each tangent and radius, central angle, and length of each curve.

The width of each railroad right-of-way, flood control, or drainage easement and each other easement shall be shown. The width of easements or the lengths and bearings of the lines thereof and sufficient ties thereto to definitely locate such easements with respect to a division of land shall be shown.

Bearings and distances on the sidelines of lots, which are cut by easements, shall be arrowed or so shown as to indicate clearly the actual length of each lot line.
Dimensions on off-site access are required only adjacent to or on the last course coming into the subdivision boundary. The remainder of off-site access need not be dimensioned or established. A pictorial representation, not necessarily to scale, with reference is all that is needed. However, proof of the access is still needed.

Bearing and distance need not be shown if note at the found monument indicates it was used for control of line or direction only. See example below:

![Diagram](image)

FD, C.S. MON. PER CSB 100-1.
USED FOR LINE ONLY.

2.7 Curve Data

The length, radius, tangent, and total central angle shall be shown for all street centerlines.

The length, radius, and total central angle or bearings of terminal radii of each curve and the bearing of each radial line to each lot corner on each curve, or the central angle of each segment within each lot, shall be shown thereon.

The data may be placed along the curve, in a list shown close to the curve or in a curve data table.

Curve data tables should only be used for clarity and to avoid cluttering, if utilized. The curve data table shall be located on the same sheet with which the table is associated.

2.8 Monuments

Monuments found, "set," or "to be set" on the map sheet may be represented by a symbol and/or their location may be indicated by a lead-in line.
2.9 Details

Details must be used to clarify congested and tight areas of the map. If more than one is used, each detail shall be identified using a different and consecutive letter.

Details must not be shown inside a lot or within the subdivision boundary, if possible, details should be shown on the same sheet as the area detailed and oriented in the same position as the map, otherwise note the sheet number in the detail call-out and include the north arrow in the detail.

Lot or parcel numbers should not be repeated in a detail unless accompanied by the wording "Detail of Lot/Parcel ____." Details shall show the street name if applicable and appropriate survey data.

Details may be drawn to scale or out of scale with the corresponding scale, or the wording "not to scale," noted under the detail title.

Details, including title and labels, must be enclosed with a heavy dash line.

If the detail shows a part of the subdivision boundary, that part must be shown with a distinctive border.

2.10 Distinctive Border

The exterior boundary of the land included within the subdivision shall be indicated by distinctive symbols and clearly so designated.

The word "Legend" is to be type written in bold lettering with the distinctive border symbol underneath along with the description "Indicates the boundary of the land being subdivided by this map."

2.11 City Boundary Line

The city boundary line symbol is a heavy line separated by two short dashed lines. The city boundary line is required to be shown if less than 1 lot width away, adjacent to, on centerline, or on opposite sideline adjacent to the map, such line shall be clearly designated and tied in.

When the city boundary line occupies the same location of a tract, lot, parcel, or right-of-way line, only the city boundary line shall be delineated with appropriate label describing the subdivision and adjacent land.

2.12 Easement Right of Way, Flood Hazard Areas and Geological Hazard Areas

Easement right of way, flood hazard areas, and geological hazard areas shall be shown with a fine dashed line.
Each easement shall be clearly labeled and identified, and if of record, the record reference shall be shown thereon.

If any portion of a lot or parcel of a division of land is subject to flood hazard, inundation or geological hazard, such fact and portion shall be clearly shown on the final map or parcel map by a prominent note on each sheet of such map wherein any such portion is shown. A dedication of building restriction rights over the flood hazard, inundation, or geological hazard area may be required.

The lengths and bearings of the lines thereof and sufficient ties thereto to definitely locate such easements and flood and geological hazard areas with respect to a division of land shall be shown on the final map or parcel map.

2.13 Highway and Street Names

Highway and street names are to be spelled out in full. Abbreviations are not allowed.

The name of each newly dedicated portion of any highway shall be shown in or arrowed to such newly dedicated portion.

2.14 Line Weights and Symbols

<table>
<thead>
<tr>
<th>ILLUSTRATION</th>
<th>PENSIZE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>Sheet Marginal Line</td>
</tr>
<tr>
<td>- - - - - -</td>
<td>3</td>
<td>Distinctive Border</td>
</tr>
<tr>
<td>- - - - - -</td>
<td>2</td>
<td>Street Right of Way Fronting PIQ and When Both Sidelines are Delineated</td>
</tr>
<tr>
<td>- - - - - -</td>
<td>0</td>
<td>Street Right of Way</td>
</tr>
<tr>
<td>- - - - - -</td>
<td>0</td>
<td>Center line</td>
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<td>3</td>
<td>City Boundary Line</td>
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<tr>
<td>- - - - - -</td>
<td>0</td>
<td>Lot Line, Parcel Line (new)</td>
</tr>
<tr>
<td>- - - - - -</td>
<td>0</td>
<td>Lot Line, Parcel Line (existing)</td>
</tr>
<tr>
<td>- - - - - -</td>
<td>0</td>
<td>Deed Line, Easement Right of Way, Flood Hazard Area, Geological Hazard Area</td>
</tr>
<tr>
<td>NO LINE OR BOX TO BE USED</td>
<td>3</td>
<td>Detail Enclosure</td>
</tr>
<tr>
<td>- - - - - -</td>
<td>0</td>
<td>Dimension Line, Lead-in Line</td>
</tr>
<tr>
<td>- - - - - -</td>
<td>0</td>
<td>Radial Line, Prolongation Line</td>
</tr>
</tbody>
</table>
CHAPTER 3–TITLE SHEET

Code References:
Subdivision Map Act Sections 66433, 66434, 66436, 66441, 66442, 66444, 66445, and 66450
City of Palmdale Title 16

3.1 General

The following policies, practices, and procedures apply to the preparation of title sheets for all subdivision maps processed by Engineering Division in the City of Palmdale. Applicable standard notes, acceptances, dedications, certificates, signature forms, and acknowledgements can be found in the respective chapter.

The title sheet is the first sheet and consists of the tract/parcel number and a brief legal description of the map along with all certificates and statements as required by the Subdivision Map Act and the City of Palmdale Municipal Code.

The title sheet shall comply with the requirements concerning size, material, sheet numbering, etc., as specified in Sections 66434 and 66445 of the Subdivision Map Act.

Leave a 3" x 4" space at the upper right corner for the County Recorder's stamp.

The subdivider must provide evidence that all parties having any record title interests in the property are represented. This information is provided by the title company.

The owners, trustees, and easement holders shown on the Subdivision/Parcel Map Guarantee shall match exactly, in name, number, and type with the owners, trustees, and easement holders on the title sheet. Any changes that occur after the first issue of the Guarantee shall be reflected in subsequent amended guarantees from the title company.

All signatures and acknowledgements shall be signed in permanent ink. Statements may be stamped or reproduced, but no stamping or reproduction of signatures or acknowledgments is permitted.

A copy of all operating partnership agreements and/or joint venture agreements is to be provided for all partnerships, and limited liability companies (LLC), stating who is authorized to sign on behalf of the record title interest. For corporations, a copy of the Articles of Organization, Corporate Resolution, or Bylaws showing who is authorized to sign on behalf of the record title interest must also be provided.
3.2 Subtitle

In the subtitle, each reference to any subdivision of land shall be spelled out in words identically with the original record and must show complete reference to the book and page of records of the county.

The words "State of California" are not required in the subtitle.

3.3 Owner's Statement

An Owner's Statement is required for all final maps. A Subdivider's Statement is allowed on parcel maps where no dedications are required, and the subdivision is 4 or fewer parcels.

3.4 Dedications

If dedications, or offers of dedication, are required, they may be made either by statement on the final/parcel map or by separate instrument as allowed by the Subdivision Map Act. If dedications, or offers of dedication, are made by separate instrument, they shall be recorded concurrently or prior to the final/parcel map filed for record.

If dedications, or offers of dedication, are made by the map, a statement shall be added to the Owner's Statement of the final or parcel map, signed, and acknowledged by those parties having any record title interest in the real property being subdivided, subject to the provisions of Section 66436 of the Subdivision Map Act. See Chapter 14 and City webpage for an example.

Dedications, or offers of dedication, shall contain a certificate or statement for execution by the clerk stating that the body approved map and accepted or rejected, on behalf of the public, any real property offered for dedication for public use in conformity with the terms of the offer of the dedication. See Chapter 13 and City webpage for an example.

3.5 Notary Acknowledgement

All signatures on final maps and parcel maps, where signatures are not waived, shall be acknowledged by the proper notary certificate. See Chapter 15 and City webpage for an example.

3.6 Easements

Easements shown on the Subdivision/Parcel Map Guarantee and Title Report are to be depicted on the map. Section 66436 of the Subdivision Map Act requires a statement signed and acknowledged by all parties having any record title interest in the subdivided real property, consenting to the preparation and recordation of the final/parcel map is required. Under certain circumstances, Section 66436 allows for the omission of signatures if their names and the natures of their respective interests are stated on the map. Signature Omission certificates are used to identify these cases. See Chapter 16 and City webpage for an example.
3.7 Surveyor’s Statement

Subdivision Map Act Section 66441 requires a Statement of Engineer or Surveyor responsible for the survey. His or her statement shall give the date of the survey, state that the survey and the final or parcel map were made by him or her or under his or her direction, and that the survey is true and complete as shown. The statement shall also state that all the monuments are of the character and occupy the positions indicated or that they will be set in those positions within 24 months from the map recordation. The statement shall also state that the monuments are, or will be, sufficient to enable to survey to be retraced. See Chapter 14 and City webpage for an example.

3.8 Basis of Bearings

Upon the title sheet, or upon at least one map sheet, shall appear a basis of bearings (for field surveyed maps) or a record data note (for compiled maps) making reference to a recorded subdivision map, county surveyor's map, or other record acceptable to the City Engineer. See Chapter 26 and City webpage for an example.

3.9 Condominium Note

When a subdivision is a condominium or an RDP, the title sheet shall show the appropriate notes. See Chapter 26 and City webpage for an example.

3.10 City Engineer Certificate

Per Sections 66442 and 66450 of the Subdivision Map Act, if the subdivision for which a final map or parcel map is required lies within an incorporated area, a certificate or statement by the City Surveyor is required. See Chapter 14 and City webpage for an example.

The appropriate official shall sign, date, and below or immediately adjacent to the signature indicate his or her registration or license number with expiration date (as of January 1, 2010, AB 645 no longer requires the licensee's expiration date be included on either their LS and RCE stamps/seals or on any applicable survey certificates on parcel maps and tract maps). The certificate must also comply with at least Section 66442 (Tract Maps) or Section 66450 (Parcel Maps) (a) (1) (2) (3), which can be signed by a registered civil engineer or a licensed land surveyor. Sections 66442/66450 (a) (4) shall be signed by a pre-1982 registered civil engineer or a licensed land surveyor signifying that he or she is satisfied that the map is technically correct. This can be included in the initial City Engineer Certificate if he or she signing the map is qualified to do so or it can be a separate certificate signed by the qualified pre-1982 registered civil engineer or licensed land surveyor.
3.11 Tax Certificates

Affix the Tax Clearance and Tax Bond Certificates to the title sheet. The Tax Bond Certificate is only needed during the bonding period of January 1 through September 30 of each year. See Chapter 14 and City webpage for an example.

3.12 City Certificates

Add the appropriate city certificates (see Certificates in the City webpages).

3.13 Special Notes

Add notes coinciding with conditions of approval requirements. See Chapter 14 and 26 and City webpage for an example.
CHAPTER 4–MAP SHEETS

Code References:
Subdivision Map Act Sections 66433 and 66444
City of Palmdale Title 16

The following policies, practices, and procedures apply to the preparation of map sheets for all subdivision maps processed by the City.

4.1 Layout

The same layout requirements given in Chapter 2–2.2 are to be followed on map sheets.

4.2 Boundary Line

The exterior boundary of the land included within the subdivision shall be completely established, dimensioned, and labeled. No label is necessary where an exterior boundary abuts a public dedicated street.

The label shall indicate deed, RS, MB, or PMB references for the exterior boundary, and the method and reference used for the establishment. The reference to the adjacent boundary line should reflect the most recent adjacent subdivision.

If the boundary is a "cut" line or a "deed" line, it should be labeled by a grant deed reference. If a grant deed does not exist, then any recorded document, including leases, may be used for a boundary reference.

If the subdivision lies entirely in one tract or parcel map, the MB or PMB reference does not need to be repeated on notes on the title sheet or map sheets. If the MB or PMB reference is used in the notes, the tract or parcel map number does not need to be repeated. If a subdivision covers all of one lot or parcel of a tract, parcel map, or approved record of survey, no boundary reference needs to be shown.

4.3 Easement Line

Concentric or parallel easements do not need to be completely dimensioned. Only control dimensions need to be shown (radius, width, etc.).

4.4 Highway and Street Sidelines

The existing full width and true configuration of streets fronting and adjacent to the distinctive border must be shown with solid lines.
If one sideline of a street is shown as a solid line, it must be the true depiction of its configuration (watch for intersecting alleys or other streets and jogs).

Street widths on streets not adjacent to the boundary are not required. If a street name extends into a street intersection, it does not need to be moved out of the intersection. A street name does not have to be spread out over the length of the street. The words "Private Street" or "Private and Future Street" do not need to be placed between the street name and the suffix (e.g., Main Street [Private and Future Street] would be acceptable).

When delineating street widths, overall street widths should include the widening being dedicated by the subdivision.

4.5 City and County Boundary Lines

Notes labeling a city or county boundary do not need to be on same side as the city or county. The following forms are acceptable:

- City of ____________
- N'ly boundary of City of ____________
- City limits
- S'ly boundary of ____________

When direction is not shown (n'ly boundary, s'ly boundary, etc.), labeling should be shown on the side the city or county is on. The City of Palmdale boundary is only labeled when abutting another city or an Unincorporated area of the County of Los Angeles.

4.6 Gross Areas

On City of Palmdale maps, Lot Areas are required to be shown to the nearest square foot if the lot area is less than 3 acres. For lots/parcels with an area of three acres or more, the designation shall be shown to the nearest one-hundredth (1/100) of an acre.

4.7 Net Areas

The following types of areas will be subtracted from the gross area of a lot/parcel to obtain the net area that is shown on maps processed by this office:

- Private streets
- Future streets
- Private and future streets
- Flood hazard areas
- Geological restricted-use areas
- Slope easements (private slope easements are not to be deducted)
- Public riding, hiking, and equestrian (bridle) trail easements
- Public sidewalk easements (if delineated on map)
- Public pedestrian walkway easements (if delineated on map)
• Ingress and egress easements (if meandering through a lot or serving more than one lot or parcel of land)
• Ingress and egress easements to be reserved in documents for the use of 3 or more lots or parcels
• Fire lanes
• Flood Control District easements
• Private driveways (labeled as private driveways on the final map and serving 3 or more lots, parcels or units)
• Any storm drain, or flood control easement that meanders through a lot
• Private driveways (if labeled like a private street with a name on the map)
• City of Los Angeles Department of Water and Power transmission line easements
• Overhead highway easements
• Overhead power line easements 100’ or more in width
• Flood Control, drainage, or storm drain easements that are adjacent to a property line and 20’ or more in width
• Fire road easements (if meandering across lot)
• Drainage easements that are not adjacent to the property line regardless of width
• Maintenance District easements
• Roadway easements for public use

Slope deductions from gross areas apply only to public slopes (next to streets, etc.) and not to private slopes (planting, etc.)

4.8 Not A Part Areas

The delineation of a "Not A Part" area is required only in the following situations:
• The area not within the distinctive border is bounded on all sides by solid or dashed lines.
• The remainder of an approved tentative map is being delineated in conformance with the conditions of approval.
• The remainder of the original parcel is being delineated in conformance with Section 66434 (e) or 66445 (e) of the State Subdivision Map Act. The area can be labeled as "Not a Part".

Not A Part areas delineated in conformance with the conditions of approval or the State Subdivision Map Act must be completely dimensioned, established, and labeled if less than 5 acres. If 5 acres or more, it must be pictorially shown to scale with labeling of the lines. Distances are needed on two lines (basically north-south and east-west to give an idea of the extent of the Not A Part area). Also, dimensions are required along the lines that are not to scale and lines which are not lines of record.

The complete label for this area is "NOT A PART OF THIS SUBDIVISION."
4.9 Data Tables

Tabulated data is permitted. Any numbering system is acceptable provided the tabulation is on the same sheet as the drawing. Each sheet may start with tabulation No. 1 or a sheet could have numbers continuing from a previous sheet. Numbers can be duplicated on different sheets and numbers do not have to be consecutive. The letters "L," "T," and "R" may not be used unless they refer to a length, tangent distance, or radius respectively (see samples below).

<table>
<thead>
<tr>
<th>CURVE</th>
<th>DELTA</th>
<th>RADIUS</th>
<th>LENGTH</th>
<th>TANGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>93°20'13&quot;</td>
<td>43.00'</td>
<td>70.05'</td>
<td>45.58'</td>
</tr>
<tr>
<td>C2</td>
<td>61°23'23&quot;</td>
<td>43.00'</td>
<td>46.07'</td>
<td>25.53'</td>
</tr>
<tr>
<td>C3</td>
<td>26°37'31&quot;</td>
<td>43.00'</td>
<td>19.98'</td>
<td>10.17'</td>
</tr>
<tr>
<td>C4</td>
<td>34°45'52&quot;</td>
<td>43.00'</td>
<td>26.09'</td>
<td>13.46'</td>
</tr>
<tr>
<td>C5</td>
<td>206°59'44&quot;</td>
<td>43.00'</td>
<td>155.35'</td>
<td>179.14'</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LINE</th>
<th>BEARING</th>
<th>DISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>N 10°15'42&quot;E</td>
<td>9.45'</td>
</tr>
<tr>
<td>L2</td>
<td>N 25°24'33&quot;W</td>
<td>67.94'</td>
</tr>
<tr>
<td>L3</td>
<td>N 40°42'33&quot;E</td>
<td>41.47'</td>
</tr>
<tr>
<td>L4</td>
<td>N 24°25'26&quot;W</td>
<td>192.54'</td>
</tr>
<tr>
<td>L5</td>
<td>N 34°45'41&quot;E</td>
<td>121.28'</td>
</tr>
</tbody>
</table>

4.10 Monuments

Legible symbols (e.g., 1 or A, which would not be obliterated in microfilming) may be used to indicate set, found, or deferred monuments; existing easements; etc. The legend does not need to appear on each sheet.

Acceptable monuments are:
- 2" (O.D.) iron pipe of 2 1/2' length with cement plug, brass tack, and brass tag and with the depth of the top of the pipe relative to the ground surface properly noted
- 6" spike and stamped washer
- Lead, brass tack, and brass tag

Boundary Monuments:

Every "set" boundary monument must be inspected. Tagged "no reference" boundary control monuments must be inspected. Untagged "no reference" boundary control monuments must be tagged and inspected.

Every "set" boundary monument must be at a boundary corner (first preferred), be within 5 feet of the boundary corner on the map's boundary (second preferred) or be within 5 feet of the boundary corner in the street right of way along a prolongation of a line in the map's boundary (last preferred).
Centerline Monuments

Every “set” centerline monument must be of acceptable durability with an engraved number, stamped washer, or engraved brass tag and have a minimum of 4 tagged, tangent ties (preferred) or a minimum of 3 tagged, swing (or pull) ties (acceptable in certain situations) set outside of the vehicle traveled portions of the street.

4.11 Labels and Notes

In sectionalized property, the Township and Range is required in the subtitle only.

Abbreviations for City of Palmdale are not permitted.

The centerline tangent distance does not need to be shown unless setting a monument or finding a monument at the Point of Intersection (PI).

We will allow an engineer/surveyor to show the deed reference for a dedicated street if he desires.

If an existing ground lease does not agree with the lots or parcels shown on the final map, there is no need to show said lease on the final map if a letter is provided, which is signed by all the owners and notarized that they agree to have the leases adjusted to agree with the map after it files.
CHAPTER 5—BOUNDARY SURVEY

Code References:
Professional Land Surveyors Act – (8700-8805 Business and Professions Code)
Subdivision Map Act – (66410-66499.58 Government Code)
City of Palmdale Title 16

The following policies, practices, and procedures apply to the boundary survey for all subdivision maps processed by Engineering Division.

BOUNDARY SURVEY REQUIRED

With very limited exception, all final and parcel maps require a boundary survey to be made. The survey must meet the following standards:

STANDARDS FOR SURVEY WORK

The procedure and practice of all survey work done on any division of land, whether for preparation of a final tract map or parcel map, shall conform to the standards and details set forth in Chapter 15, Division 3, of the Business and Professions Code (Land Surveyors Act).

The allowable error of closure of any portion of a final tract map or parcel map shall be 1/10,000. Closure calculations shall be submitted to the plan checker for verification.

In the event that the Director of Public Works, the State Highway Engineer, or any city engineer shall have established the centerline of any street or alley, in or adjoining a division of land, the final tract map or parcel map shall show such centerline, together with reference to a field book or map showing such centerlines and the monuments which determines its position. If determined by ties, that fact shall be stated on the final tract map or parcel map.

Not A Part or remainder parcel areas are not required to be monumented.

A surveyor/engineer shall not be required to remove a monument which does not meet local agency durability standards and replace it with a monument that does.

A surveyor/engineer shall not be required to replace tagged no reference monuments with his/her tag.

A survey/engineer shall be allowed to use tagged/no reference monuments on the final/parcel map to support their establishment of the exterior boundary. The tagged/no reference monument must be inspected.

Where tagged or untagged/no reference monuments are accepted in establishing a boundary, as part of our map check process, copies of the evidence that the surveyor/engineer is relying on to support his/her decision may be required for the City’s
subdivision file.

When relying on various types of non-standard monuments lacking the appropriate tag and/or reference, the surveyor/engineer may be asked to set witness monuments with his/her tag which meet City standards of durability for the purpose of perpetuating the existing accepted substandard monument. Accepted untagged no-reference monuments must be inspected.
CHAPTER 6—METHOD OF ESTABLISHMENT & PROCEDURE

**Code References:**
California State Professional Land Surveyors Act  
California State Subdivision Map Act  
California State Public Resources Code  
City of Palmdale Title 16

The following policies, practices, and procedures apply to the method and procedure of boundary establishment for all subdivision maps processed by the Engineering Department.

**6.1 Form and Content**

The method of establishment needs not be shown on the final map, if it is stated in the establishment note and the establishment can be followed on the engineer's/surveyor's hard copy or from the filed/recorded survey information in the area. The hard copy must clearly indicate how lines were established. If the hard copy does not show the necessary information, then it should be rejected.

A surveyor/engineer is allowed to show the deed reference for a dedicated street if he/she desires.

Proportioning notes need not be fully explained (e.g., along and between) if lines used for proportioning are labeled and dimensioned. If lines used to proportion between and along are not shown and dimensioned, the proportioning note should be complete to indicate along and between what lines the proportioning was done.

If a corner or a line of a map is labeled as such, and is established by proportioning or record, the phrase "per said map" is not required if the map referenced in the labeling is the map being used for the establishment.

General notes for establishment, labeling of boundaries, etc., will be permitted.

All monuments found and/or used for boundary establishment and all newly set monuments shall be labeled with the information for perpetuation purposes as required by Chapter 17 of this manual.

Material discrepancies as defined by 8762(b) of the Professional Land Surveyors’ Act may be described in the Purpose of Survey Statement as required by Chapter 5 of this manual.
6.2 Establishing/Retracing Boundaries Created by Subdivisions

6.2.1 Establishing/Retracing Non-sectionlized Land Boundaries

For the establishment of a boundary line that is an interior lot line, it is optional to prorate or establish at record angle(s) and distance(s) when compiling from record data.

If the parcel map adjoins a recently recorded map (in same block), the method of establishment of the common boundary, or boundary/lot lines based on which the common boundary was established, must be identical; prorate if such boundary line was previously prorated.

If establishment of a boundary is by record angle and/or distance, and the parcel/final map does not adjoin another previously recorded subdivision in the block, a discrepancy of 0.03 feet between record data map and actual record may be allowed.

If proration is used:

• Block surveys shall be encouraged.

• If a line of occupation is shown on a map that was filed at the time the second engineer/surveyor did his survey, the second map should stop at the line of occupation or substantiate by showing/stating on his map why the line of occupation was not accepted. Line of occupation is defined as:

  • A monumented line which has been there for a sufficient time or has been used by other surveys.

  • Physical occupation.

If more than one map in a block are being reviewed and one is using a line of occupation and others are not, the other maps will be advised of the line of occupation but will not be required to hold to it.

If two maps are adjacent to each other, the same monuments should show at any common points. If maps cannot agree on a common location, the second map filing must address any differences and show/state on the map why the other's location was not accepted.

If distances approach discrepancies of 1” in 1000’ with other survey information, the plan checker should look into having the engineer/surveyor verify his/her distances.

Any record angle or distance per recorded map, filed map, or checked field book page may be used to establish a line even if the resultant bearings and distances are different from those shown on the record data map.

Proration measurements cannot be extended beyond any undisturbed original monuments.

Monuments called for on the subdivision maps, if properly identified and undisturbed, shall control the positions of the original lot lines or subdivision boundary lines.
Monuments other than the original monuments may be used for boundary establishment under due surveying practice.

Non-referenced monuments shall not be used for boundary establishment.

Proration measurements shall be implemented separately for straight lines and curves and shall not be extended beyond a beginning of curb and/or ending of curb of a curve.

Public streets shall retain their full dimensions as described by associated subdivision maps.

Proration measurements shall be confined within a block.

Adjoining senior subdivisions shall retain full dimensions as described by associated subdivision maps.

Adjoining lands described by senior deeds shall be retraced with due surveying practices. Full dimensions described by the senior deeds shall be retained and senior rights observed.

6.2.2 Establishing/Retracing Sectionalized Land Boundaries

When retracing or subdividing sectionalized lands created under federal laws, the Manual of Instructions for the Survey of the Public Lands of the United States (1973), prepared by the Bureau of Land Management of the United States Department of the Interior, shall be consulted.

6.3 Establishing/Retracing Boundaries Created by Deeds

Unwritten rights and senior rights shall be observed when interpreting deeds describing adjoining lands.

The boundaries of lands described by a deed shall be established in accordance with the written terms of the deed.

Due basis of bearings shall be applied when interpreting deeds.

Priority of calls according to common laws shall be followed in interpreting deeds.

When the boundary is dependent on legal descriptions on deeds, all deed references controlling the boundary shall be delineated on the final map for the purpose of retracement. The method of establishment must be clearly noted. Appropriate data must be shown on map to verify procedures and data.

If a boundary deed recites a half of a lot with no indication of how the half is to be created, the half should be by area with the dividing line established by one of the following principles.

- When the easterly half of a lot is conveyed and the other half or remainder has
not been conveyed, the dividing line is made parallel to the easterly line of the lot.

- When the easterly and westerly lines of a lot are shown as parallel on the original map, and in fact are nearly parallel, and the easterly half and westerly half are conveyed, the dividing line between the easterly and westerly half is made on the mean bearing of the two lines.

- When a deed reads, "East one-half of Lot 1" and the second deed reads "Lot 1, except the east one-half," it is commonly assumed that the west line of the east one-half is parallel with the east line of the lot, provided the east line of the lot is nearly in a cardinal direction.

- When the easterly and westerly lines of a lot are not parallel or north and the lot is divided into the east half and west half, make the dividing line run north and south.

The engineer/surveyor should check with the title company to determine which half was originally conveyed first. The map should conform to the applicable principle and the boundary should be labeled with a deed with the senior description (Not necessarily the senior deed). If the map does not conform to the applicable principle and the engineer/surveyor is not willing to change, an exchange of quitclaims is required. If an exchange of quitclaims cannot be obtained, a quitclaim from the owner(s) of the map to the adjacent owner(s) is required.

6.4 Monuments

If a monument is to be used for boundary line establishment, it shall meet the requirements as stated in Chapter 17.

Untagged and non-referenced monuments shall not be used for boundary line establishment.

For a tagged but non-referenced monument, the surveyor preparing the final map or parcel map shall contact the surveyor with the tagged license number for the actual purposes of the monument and bring it into record if possible.

Priority of monument calls according to common laws shall be followed.

Boundary lines newly established shall be properly monumented. The Monuments set for such purposes shall be perpetuated with due surveying practice and meet the requirements as stated in Chapter 17.

When a "split" is used in establishing a street, railroad right of way, etc. the actual split and distances to the physical curb, rail, etc. can be shown or a note to the fact that a split was used to establish the location of the centerline together with setting acceptable monuments on the centerline is permissible.

Split distances should be shown in at least two locations along the line being established. Distances should be shown to the nearest hundredth.
6.5 Traverse Closures/Precision Requirements

In a section breakdown all loops created must close 1:10,000. Adjustments to non record bearings and distances by any method may be made in order to meet this requirement, e.g., if only perimeter section line data is available, the quarter section lines may be computed then adjusted by any method so that closure falls within 1:10,000.

Traverse closure calculations shall be done for distinctive border lines, centerline loops, block loops, not-a-part areas, lot loops, and easements. Precision in ratio shall be provided in the traverse calculation report.

6.6 State Plane Coordinates

The use of the State Plane Coordinates is optional. California State Public Resources Code shall be consulted for the requirements.

6.7 Submittal Requirements

Hard copy (Establishment Sketch and Information) and calculations are required whenever the complete establishment of a line cannot be shown on a map due to space limitation or if needed for substantiation of data shown on the final map. It is also needed to satisfy map submittal requirements.

Complete copies of all deeds, field book pages and other documents/information referenced on the subdivision map not available at the Department of Public Works must be submitted by the surveyor/engineer.

Reference material is required to be submitted pursuant to these guidelines.
CHAPTER 7–FINAL MAP

Code References:
Subdivision Map Act Sections 66433–66443 and 66456–66462.5
City of Palmdale Title 16

The following policies, practices, and procedures apply to the preparation of all final maps processed by City Engineering Department.

7.1 Final Map Requirements

The final map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor, shall be based upon a survey, and shall conform to all of the following provisions:

It shall be legibly drawn, printed, or reproduced by a process guaranteeing a permanent record in black on polyester base film. Certificates, affidavits, and acknowledgements may be legibly stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.

The size of each sheet shall be 18 by 26 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.

The subdivision number shall be shown together with the description of the real property being subdivided.

All survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines appearing thereon shall be shown, including bearings and distances of straight lines, and radii and arc length or chord bearings and length for all curves, and any information which may be necessary to determine the location of the centers of curves and ties to existing monuments used to establish the subdivision boundaries.

Each lot shall be numbered, and each block may be numbered or lettered. Each street shall be named or otherwise designated.

The map on each sheet and the lettering thereon should be oriented so that, the north point is directed consistently to the top or to the left of the map to ease plan checking.

The exterior boundary of the land included within the subdivision shall be clearly marked by distinctive symbols and clearly so designated. The map shall show the definite location of the subdivision, and particularly its relation to surrounding surveys.
If the map includes a "designated remainder" parcel, and the gross area of the "designated remainder" parcel or similar parcel is five acres or more, that remainder parcel need not be shown on the map and its location need not be indicated as a matter of survey, but only by deed reference to the existing boundaries of the remainder parcel. A parcel designated as "not a part" shall be deemed to be a "designated remainder" for purposes of this section.

7.2 Net Area

Typical areas that must appear on the final map are listed below:

**Gross Area**

Computed to the boundary of each lot and/or sidelines of dedicated streets.

**Net Area**

Net lot areas are primarily for the benefit of the Assessor Map Section. To conform more closely to the procedures followed by the Assessor Map Section, the following types of areas will be subtracted from the gross area of a lot to obtain the net lot area that is shown on maps processed by this office:

1) Private Streets.
2) Future Streets.
3) Private and Future Streets.
4) Flood Hazard Areas.
5) Geological Restricted Use Areas.
6) Slope Easements.
7) Public Riding, Hiking, and Equestrian (bridle) Trail Easements.
8) Public Sidewalk Easements (if delineated on map).
9) Public Pedestrian Walkway Easements (if delineated on map).
10) Ingress and Egress Easements (if meandering through a lot or serving more than one lot or parcel of land).
11) Ingress and Egress Easements to be reserved in documents for the use of three or more lots or parcels.
12) Fire Lanes.
13) Flood Control District Easements.
14) Private Driveways (labeled as private driveways on the final map and serving three or more lots, parcels or units).
15) Any storm drain or flood control easement that meanders through a lot.
16) Private Driveways (if labeled like a private street with a name on the map).
18) Overhead Highway Easements.
19) Overhead power line easements 100’ or more in width.
20) Flood Control, drainage, or storm drain easements that are adjacent to a property line and 20’ or more in width.
21) Fire Road Easements (if meandering across lot).
22) Drainage easements that are not adjacent to the property line regardless of width.
23) Roadway Easements (Maintenance District Easements, etc.) for public use.

NOTE: Do not show zero net area for open space/common lots even if construction rights are dedicated over said lots. Just deduct applicable items 1-23 shown above.
CHAPTER 8–PARCEL MAP–FIELD SURVEY

Code References:
Subdivision Map Act Sections 66444–66450 and 66463–66463.5
City of Palmdale Title 16

The following policies, practices and procedures apply to the preparation of all field surveyed parcel maps processed by Engineering Department.

8.1 Parcel Map Requirements

The parcel map shall be prepared by, or under the direction of, a registered civil engineer or licensed land surveyor. It shall show the location of streets and property lines bounding the property, and shall conform to the Subdivision Map Act, and all of the following provisions:

It shall be legibly drawn, printed, or reproduced by a process guaranteeing a permanent record in black on tracing cloth or polyester base film. Certificates, affidavits, and acknowledgements may be legibly stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.

The size of each sheet shall be 18 by 26 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.

All survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines appearing thereon shall be shown, including bearings and distances of straight lines, and radii and arc length or chord bearings and length for all curves, and any information which may be necessary to determine the location of the centers of curves and ties to existing monuments used to establish the subdivision boundaries.

Each lot shall be numbered, and each block may be numbered or lettered. Each street shall be named or otherwise designated.

The map on each sheet and the lettering thereon should be oriented so than, the north point is directed consistently to the top or to the left of the map to ease plan checking.
The exterior boundary of the land included within the subdivision shall be indicated by distinctive symbols and clearly so designated.

The map shall show the location of each parcel and its relation to surrounding surveys. If the map includes a "designated remainder" parcel or similar parcel and the gross area of the "designated remainder" parcel or similar parcel is five acres or more, that remainder parcel need not be shown on the map and its location need not be indicated as a matter or survey, but only by deed reference to the existing boundaries of the remainder parcel.

A parcel designated as "not a part" shall be deemed to be a "Designated remainder" for purposes of this section.

Subject to the provisions of Section 66436 of the California Government Code, a statement, signed and acknowledged by all parties having any record title interest in the real property subdivided, consenting to the preparation and recordation of the parcel map is required, except that less inclusive requirements may be provided by local ordinance.

With respect to a division of land into four or fewer parcels, where dedications or offers of dedications are not required, the statement shall be signed and acknowledged by the subdivider only. If the subdivider does not have a record title ownership interest in the property to be divided, the local agency may require that the subdivider provide the local agency with satisfactory evidence that the persons with record title ownership have consented to the proposed division. For purposes of this paragraph, "record title ownership" shall mean fee title of record unless a leasehold interest is to be divided, in which case "record title ownership" shall mean ownership of record of the leasehold interest. "Record title ownership" does not include ownership of mineral rights or other subsurface interests which have been severed from ownership of the surface.

On and after January 1, 1987, no additional survey and map requirements shall be included on a parcel map which does not affect record title interests. However, the map shall contain a notation of reference to survey and map information required by a local ordinance adopted pursuant to Section 66434.2 of the California Government Code.

Whenever a certificate or acknowledgment is made by separate instrument, there shall appear on the parcel map a reference to the separately recorded document. This reference shall be completed by the county recorder pursuant to Section 66468.1 of the California Government Code.

The parcel map shall contain a statement by the engineer or surveyor responsible for the preparation of the map that states that all monuments are of the character and occupy the positions indicated, or that they will be set in those positions on or before 24 months from the date of recordation, and that the monuments are, or will be, sufficient to enable the survey to be retraced.
All easements of record that affect the parcels in the division of land shall be shown on the final parcel map. A preliminary title report and preliminary guarantee will be required on all parcel maps.

Signatures of subdividers of the division of land are allowed on City parcel maps. Signatures of all parties having any record title interest in the division of land will be required if dedications are made by certificate on the final parcel map.

The record owner’s note is required to be shown on all maps that do not have an owner’s certificate.
CHAPTER 9–PARCEL MAP–RECORD DATA

Code References:
Subdivision Map Act Sections 66448
Palmdale Municipal Code Title 16

Maps shall be prepared using Field Survey Data.
CHAPTER 10- CERTIFICATE OF COMPLIANCE – PARCEL MAP WAIVER

Code References:
Subdivision Map Act Sections 66428(a)
City of Palmdale Title 16

Lot Line Adjustments and all other subdivisions shall be consistent with the Subdivision Map Act.

Lot Line Adjustments have an application with instructions on the City’s website.
GENERAL GRANT DEED FORM, (EXAMPLE)
(There are many Grant Deed forms. It is your responsibility to make certain you are using the correct one.).

RECORDING REQUESTED BY:

MAIL TAX STATEMENTS AND WHEN RECORDED MAIL TO:

Order No.;
Escrow No.;

APN: 

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

_____ Computed on full value of property conveyed, or
_____ Computed on full value less liens and encumbrances remaining at time of sale.
_____ Unincorporated area _____ City of

For valuable consideration, receipt of which is hereby acknowledged,

hereby GRANT(S) to

the real property situated in the County of ______________________ State of California, more particularly described as follows:

Dated: __________________________

__________________________________________

__________________________________________

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF ____________________

On _______________ before me, __________________________, Notary Public, personally appeared ____________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/their authorized capacity, and that by his/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ________________________________

MAIL TAX STATEMENTS AS DIRECTED ABOVE
CORPORATION GRANT DEED FORM

RECORDING REQUESTED BY:

MAIL TAX STATEMENTS AND WHEN RECORDED MAIL TO:

Order No.:
Escrow No.:
APN:

CORPORATION GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

DOCUMENTARY TRANSFER TAX IS $ ________________________

_____ Computed on full value of property conveyed, or
_____ Computed on full value less rents and encumbrances remaining at time of sale.
_____ Unincorporated area _____ City of ____________________________

For valuable consideration, receipt of which is hereby acknowledged,

a corporation organized under the laws of the State of ________________________ hereby GRANTS to

the real property situated in the County of ________________________ State of California, more particularly described as follows:

See Exhibit “A” attached hereto and made a part hereof

Dated: _____________________________________________

By ________________________________

And ________________________________

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

) SS.

COUNTY OF ________________________

On ________________________, before me, ______________________________, Notary Public, personally appeared ________________________________ (who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ________________________________

MAIL TAX STATEMENTS AS DIRECTED ABOVE
CHAPTER 11- SEPARATE DOCUMENTS

Code References:
Subdivision Map Act Section 66434.2, 66435.1, 66435.2, 66445(f), 66445(h), and 66447
City of Palmdale Title 16

The following policies, practices, and procedures apply to the preparation of all separate documents processed by Public Works Department in the City of Palmdale.

11.1 General

Following is a list of grants/dedications by separate documents currently processed by Public Works Department:

- Road Deeds
- Private and Future Streets
- Slope and Future Slope Easements
- Sewer Easements
- Ingress and Egress Easements
- Dedication of Vehicular Access Rights
- Dedication of Right to Restrict Vehicular Access
- Sight Distance Dedications
- Certificate of Compliance/Lot Line Adjustments (for City Engineer cities)

11.2 Submittal Requirements

Following is a list of items to be submitted for checking/processing a separate document:

- Referral by group/section/entity requiring separate document dedication. Referral shall state project number and short description of required dedication(s)
- Full-size copy of Assessor’s map of property that will be encumbered by the easement dedication.
- Preliminary Title Report of property that will be encumbered by separate document dedication showing the following information
  - Current owner(s)
  - Existing easements encumbering the property
  - Legal description
  - Copy of documents referenced by above-mentioned Preliminary Title Report.
- Legal description and plat of easement (on 8.5” X 11” paper) prepared by a Land Surveyor licensed in the State of California or a Professional Engineer that is permitted by said state to practice Land Surveying. Legal description and plat should be signed and dated by aforementioned Land Surveyor/Professional Engineer with his/her seal affixed on it.
- Fees as required.
11.3 General Procedures

Separate Document process is initiated with a referral from the section requiring the dedication/offer. It is also initiated by the conditions specified on a Parcel Map wherein the applicant elects to file a Certificate of Compliance/Parcel Map Waiver.

Upon approval of the legal description(s) and plat(s), a Title sheet will be provided with the signed legal description and plat to the applicant for execution by the owner. Once executed the applicant, shall submit the document(s) back to Public Works for the Division Head's acceptance and recordation.
CHAPTER 12—DEDICATION STATEMENTS

Code References:
Subdivision Map Act Section 66475-66478
City of Palmdale Title 16

Certificates and dedication statements sample is shown herein and on the City website.

OWNER’S STATEMENT

OWNERS STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

WE FURTHER STATE THAT, EXCEPT AS SHOWN ON THIS MAP, WE KNOW OF NO EASEMENTS OR STRUCTURES EXISTING WITHIN THE EASEMENTS HEREBY OFFERED FOR DEDICATION TO THE PUBLIC, OTHER THAN PUBLICLY OWNED WATER LINES, SEWERS, OR STORM DRAINS, THAT WE WILL GRANT NO RIGHT OR INTEREST WITHIN THE BOUNDARIES OF SAID EASEMENTS OFFERED TO THE PUBLIC, EXCEPT WHERE SUCH RIGHT OR INTEREST IS EXPRESSLY MADE SUBJECT TO SAID EASEMENTS.

AS A DEDICATION TO PUBLIC USE, WHILE ALL OF 35TH STREET EAST AND AVENUE R, WITHIN OR ADJACENT TO THIS SUBDIVISION REMAINS A PUBLIC STREET, WE HEREBY DEDICATE THE RIGHT TO RESTRICT DIRECT VEHICULAR INGRESS AND EGRESS FROM ABUTTING LOTS TO SAID STREETS. IF ANY PORTION OF SAID STREET WITHIN OR ADJACENT TO THIS SUBDIVISION IS VACATED, SUCH VACATION TERMINATES THE ABOVE DEDICATION AS TO THE PART VACATED.

AND WE HEREBY IRREVOCABLY OFFER TO DEDICATE REAL PROPERTY TO THE CITY OF PALMDALE:

AS EASEMENTS FOR PUBLIC PURPOSES ALL STREETS, HIGHWAYS, AND OTHER PUBLIC WAYS SHOWN ON SAID MAP.

WE HEREBY OFFER TO DEDICATE REAL PROPERTY TO THE CITY OF PALMDALE:

IN FEE FOR PUBLIC PURPOSES FOR SANITARY SEWERS, STORM DRAIN SYSTEMS, APPURTENANT STRUCTURES, MAINTENANCE, AND INGRESS AND EGRESS PURPOSES WITHIN AND WITHOUT SAID SUBDIVISION CONSTRUCTED AS PART OF THE IMPROVEMENT THEREOF.

EASEMENTS FOR PUBLIC PURPOSES FOR DRAINAGE, LANDSCAPING AND MAINTENANCE PURPOSES SO DESIGNATED ON SAID MAP AND ALL USES INCIDENT THERETO, INCLUDING THE RIGHT TO MAINTAIN THE IMPROVEMENTS AND MAKE CONNECTIONS THEREWITH FROM ANY ADJOINING PROPERTIES.

IN FEE, LOTS 88 AND 93 FOR DRAINAGE, LANDSCAPING AND MAINTENANCE PURPOSES.
CHAPTER 13–ACCEPTANCE STATEMENTS

Code References:
Subdivision Map Act Section 66440, 66477.1, and 66473
City of Palmdale Title 16

Acceptance statements sample is shown herein and on the City website.

CITY CLERK’S STATEMENT

CITY CLERK’S STATEMENT
I, __________________, CITY CLERK OF THE CITY OF PALMDALE, DO HEREBY STATE THAT THIS MAP WAS PRESENTED FOR APPROVAL TO THE CITY OF PALMDALE CITY COUNCIL AT A REGULAR MEETING THEREOF, HELD ON THE _______ DAY OF ________, 20__, AND THAT THEREUPON SAID COUNCIL DID, BY AND ORDER DULY PASSED AND ENTERED, APPROVE SAID MAP; AND ON BEHALF OF THE PUBLIC, SAID COUNCIL DID:

ACCEPT THE OFFER OF DEDICATION THE RIGHT TO RESTRICT DIRECT VEHICULAR INGRESS AND EGRESS FROM ABUTTING LOTS TO 35th STREET EAST AND AVENUE R, AS SHOWN ON SAID MAP

ACCEPT THE OFFER OF DEDICATION AND GRANT IN FEE FOR PUBLIC PURPOSES, FOR SANITARY SEWERS, STORM DRAIN SYSTEMS, APPURTENANT STRUCTURES, AND INGRESS AND EGRESS PURPOSES WITHIN AND WITHOUT SAID SUBDIVISION CONSTRUCTED AS PART OF THE IMPROVEMENT THEREOF.

ACCEPT THE DEDICATION AND GRANT OF THE EASEMENTS FOR PUBLIC PURPOSES, EASEMENTS FOR DRAINAGE, LANDSCAPING AND MAINTENANCE PURPOSES SO DESIGNATED ON SAID MAP AND ALL USES INCIDENT THERETO, INCLUDING THE RIGHT TO MAINTAIN THE IMPROVEMENTS AND MAKE CONNECTIONS THEREWITH FROM ANY ADJOINING PROPERTIES.

ACCEPT THE OFFER OF DEDICATION AND GRANT IN FEE FOR LOTS 88 AND 93 FOR DRAINAGE, LANDSCAPING, AND MAINTENANCE PURPOSES.

REJECT THE IRRREVOCABLE OFFER TO DEDICATE REAL PROPERTY AS EASEMENTS FOR PUBLIC PURPOSES ALL STREETS, HIGHWAYS AND OTHER PUBLIC WAYS, SHOWN ON SAID MAP.

DATE: ___________________________ CITY CLERK – CITY OF PALMDALE
CHAPTER 14–CERTIFICATES

Code References:
Subdivision Map Act Sections: 66435, 66441, 66442, 66442.5, 66443, 66445(f), 66449, 66450, 66477.5, 66492, and 66499(b)
City of Palmdale Title 16

CITY SURVEYOR’S STATEMENT

CITY SURVEYOR’S STATEMENT
I HEREBY STATE THAT I HAVE EXAMINED THIS MAP, THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF APPLICABLE STATE LAW AND SUBDIVISION ORDINANCES OF THE CITY OF PALMDALE 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.

__________________________
DATE: FREDERICK R. JONES JR.
CITY SURVEYOR, CITY OF PALMDALE

ENGINEER’S STATEMENT

ENGINEER’S STATEMENT
THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF ___________________________. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. THIS FINAL MAP CONSISTING OF __ SHEETS, IS TRUE AND COMPLETE SURVEY AS SHOWN. THAT THE MONUMENTS OF THE CHARACTER AND LOCATIONS SHOWN HEREON ARE IN PLACE OR WILL BE IN PLACE WITHIN TWENTY–FOUR MONTHS FROM THE FILING DATE OF THIS MAP; THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED AND THAT TIE NOTES TO ALL CENTERLINE MONUMENTS SHOWN AS “TO BE SET” WILL BE ON FILE IN THE OFFICE OF THE CITY ENGINEER WITHIN TWENTY–FOUR MONTHS FROM THE FILING DATE SHOWN HEREON.

__________________________
DATE:
AMENDING MAP CERTIFICATES

Surveyor’s Amending Map Certificate

I hereby state that I am a licensed land surveyor of the State of California, and the corrections shown on this Amending Map are those provided for in Section 66469 (and 66472.1) of the Subdivision Map Act, and are as follows: {describe error and/or omission.}

Date

Name

PLS/PE

License expires:

City Surveyor’s Amending Map certificate

I hereby certify that I have examined the amendments made on this Amending Map and it conforms to the provisions of Section 66469 (and 66472.1) of the Subdivision Map Act and I am satisfied that this map is technically correct.

Date

Name

PLS/PE

License expires:

Record owner note

Record owner(s) is/are: ____________________________.

__________________________
TAX CERTIFICATES

Tax Bond Certificate required between January 1 and September 30 of each year.

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF $____________ HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF TRACT/PARCEL MAP NO. ______ AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY ____________________________ ____________________________

DEPUTY DATE

Tax Clearances

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY ____________________________ ____________________________
CERTIFICATE OF CORRECTION

RECORDED REQUESTED BY:
CITY OF PALMDALE

WHEN RECORDED MAIL TO:
CITY OF PALMDALE
OFFICE OF THE CITY CLERK
38500 SIERRA HIGHWAY, SUITE C
PALMDALE, CA 93560

CERTIFICATE OF CORRECTION

STATE OF CALIFORNIA  }  SS
COUNTY OF LOS ANGELES  }

__________________________, being duly sworn, deposes and says:

That the following corrections or amendments to the map of ____________, as filed in
Book _____, page(s) ______ of ___________ in the office of the
Registrar-Recorder/County Clerk of the County of Los Angeles, are made by me in accordance
with Section 66469 and 66470 of the Subdivision Map Act:

State of California
County of ______________

Signature of Engineer or Surveyor

RCE No. ______ LS No. ______

Certificate of Acting City Land Surveyor

This is to certify that the above Certificate of Correction has been examined and that the
amendments and/or corrections are in compliance with Section 66469 and 66470 of the
Subdivision Map Act.

_________________________, 20____

Acting City Land Surveyor

Listed below are fee owners of property reflected on the original recorded map:

________________________________________

_________________________, 20____

Signature of Notary Public
(Seal)
CHAPTER 15—SIGNATURE AND ACKNOWLEDGEMENT FORMS

Code References:
Subdivision Map Act Sections 66436(c) & 66445(e)
California Civil Code Sections 1189, 1190, 1193, 1195, 1196, 1197, and 1198
City of Palmdale Title 16

Signature and Acknowledgement verbiage (forms) shall be as provided herein and on the City website.

All acknowledgements must be in accordance with the provisions of Sections 1189 of the California Civil Code. The following procedures apply:

(a) Any certificate of acknowledgment taken in another place shall be sufficient in this state if it is taken in accordance with the laws of the place where the acknowledgment is made.

(b) On documents to be filed in another state or jurisdiction of the United States, a California notary public may complete any acknowledgment form as may be required in that other state or jurisdiction on a document, provided the form does not require the notary to determine or certify that the signer holds a particular representative capacity or to make other determinations and certifications not allowed by California law.

**California Civil Code Section 1190**

The certificate of acknowledgment of an instrument executed on behalf of an incorporated or unincorporated entity by a duly authorized person in the form specified in Section 1189 shall be prima facie evidence that the instrument is the duly authorized act of the entity named in the instrument and shall be conclusive evidence thereof in favor of any good faith purchaser, lessee, or encumbrancer. "Duly authorized person," with respect to a domestic or foreign corporation, includes the president, vice president, secretary, and assistant secretaries of the corporation.

**California Civil Code Section 1193**

Officers taking and certifying acknowledgments or proof of instruments for record, must authenticate their certificates by affixing thereto their signatures, followed by the names of their offices; also, their seals of office, if by the laws of the State or country where the acknowledgment or proof is taken, or by authority of which they are acting, they are required to have official seals.
CERTIFICATE OF ACKNOWLEDGEMENT (SUBSCRIBING WITNESS)

California Civil Code Section 1195

(a) Proof of the execution of an instrument, when not acknowledged, may be made any of the following:
   1. By the party executing it, or either of them.
   2. By a subscribing witness.
   3. By other witnesses, in cases mentioned in Section 1198.

(b) Proof of the execution of a grant deed, mortgage, deed of trust, quitclaim deed, or security agreement is not permitted pursuant to Section 27287 of the Government Code, though proof of the execution of a trustee’s deed or deed of reconveyance is permitted.

(c) Proof as submitted by the applicable title company insuring title will generally be acceptable.

California Civil Code Section 1196

A witness shall be proved to be a subscribing witness by the oath of a credible witness who provides the officer with any document satisfying the requirements of paragraph (3) or (4) of subdivision (b) of Section 1185.

California Civil Code Section 1197

The subscribing witness must prove that the person whose name is subscribed to the instrument as a party is the person described in it, and that such person executed it, and that the witness subscribed his name thereto as a witness.

California Civil Code Section 1198

The execution of an instrument may be established by proof of the handwriting of the party and of a subscribing witness, if there is one, in the following cases:

1. When the parties and all the subscribing witnesses are dead; or,
2. When the parties and all the subscribing witnesses are non-residents of the State; or,
3. When the place of their residence is unknown to the party desiring the proof, and cannot be ascertained by the exercise of due diligence; or,
4. When the subscribing witness conceals himself, or cannot be found by the officer by the exercise of due diligence in attempting to serve the subpoena or attachment; or,
5. In case of the continued failure or refusal of the witness to testify, for the space of one hour, after his appearance.
FOR MAPS:

NOTARY ACKNOWLEDGMENTS

NOTARY ACKNOWLEDGMENTS:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

ON ______________________ BEFORE ME, ______________________, A NOTARY PUBLIC, PERSONALLY APPEARED ______________________, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THEIR AUTHORIZED CAPACITIES, AND THAT BY THEIR SIGNATURES ON THE INSTRUMENT, THE PERSONS OR THE ENTITY UPON BEHALF OF WHICH THE PERSONS ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL

SIGNATURE: ______________________

PRINTED NAME: ______________________

MY COMMISSION EXPIRES: ______________________

MY COMMISSION NO. ______________________

MY PRINCIPAL PLACE OF BUSINESS IS IN _________________ COUNTY.
FOR DOCUMENTS:

CALIFORNIA NOTARY ACKNOWLEDGMENT

CALIFORNIA NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of ____________

On ______________ before me, ________________ (name and title of officer), personally appeared ________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that she/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ________________  (Seal)
PROOF OF EXECUTION BY A SUBSCRIBING WITNESS CERTIFICATE

Proof of Execution by a Subscribing Witness Certificate

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of ______________  SS.

On ___________ (date), before me, __________________________ (name and title of officer), personally appeared ______________________ (name of subscribing witness), proved to me to be the person whose name is subscribed to the within instrument, as a witness thereto, on the oath of ______________________ (name of credible witness), a credible witness who is known to me and provided a satisfactory identifying document.

__________________________ (name of subscribing witness), being by me duly sworn, said that he/she was present and saw/heard (name[s] of principal[s]), the same person(s) described in and whose name(s) is/are subscribed to the within or attached instrument in his/her/their authorized capacity(ies) as (a) party (ies) thereto, execute or acknowledge executing the same, and that said affiant subscribed his/her name to the within or attached instrument as a witness at the request of ____________________________ (name[s] of principal[s]).

WITNESS my hand and official seal.

__________________________ Notary Public Signature  
__________________________ Seal
CHAPTER 16–SIGNATURE OMISSIONS

Code References:
Subdivision Map Act Sections 66436(a) & 66445(e)
City of Palmdale Title 16

16.1 PURPOSE

Per Subdivision Map Act 66436(a), a statement, signed and acknowledged by all parties having any record title interest in the subdivided real property, consenting to the preparation and recordation of the final map is required, except in certain circumstances. In those instances, signature omission notes are required.

Signature omission shall be as provided for in the Subdivision Map Act and as shown in a Preliminary Subdivision Guarantee.

Per Subdivision Map Act 66436(a), a statement, signed and acknowledged by all parties having any record title interest in the subdivided real property, consenting to the preparation and recordation of the final map is required, except in certain circumstances. In those instances, signature omission notes are required.

The following standard language, as appropriate shall be used for all signature omission notes on all subdivision maps processed by the City Engineering Department.

A signature omission note should not be shown for an interest being abandoned pursuant to Section 66499.20.1, 66499.20.2, and 66499.20.3 of the Subdivision Map Act. If the final guarantee still shows the interest which is being abandoned by the map, the checker should place a note on the guarantee indicating that such interest is being abandoned by the map pursuant to said section.

16.2 OMISSION PROCEDURE AND STANDARD NOTES

TRACT MAPS AND PARCEL MAPS WITH FIVE OR MORE PARCELS AND/OR DEDICATIONS REQUIRED

Section 66436 of the Subdivision Map Act requires a statement, signed and acknowledged by all parties having any record title interest in the real property subdivided by Tract Maps, Parcel Maps containing five or more parcels or Parcel Maps offering dedications on the map. The following three exceptions to this requirement are permitted if the names and the nature of their interests are stated on the map, and the procedures of said section are followed:
SMA 66436(a)(3)(A)(i)

Rights-of-way, easements or other interests which cannot ripen into a fee, except those owned by a public entity, public utility, or subsidiary of a public utility for conveyance to the public utility for rights-of-way. If, however, the legislative body or advisory agency determines that division and development of the property in the manner set forth on the approved or conditionally approved tentative map will not unreasonably interfere with the free and complete exercise of the public entity or public utility right-of-way or easement, the signature of the public entity or public utility may be omitted. In order to utilize this omission for a public entity or utility, the following procedure shall be followed:

The subdivider shall do one of the following:

1) Obtain a letter from the public entity or utility stating that it is aware of 66436(a)(3)(A), and that the division and development of the property as set forth on the final map will not unreasonably interfere with the free and complete exercise of any of the entity’s easements on the property in question.

2) Send, by certified mail, a sketch of the proposed final map, together with a copy of Section 66436(a)(3)(A), to the public entity or utility.

If the public entity or utility objects to either the recording of the final map without its signature, or to a finding of non-interference, then the procedures outlined within 66436(a)(3):(A), (B), and/or (C) must be followed before recordation of the final map.
16.3 SAMPLE PUBLIC UTILITY/PUBLIC ENTITY LETTERS

Public Utility/Public Entity letters are required from public utilities and public entities to assure compliance with Section 66436(a)(3)(A)(i-vii) of the Subdivision Map Act. Public Utility/Public Entity Letters are to be submitted directly to the Department of Public Works, Land Development Division, Subdivision Mapping Section.

Sample 1

Date

Honorable Board of Supervisors
County of Los Angeles
California
Ladies/Gentlemen:

TRACT NO./PARCEL MAP NO. __________

Please be advised that the division and development of the property in the manner set forth on the map of (Tract) (Parcel Map) No. __________ will not unreasonably interfere with the free and complete exercise of any easement held by (name of public utility or public entity) within the boundaries of said map.

Sincerely yours,
(Public Utility or Entity)
(Signature)
(Title)

Note: If Public Utility/Public Entity includes language regarding conditions or future costs, then owner must sign letter, and signature must be acknowledged.

If the public utility or public entity does not file an objection or place its signature on the map within 30 days of receiving the subdivider’s request, the subdivider may file a Subdivider’s Certification for Public Utility/Public Entity Letter, shown in Sample 2:
Sample 2

Date

Director of Public Works  
County of Los Angeles  
900 South Fremont Avenue  
Alhambra, CA 91803-1331

Attention Subdivision Mapping Section  
Land Development Division

Dear Sir:

TRACT NO./PARCEL MAP NO. ___________

I (We) hereby declare under penalty of perjury that I am (we are) the subdivider(s) or the subdivider’s agent(s) of the subject division of land and that I (we) have complied with the provisions of Section 66436(a)(3)(A)(i-vii) of the State Subdivision Map Act relative to public entity/public utility rights-of-way/easements. I (We) further declare that the thirty day period specified by Section 66436(a) 3A (i-vii) has passed and that I (we) have received no response from a public entity/public utility objecting to the omission of their signature or objecting to the finding that the division and development of the property within the subject division of land will not unreasonably interfere with the full and complete exercise of its right-of-way or easement.

(Name if other than an individual)

/s/ (Name if an individual)   
(Title if other than an individual)

/s/ ___________   
(Title if other than an individual)

Note: All signatures must be acknowledged.
CHAPTER 17–MONUMENTS

Code References:
Subdivision Map Act Sections 66495 - 66498
Professional Land Surveyors Act Sections 8771 and 8772
City of Palmdale Title 16

The following practices, procedures, policies and standard language, as appropriate shall be used for all monumentation required for subdivision maps processed by the Engineering Department.

17.1 Types of Monuments

<table>
<thead>
<tr>
<th>Surface</th>
<th>Monument</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent concrete, masonry, asphaltic concrete or cement concrete pavements</td>
<td>Lead, brass tack and brass tag marked with the license number of the engineer or surveyor under whose supervision the survey was made.</td>
</tr>
<tr>
<td>Bituminous macadam pavement</td>
<td>A spike at least 6 inches long and a washer stamped with the license number of the engineer or surveyor under whose supervision the survey was made and set down 0.04’ so that its top is flush to the pavement surface.</td>
</tr>
<tr>
<td>Any other surface not mentioned above</td>
<td>2-inch outside diameter iron pipe of 30 inches in length set at least 2 feet into the ground, with cement plug, brass tack, and brass tag marked with the license number of the engineer or surveyor under whose supervision the survey was made.</td>
</tr>
</tbody>
</table>

17.2 BOUNDARY MONUMENTS

17.2.1 Requirements

Each final tract map or parcel map shall show durable monuments found or set at or near each boundary corner and at intermediate points, approximately 1,000 feet apart, or at such lesser distances as may be made necessary by topography or culture to insure accuracy in the reestablishment of any point or line without unreasonable difficulty. The precise position and the character of each such monument shall be shown on such map. The approximate elevation of the top of each such monument with respect to the surface of the ground shall be shown on said map.
17.2.2 "SET" Boundary Monuments

Where any type of monument is “SET” at a boundary corner, it must be of acceptable durability as stated in Section 17.1 of this chapter. The monument shall be set at a boundary corner (first preferred), be within 5 feet of the boundary corner on the map’s boundary (second preferred) or be within 5 feet of the boundary corner along a prolongation of a line in the map’s boundary (last preferred).

17.2.3 "FOUND" Boundary Monuments

Where any type of monument is found and used for the establishment of a boundary, it must have a recorded/filed reference. Its complete, existing details (does not have a tag or a number, does not have a reference, appears disturbed or damaged, etc.) and recorded/filed references shall be duly noted in the monument note on the map. It shall be “ACCEPTED AS (THE SPECIFIC RECORD BOUNDARY CORNER BEING PERPETUATED)” on the same note.

Where a found boundary corner monument located at a record corner is acceptable in all ways except it is missing a tag, the monument shall be retagged, replaced, or rehabilitated as necessary until it is acceptable in all required details.

Where a no reference monument is at an established record point and is acceptable in all ways, the monument shall be retagged, replaced, or rehabilitated as necessary until it is acceptable in all required details.

17.3 STREET CENTERLINE MONUMENTS

17.3.1 Requirements

Centerline monuments shall be set to mark the intersections of streets, intersections of streets with the tract boundary, or to mark either the beginning and end or the points of intersection of tangents thereof, or other intermediate points.

17.3.2 "SET" Street Centerline Monuments

Where any type of monument is set at a centerline intersection, it must be of acceptable durability as stated in Section 17.1 of this chapter. The monument shall have a minimum of 4 tagged, tangent ties (preferred) or a minimum of 3 tagged, swing (or pull) ties (acceptable in certain situations) set outside of the vehicle traveled portions of the street. If the centerline intersection falls on a manhole cover, 4 tagged tangent ties are set outside of the vehicle traveled portions of the street. All ties must satisfy the durability requirements stated in Section 17.1.

17.3.3 "FOUND" Street Centerline Monuments

Where any type of monument is found and used for the establishment of a centerline intersection, it must have a recorded/filed reference. Its complete, existing details (does not have a tag or a number, does not have a reference, appears disturbed or damaged, etc.) and recorded/filed references shall be duly noted in the monument note on the map. It shall be “ACCEPTED AS CENTERLINE INTERSECTION” on the same note. In all cases where ties exist and are shown on a recorded/filed reference (i.e., a County Engineer Field Book), the ties shall be recovered and measured to support the centerline intersection’s establishment. If only two or three acceptable ties exist from a set of four,
the monument note shall duly state that fact and shall state that additional tangent ties are being set thereby leaving 4 tangent ties at the intersection. If all information on the tie note matches the current surveyed information, the monument note on the map shall cite “FITS ALL TIES PER (CITE REFERENCE)”. 

Every “FOUND” centerline intersection monument will have the same centerline tie monument requirement as stated on Section 17.3.2. If any centerline tie monument is unacceptable in any detail, it shall be retagged, reset, replaced, or rehabilitated as required. Any changes to the information shown on an existing tie note reference shall be resolved by the filing of a new centerline tie note.

Where a solidly set spike and washer with “NO REFERENCE” and/or “NO TAG” is found and is “ACCEPTED AS CENTERLINE INTERSECTION”, the spike and washer may be considered acceptable if the centerline tie monument requirement stated in Section 17.3.2 is set, retagged, or rehabilitated by the current surveyor. The “NO REFERENCE” and “NO TAG” spike and washer shall have a new centerline tie note filed.

Where a centerline intersection is established other than by a found monument, it must be “ACCEPTED AS CENTERLINE INTERSECTION”, will be required to have a monument set that satisfies Section 17.1 of this chapter.

In all cases where any centerline monument or centerline tie monument is set, reset, retagged, or rehabilitated in any manner, or where any measurement or detail on a filed tie note changes, the surveyor shall file a new, original tie note with the City Engineering Department for field inspection (where applicable) and, after passing inspection, shall file the original tie note with the City Engineering Department.

17.3.4 Centerline intersection monuments – Notes to City surveyor

a. For each centerline intersection monument set, the engineer or surveyor under whose supervision the survey has been made shall furnish to the City Engineering Department, a set of notes showing clearly the ties between such monument and a sufficient number (normally four) of durable distinctive reference points or monuments.

b. Such reference points or monuments shall conform to section 17.1 of this chapter.

c. Such set of notes shall be of such quality, form and completeness, and shall be on paper of such quality and size, as may be necessary to conform to the standardized office records of the City Engineering Department. All such notes shall be indexed and filed by the City Engineering Department as a part of the permanent public records of this office.
17.4 Miscellaneous Notes

Interior lot or parcel boundary monuments, if required, may be a less substantial monument and are at the authority and discretion of the City Engineering Department. If other monument types are found and used, their acceptability is at the discretion of the City Engineering Department.

Pipes of less than 2-inch (O.D.) and less than 30 inches long, concrete nails, magnetized nails, small spikes, spikes less than 6 inches long, PK nails, wood stakes, chiseled crosses, rebar, punch marks on manhole rims or covers, and any monument set in a vertical surface are NOT acceptable for setting and or establishing a boundary or centerline intersection.

17.5 Boundary Monuments: Time for Setting and Deferment Conditions

All boundary monuments should be set prior to filing of the final tract map or parcel map unless extensive grading operations or improvement work makes it impractical to set monuments. At a minimum, one exterior boundary line of the land being subdivided shall be adequately monumented or referenced before the map is recorded. In the event any of the remaining boundary monuments required are to be set subsequent to filing of the parcel map or final map, the engineer or surveyor making the survey shall furnish evidence acceptable to the Director of Public Works at the time the map is submitted for checking. Interior street centerline monuments may be set subsequent to filing of the map. The map shall show which monuments are in place and are to be set. Prior to approval of the final map by the City Council or of a parcel map by the advisory agency, the subdivider shall submit a written agreement and a cash bond in which he or she agrees that the monuments so deferred will be set within a specified time, and that the notes required by the City Engineering Department will be furnished within a specified time.

17.6 Inspection and Approval of Monuments

All monuments within the City shall be subject to inspection and approval by the City Engineering Department. Inspection may be done by either the City Engineering Department or the Department of Public Works.

17.7 Survey Monument Faithful Performance Security

The survey monument faithful performance security guarantees the setting of survey monuments which are not required to be set prior to filing of a tract map or surveyed parcel map. The amount of security required to secure the setting of the deferred monuments is determined by an estimate provided by the licensed land surveyor of record. Section 66497 of the Subdivision Map Act allows payment to the engineer or surveyor from the deposit in the event that no evidence of payment is provided by the subdivider. Therefore, it is in the best interest of each engineer or surveyor to ensure that the faithful performance security accurately reflects his estimated costs for setting the monuments. In the event that the engineer or surveyor is not paid for his work and an action against the deposit is necessary, it will be impossible to recover an amount in excess of the faithful performance security. Survey monument estimates are to be submitted in letter format by the Surveyor or Engineer in Responsible charge of the map in questions and are to be sealed, dated, and signed.
Subdivision agreement form is available at Engineering Counter. Faithful performance security must be in cash, negotiable bones, saving and loan share, instruments of credit and surety bonds are not acceptable.

17.8 Deferred Monument Security Release

In the event that the monumentation for a final map is incomplete, a letter will be sent to the surveyor and/or subdivider/ principal 60 days prior to the two-year expiration date. Extensions are as made available by the City Engineer subject to Code. Upon completion of said work the principal must present evidence of payment to the surveyor. Once said evidence is received the security deposited with this office will be released. However, if evidence of payment is not received the surveyor can request that payment for work done, be paid from said deposit. This request must be done by letter accompanied with a cost breakdown of all work done.
DATE

County of Los Angeles
Department of Public Works
Land Development Division
Subdivision Mapping Section
P.O. Box 1460
Alhambra, CA 91802-1460

Attention ______________________

Subject ______________________

This letter is to request the inspection of the monuments as shown on the map for Tract No. ______. All of the monuments shown and described on the map are in place, easily accessible, clearly located, and ready for inspection. In addition, all of the monuments comply with Chapter 21.20 of the Los Angeles County Code. If you have any questions, please contact _________________ at ____________

I understand that if any monument does not pass the inspection and review of the County Engineer, I will perform all required work to ensure that the monument complies with the aforementioned County code. I further understand that each monument inspection requires the payment of the current inspection fee.

Regards,

(Name of the Licensed Land Surveyor that prepared the map)
Licenses Land Surveyor
Company Name
(DATE)

County of Los Angeles
Department of Public Works
Land Development Division, 3rd Floor
900 South Fremont Avenue
Alhambra, CA 91803-1331

MONUMENT SECURITY
TRACT NO./PARCEL MAP NO. ________

We hereby certify that the centerline monuments and survey notes for Tract No./Parcel Map No. ________ have been submitted and accepted by the County and that satisfactory financial arrangements have been made with this office. We, therefore, request that the monument security be released.

Very truly yours,

cc: (Principal)
(DATE)

County of Los Angeles
Department of Public Works
Land Development Division, 3rd Floor
900 South Fremont Avenue
Alhambra, CA 91803-1331

MONUMENT SECURITY
TRACT NO./PARCEL MAP NO. __________

We have not been paid for performing the monumentation work for the subject division of land. In accordance with the Subdivision Map Act and the monumentation agreement, we hereby request that your office release the monumentation security to us up to the amount shown on the attached list of itemized costs.

Very truly yours,

cc: (Principal)
CHAPTER 18—CERTIFICATE OF CORRECTION

**Code References:**
Subdivision Map Act Sections: 66469 – 66472
City of Palmdale Title 16

The following policies, practices and procedures apply to the preparation of Certificates of Correction for all subdivision maps processed by the City Engineering Department.

**18.1 Purpose**

A Certificate of Correction is used to make minor changes to a recorded final map or parcel map per Section 66469 of the Subdivision Map Act. In general, the types of changes are as follows:

1. To correct an error in any course or distance shown on the map.
2. To show any course or distance that was omitted from the map.
3. To correct an error in the description of the real property shown on the map.
4. To indicate monuments set after the death, disability, retirement from practice, or replacement of the engineer or surveyor charged with responsibilities for setting monuments.
5. To show the proper location and/or character of any monument which was shown at the wrong location and/or its character incorrectly described.
6. To correct any additional information filed or recorded pursuant to Section 66434.2, if the correction does not impose any additional burden on the present fee owners of the real property and does not alter any right, title, or interest in the real property reflected on the recorded map.
7. To correct any other type of map error or omission as approved by the City Engineering Division that does not affect any property right, including, but not limited to, lot numbers, acreage, street names, and identification of adjacent record maps.

An “error” does not include changes in courses or distances from which an error is not ascertainable from the data shown on the final or parcel map.
18.2 Submittal Requirements

The list below shows all items needed for the submittal of a Certificate of Correction on a recorded subdivision map in the City of Palmdale. All materials and fees/deposits must be submitted at the Public Works Department public counter. The Certificate of Correction will be assigned to the map checker that reviewed the map before recordation. The general list of the materials and fees/deposits required for submittal is as follows:

1. Payment of the review and recording fees as well as a monument inspection fee will also be collected.

2. The name of the original map checker who reviewed the map before recording. This information can be obtained from the Engineering Division’s staff. If the public counter staff cannot determine the map checker’s name or if the map checker no longer works in the Division, the submittal package will be forwarded to the Public Works Engineering Division Head for assignment.

3. Legible, full-size copies of every sheet of the recorded and/or filed map. Illegible copies and reduced sized copies are not acceptable and will delay the review.

4. If a dimension was transposed, provide signed and sealed printouts of traverse closure calculations clearly supporting any changes to a labeled dimension.

5. The original dated signature and seal of the licensed land surveyor or pre-1982 registered civil engineer (#33965 or less) on the Certificate of Correction with equally sufficient space for the dated signature and seal of the City Surveyor.

6. Contact information for the submitting surveyor or engineer including full name, address, telephone number, and email address.

7. Updated Title Report or other evidence of present ownership.

18.3 Review Process

The certificate will be reviewed for compliance with the City Engineering Department. Additional materials and fees may be needed that cannot be determined at this time. If additional materials and fees are needed, the applicant will be notified to provide them. The turnaround time for the review in most cases will be 20 working days. If the correction cannot be done by a Certificate of Correction, the surveyor or engineer will be notified as soon as possible.

When physical problems associated with the development of the site and/or technical problems occur after subdivision map recordation that require a change in the approved subdivision design and/or tentative map conditions of approval, the subdivider would need to process a Modification to a Recorded Map under Subdivision Map Act Section 66472.1. See Chapter 20 for more details.

The applicant shall use the standard Certificate of Correction form per the City Engineering Division. Certificates of Correction are available on the City website.
CHAPTER 19–AMENDING MAP

**Code References:**
Subdivision Map Act Sections: 66469 - 66472
City of Palmdale Title 16

The following policies, practices and procedures apply to the preparation of an Amending Map for all subdivision maps processed by the City Engineering Department.

19.1 Purpose

An Amending Map is used to make minor changes to a recorded final map or parcel map per Section 66469 of the Subdivision Map Act. In general, the types of changes are as follows:

1. To correct an error in any course or distance shown on the map.

2. To show any course or distance that was omitted from the map.

3. To correct an error in the description of the real property shown on the map.

4. To indicate monuments set after the death, disability, retirement from practice, or replacement of the engineer or surveyor charged with responsibilities for setting monuments.

5. To show the proper location and/or character of any monument which was shown at the wrong location and/or its character incorrectly described.

6. To correct any additional information filed or recorded pursuant to Section 66434.2, if the correction does not impose any additional burden on the present fee owners of the real property and does not alter any right, title, or interest in the real property reflected on the recorded map.

7. To correct any other type of map error or omission as approved by the City Engineering Department that does not affect any property right, including, but not limited to, lot numbers, acreage, street names, and identification of adjacent record maps.

An "error" does not include changes in courses or distances from which an error is not ascertainable from the data shown on the final or parcel map.

19.2 Submittal Requirements

The list below shows all items needed for the submittal of an Amending Map to modify a recorded subdivision map in the City of Palmdale. All materials and fees/deposits must be submitted to the Engineering Division. The Amending Map will be assigned to the map checker that reviewed the map before recordation. The general list of the materials
and fees/deposits required for submittal is as follows:

1. Payment of the recording fees is required of the applicant.

2. Payment of review and recording fees will be collected.

3. The name of the original map checker who reviewed the map before recording. This information can be obtained from the Engineering Division's staff. If the public counter staff cannot determine the map checker’s name or if the map checker no longer works in the Division, the submittal package will be forwarded to the Subdivision Mapping Section Head for assignment.

4. Legible, full-size copies of every sheet of the recorded map. Illegible copies and reduced sized copies are not acceptable and will delay the review.

5. If a dimension was transposed, provide signed and sealed printouts of traverse closure calculations clearly supporting any changes to a labeled dimension.

6. The signature and seal of the licensed land surveyor or pre-1982 registered civil engineer (#33965 or less) who prepared the Amending Map.

7. The Amending Map must contain the certificates and note shown below. If the Advisory Agency approved a Modification to a Recorded Map under Subdivision Map Act Section 66472.1, include the additional language in the parenthesis: See Chapter 14 and City webpage for an example.

1. Contact information for the submitting surveyor or engineer including full name, address, telephone number, and email address.

2. Updated Title Report or other evidence of present ownership.

19.3 Review Process

The Amending Map will be reviewed for compliance with Subdivision Map Act Sections 66469 and 66470 and the City Engineering Department. Additional materials and fees may be needed that cannot be determined at this time. If additional materials and fees are needed, the applicant will be notified to provide them. The turnaround time for the review in most cases will be 20 working days. If the correction cannot be done by an Amending Map, the surveyor or engineer will be notified as soon as possible.

An Amending Map requires none of the following:

- Tax clearance
- Tax bond
- Final guarantee
- Owner signatures

Certificates are available on the City website.
When physical problems associated with the development of the site and/or technical problems occur after subdivision map recordation that require a change in the approved subdivision design and/or tentative map conditions of approval, the subdivider would need to first process a Modification to a Recorded Map under Subdivision Map Act Section 66472.1 and the City Engineering Division.
CHAPTER 20—MODIFICATION TO A RECORDED MAP

The following policies, practices and procedures apply to the preparation of all modifications to a recorded map processed by Engineering.

20.1 Purpose

At times there are circumstance that arise after the recordation of a final map or parcel map that are above and beyond the types of corrections that can be made through the use of a Certificate of Correction or an Amending without the involvement of the Advisory Agency.

In cases where there are changes in circumstances that make any or all of the design features and/or conditions of approval no longer appropriate or necessary due to physical problems associated with the development of the site or technical problems, the applicant may apply for a modification to a recorded map.

20.2 Application Package

The application package for a proposed modification to a final map or parcel map shall include the materials specified by the City Planning Department and Engineering Division.

20.3 Public Hearing

Hearings shall be in accordance with City Code

- That there are changes in circumstances which make any or all of the conditions or the design of such a map no longer appropriate or necessary.
- That the proposed modifications do not impose any additional burdens on the present fee owner of the property.
- That such modifications would not alter any right, title or interest in the real property.
- That the modifications requested result from either physical problem associated with the development of the site or technical difficulties arising which are not under the control of the developer and which make it impossible to comply with certain conditions;
- That the modifications requested do not result in an increased number of dwelling units or a greater density than the recorded map;
- That the proposed map and the design and improvements of the proposed subdivision are consistent with applicable general and specific plans;
- That the site is physically suitable for the type and proposed density of the development;
- That the design of the subdivision or the proposed improvements will not cause substantial environmental damage or serious public health problems, or conflict with
20.4 Submittal Requirements

If the Modification to the Recorded Map is approved by the Advisory Agency, the applicant shall comply with Advisory Agency’s conditions of approval and submit the following, as determined by the City:

- A Certificate of Correction; or
- An Amending Map

Refer to Chapter 18 for the processing of a Certificate of Correction and Chapter 19 for the processing of an Amending Map. Where the Advisory Agency approves a Modification to a Recorded Map, the Surveyor Certificate and the County Engineer certificates shall also make reference to Section 66472.1 of the Subdivision Map Act.

The types of changes that are not in substantial compliance with the approved tentative map and recorded final or parcel map that could trigger the need to process a Modification to a Recorded Map include, but are not limited to the following:

- Changes in storm drain design and/or alignment.
- Changes in the size or location of surface infrastructure improvements (debris basins, retention basins, pump stations, water tanks, water wells, etc.).
- Changes in height and/or location of slopes and pad elevations due to grading design (e.g., changes in approved import/export quantities or site balancing).
- Changes in road alignments.
- Changes in retaining wall heights and lengths.
CHAPTER 21–TITLE REPORTS

Code References:
Subdivision Map Act Sections: 66465
City of Palmdale Title 16

The following policies, practices and procedures apply to the submittal of all preliminary title reports and final guarantees provided for subdivision maps processed by the Engineering Division.

21.1 Preliminary Subdivision Reports

A preliminary subdivision report is required on all parcel map and tract map submittals. The preliminary subdivision report must be prepared by a title insurance company licensed by the state to do this work. This report contains all record owner title interest information including all encumbrances and easement holders. The preliminary subdivision report is the working document during the subdivision plan check process and is the precursor to the issuance of the final subdivision guarantee. A final subdivision guarantee is required on all tracts and parcel maps containing owner’s statements and dedications. Not all parcel maps require a final subdivision guarantee as stated in 21.4.2 and 21.4.3 below.

21.2 Contents of Preliminary Subdivision Reports and Final Guarantees

A preliminary subdivision report contains a legal description or an abstract of the legal description of the subject property. The report lists the names of the titleholders and how title is held, any encumbrances such as mortgages, liens, deeds of trusts, any recorded judgments and easements. Initially a preliminary subdivision report is issued and used during the map checking process. A final guarantee is issued just prior to the recordation of the final map or parcel map. A verbal dated-down is confirmed between the County and the title office on the morning of the day of recordation to ensure no changes have occurred since issuance of the final guarantee.

A final guarantee’s accuracy is insured by title insurance which requires the insurance company to either correct any error or pay damages resulting from a “cloud of title”, encumbrance or title flaw in the final guarantee.

21.3 Tract Maps

All tract maps require a final subdivision guarantee regardless of dedications.
21.4 Parcel Maps

There are 3 types of parcel maps:

1. Parcel maps with owners’ statements and dedications
2. Subdivider parcel maps.
3. Record owner parcel maps

21.4.1 Parcel Maps with Owners Statements and Dedications

Parcel maps with owner’s statements and dedication require a final subdivision guarantee due.

21.4.2 Parcel Maps – Subdivider’s Map

A subdivider’s parcel map does not require a final subdivision guarantee.

21.4.3 Parcel Maps – Record Owner’s Map

A record owner’s parcel map does not require a final subdivision guarantee.
CHAPTER 22–REVERSION TO ACREAGE MAP

Code References:
Subdivision Map Act Sections: 66499.11 - 66499.203/4
City of Palmdale Title 16

The following policies, practices and procedures apply to the preparation of all reversion to acreage maps processed by the Engineering Division.

22.1 Purpose

A reversion to acreage map is used to restore subdivided real property back to acreage per Article 1 of Chapter 6 of the Subdivision Map Act. In general, this is done to undo an obligation to construct certain specific public improvements to serve the subdivided real property as called for in the executed subdivision agreement and release the associated improvement security in lieu of forfeiture proceedings. In exchange for being released from this obligation, the subdivider files a new map which restores the property back, in general, to its previous configuration.

22.2 Proceedings of the Legislative Body

A reversion to acreage may be initiated by the legislative body on its own motion, or by petition of all of the owners of record of the real property within the subdivision. If initiated by the current owners of record, the petition shall include:

1. Adequate evidence of title to the real property within the subdivision.

2. Sufficient data to enable the legislative body to make all of the determinations and findings required in Section 66499.16 of the Subdivision Map Act.

3. A final map which delineates dedications which will not be vacated and dedications which are a condition to reversion.

4. Such other pertinent information as may be required by the local agency.

Subdivided real property may be reverted to acreage only if the legislative body finds the following:

1. Dedications or offers to be vacated or abandoned by the reversion are unnecessary for present or prospective public purposes; and

2. Either:

   a) All owners of an interest in the real property within the subdivision have consented to the reversion; or

   b) None of the improvements required to be made have been made within
two years from the date the final map or parcel map was filed for record, or within the time allowed by agreement for completion of the improvements, whichever is later; or

c) No lots shown on the final map or parcel map have been sold within five years from the date the map was filed for record.

The legislative body may impose certain conditions on the reversion to acreage as follows:

1. Dedications or offers of dedication needed for public purposes.

2. Retention of all previously paid fees if needed to accomplish the intended public purpose.

3. Retention of any portion of an improvement security or deposit, if needed to accomplish the intended public purpose.

22.3 Submittal Requirements

The list below shows all items needed for the submittal of a reversion to acreage map in the City of Palmdale. All materials and fees/deposits must be submitted at the Engineering Division public counter. The reversion to acreage map, if possible, will be assigned to the map checker that reviewed the previous recorded subdivision map. The general list of the materials and fees/deposits required for submittal is as follows:

1. Payment of the recording fees shall be required.
2. Payment of the map analysis fee and prints of the final map shall be required.
3. Date of approval/expiration of the legislative action authorizing the reversion.
5. Complete copies of all deeds referenced on the map or required for interpretation of the deeds referenced on the map. Complete copies of all field book pages.
7. Two exact scale duplicates of the most recent Assessor Map Book page(s) with the boundary of the reversion to acreage outlined.
8. Digital disk (map in digital format).
9. Legible, full-size copies of every sheet of the recorded. Illegible copies and reduced sized copies are not acceptable and will delay the review.

22.4 Plan Check Process

The reversion to acreage map will be reviewed for compliance with Subdivision Map Act and City Codes. Additional materials and fees may be needed that cannot be determined at this time.

On the title sheet of a map filed for the purpose of reverting subdivided land to acreage, the subtitle shall consist of the words "A Reversion to Acreage of . . . " (insert the legal description of the land being reverted).
A parcel map may be used, in lieu of a final map to revert to acreage, land previously subdivided, which results in four or fewer contiguous parcels under the same ownership.

Dedication of land for public streets, highways, ways or easements may be accepted on a final map submitted for the purpose of reverting to acreage land previously subdivided. Any public streets or public easements to be left in effect after the reversion to acreage shall be adequately delineated on the map.

The filing of the reversion to acreage map shall constitute abandonment of all public streets and public easements not shown on the map, provided that a written notation of each abandonment is listed by reference to the recording data creating these public streets or public easements and certified to on the map by the clerk of the legislative body or the designee of the legislative body approving the map.

22.5 Recordation Requirements and Release of Security

Once the reversion to acreage map is determined to be technically correct, the following additional items will be needed to transmit the map to the Registrar/Recorder for recordation:

1. Tax clearance (a regular tax bond is not required).
2. A supplemental tax bond if there has been a change in ownership.
3. A Final Guarantee from the Title Company.

When a reversion to acreage map records and becomes effective, all fees/deposits and improvement security shall be returned to the current owner(s), except those retained pursuant to Section 66499.17 of the Subdivision Map Act.
CHAPTER 23–SUBMITTAL & PROCESSING REQUIREMENTS

Code References:
Subdivision Map Act Sections: 66433–66443; 66444–66450; 66465 and 66474.10, 66452.6, 66452.11, 66452.13, 66452.22, 66463.5, 66427.1, and 66452.17–66452.20
City of Palmdale Title 16

The following policies, practices and procedures apply to the submittal and processing requirements for all subdivision maps processed by the Engineering Division. For the purposes of this chapter, the term subdivision map shall also mean: final map, parcel map, tract map, and reversion to acreage map or amending map.

23.1 Submittals

All document submittals for subdivision maps are to be submitted to the Engineering Division public counter. Subdivision maps may be submitted at any time during the initial life of a tentative map that has been approved. The initial life is usually two years, but may include an additional year if the local ordinance provides such additional time. Time extensions may be granted at end of the tentative map initial life, if warranted. These maps must be prepared by a licensed land surveyor or registered civil engineer qualified to practice land surveying. Subdivision maps will be evaluated by Engineering Division for compliance with local ordinances and the State Subdivision Map Act.

A subdivision map must comply with all of the Tentative Map’s Conditions of Approval and conform to the mapping standards of this manual.

23.2 Payment of Fees and Deposit

Upon the first submittal, the appropriate subdivision map fees must be paid according to the City fee schedule.

23.3 Reserved

23.4 Re-Submittals

Additional information and revised subdivision maps must be submitted in the same manner that the original information was submitted. The name of the subdivision map checker should be indicated on the transmittal cover sheet to expedite routing of the package to the appropriate map checker.

23.5 Final Approval and Recordation

Once the review process is completed and clearances are obtained from all the affected, divisions, and agencies; and all required receipts for prepayments, bonds and agreements to guarantee faithful performance are received, the map can be set for Council approval.
Once the subdivision map is approved, it is filed further processed at the Los Angeles County Department of Public Works and the office of the Register. In general, before any lots or parcels within a subdivision can be sold, leased or financed, a public report describing all aspects of the subdivision is required to be submitted by the developer to the State Real Estate Commission.

23.6 Fees

Subdivision processing fees can be found on the City website.

The tax clearance processing fee is charged only once unless the subdivision boundary changes. The tax bond processing fee is required each time a tax bond is processed.

All required processing fees must be paid prior to transmitting a map to a city or prior to scheduling the approval of a map by the Board of Supervisors.

23.7 Condominium Conversion Map Processing

The legislative body shall not approve a final map for a subdivision to be created from the conversion of residential rental property into a condominium project unless it finds that each tenant or person applying for a rental unit has or will receive all applicable notices and provided the necessary information pertaining to their rights. These notices are as follows:

- SMA 66452.17 Notice – to likely renters starting at a date not less than 60 days before filing a TM application.
- SMA 66452.18 Notice – to tenants 60 days before filing a TM application.
- SMA 66452.19 Notice – 180 days prior to termination of tenancy.
- SMA 66452.20 Notice – Within 5 days of receiving the DRE public report.
- SMA 66427.1(a)(2)(D) Notice – Within 10 days after approval of a final map.

During final map processing, the subdivision map checker is responsible for the following condominium conversion activities in the unincorporated County territory:

- To compare the number of units being notified with the number of existing units shown on the tentative map or owner’s statement. If the number of units being notified by the owner/subdivider is less than the number of existing units, a notarized affidavit signed by all of the owners must be submitted listing all vacant units.

- To obtain a mailing label for each unrelated tenant from the owner/subdivider. (Assume that tenants with different last names are unrelated.)

The Subdivision Mapping Section Head is responsible for these additional condominium conversion activities in the unincorporated County territory:

- Send the notice to all tenants of the intent of the Department of Public Works to
recommend final approval of the condominium conversion final map to the Board of Supervisors. This notice, by policy is sent at least thirty days prior to making the anticipated recommendation. This notice must be sent by first class mail.

• The 30-Day Notice (8.48.100) may be waived if the owner obtains waivers from all tenants.

• Acting on all complaints received from the tenants during this thirty-day period in which the Section Head will have to determine if the complaint is legitimate and take either of the following two actions:
  
  o If the complaint is not legitimate, a response in writing must be sent stating that the complaint is not covered under the Covenant & Agreement (C&A) and that the Agency has no power to help the tenant.
  
  o If the complaint is legitimate, the supervisor must determine the following:

• The tenant has received the 180-Day Notice (SMA 66452.19) sent by the Department of Regional Planning. If not, the owner is informed that a SMA 66452.19 Notice must be sent and the 180–day time period will begin when the tenant receives the notice.

• The tenant has received the C&A in accordance with the above procedure. If not, the owner/subdivider is informed that the tenant must receive the C&A before the Agency can act on the complaint.

• If the above is satisfactory, a hearing must be scheduled within five working days of receipt of the complaint and all parties must be notified of the time and place of the hearing.

• Records of any hearing must be kept on a tape or a transcript in case the matter is appealed to the courts. Within 30 days, a decision must be reached on notification compliance.

The Division Head cannot recommend final approval to the City Council until he determines that there is complete compliance with the Covenant & Agreement in accordance with the requirements of City Code.

23.8 Life of the Approved Tentative or Vesting Tentative Map

Once a tentative map has been approved, a “timely filing” of a final map or parcel map must occur prior to the tentative map’s expiration date. The expiration of an approved tentative map shall terminate all proceedings and no final map or parcel map of all or any portion of the real property included within the tentative map shall be filed with the legislative body without first processing a new tentative map. However, once a “timely filing” is made with the City Engineer, subsequent actions by the local agency including but not limited to processing, approving and recording the final map or parcel map may lawfully occur after the tentative map expiration date.
CHAPTER 24–AGREEMENTS AND SECURITY

Code References:
Subdivision Map Act Sections: 66499 -66499.10
City of Palmdale Title 16

The following policies, practices and procedures apply to the submittal of the various agreements and securities (monuments, improvements, traffic signal and taxes) processed by the Engineering Division.

24.1 Monuments

The monument security amount shall be based on the surveyor of record’s cost estimate to install all of the deferred monuments; including installation of all necessary centerline tie points (typically a lead, tack and tag) and associated centerline tie note sheets.

24.2 Improvements

The subdivider shall improve or agree to improve all land dedicated on a final map or parcel map, or by separate instrument. These improvements may include public streets, private and future streets, storm drains, sewers, fencing, masonry walls, driveway paving, parks, riding and trails, geologic corrective work, survey monuments, water system, street trees, traffic signals, street lights laid out on a final map or parcel map, needed for the general use of the lot owners in the division of land, and for neighborhood traffic and drainage.

24.3 Taxes

In order to record subdivision maps at certain times of the year, a tax bond agreement and tax bond security must be submitted to the L. A. County Engineering Division. The “Tax Bond Agreement” is available through L.A. County Engineering Division. More information on tax clearance and tax bonds can be found at L. A. County.
CHAPTER 25–TAX CLEARANCE AND TAX BOND

Code References:
Subdivision Map Act Sections: 66492 – 66494.1
City of Palmdale Title 16

Tax clearances and tax bonds shall be processed at the County of Los Angeles after maps have been approved by the City Council.
CHAPTER 26–STANDARD NOTES

Code References:
Subdivision Map Act Sections: 66436; 66436(a)(3), and 66445(e)
City of Palmdale Title 16

Standard language and notes, as dictated by the Conditions of Approval, shall be used on all subdivision maps processed by the Engineering Division.

Standard language and notes are as shown on the following pages and the City webpage.

26.1 Signature Omission Note

Signatures of easement holders omitted from final map.

The signature of ______________________, holder of an easement for __________ purposes, as disclosed by deed recorded on ________________ in Book __________, Page(s)__________ of (Deeds) (Official Records), Records of the County of Los Angeles, has been omitted under the provisions of Section 66436 (a) 3A (i–viii) of the Subdivision Map Act, their interest is such that it cannot ripen into a fee title and said signature is not required by the local agency. **

** Public Utility/Public Entity letter required when used for a Public Utility or Public Entity. See Sample Public Utility Public Entity in Chapter 28. If sample cannot be obtained from Public Utility/Public Entity, see Sample Subdivider’s Certification in Chapter 28.)

Signature omitted due to non-existence of the easement holder or the current non-use of the easement by the easement holders.

The signature of ______________________, owner of ______________________, as disclosed by deed recorded in Book ________, Page(s) ______ of (Deeds) (Official Records), Records of the County of Los Angeles, has been omitted under the provisions of Section 66436 (a) 3B of the Subdivision Map Act, since by reason of changed condition, long disuse, or laches, said interest appears to be no longer of practical use or value and said signature is impossible or impractical to obtain.

Interest holders own the mineral rights and their signatures are omitted.

The signature of ________________ , owner of __________(type of mineral ownership)__________, per deed recorded in Book __________, Page(s) ______ of (Deeds) (Official Records), Records of the County of Los Angeles, has been omitted under the provisions of Section 66436 (a) 3C of the Subdivision Map Act.

26.2 Note not used
26.3 Flood Hazard Note

Portions/All of Lot(s)/Parcel(s) ________ (is/are) subject to flood hazard.

Show in 1/4” lettering on each affected map sheet, combine the map sheet notes on the title sheet.

26.4 Future Building Note

If the entire lot/parcel is subject to flood hazard show the following Note: Future buildings shall be constructed above the flood hazard elevation.

Show in 1/4” lettering on each affected map sheet, combine the map sheet notes on the title sheet.

26.5 Restricted Use Area

When “Restricted Use Area” is shown on the map, show the following note: Portions of Lot(s)/Parcel(s) ________________ (is/are) subject to geological hazard.

Show in 1/4” lettering on each affected map sheet, combine the map sheet notes on the title sheet, also “Dedicate building restriction rights” in owner’s certificate.

26.6 Lot/Parcel Sizes of Five Acres or More

The following note shall be placed on all tracts and parcel maps with lot/parcel sizes of five acres or more:

Further division of this property to lot/parcel sizes below five acres will require standard improvements be completed as a condition of approval. The improvements will include but not be limited to providing access, installation water mains, appurtenances and fire hydrants, and conformance to City development standards.

26.7 Fee Lots Filed Over Lease Lots

Use when fee lots are filed over lease lots, both fee and lease lots must have identical descriptions. Show the following note:

"Lease lots/parcels ________ of Tract No./Parcel Map No. ________ , MB/PMB shall still exist after the filing of this (tract) (parcel map) and may be leased in full compliance with City of Palmdale Title 16."

26.8 Basis of Bearings Note

General - Use only when map is based upon a field survey. Basis of Bearings:

The bearings shown hereon are based on the bearing __________ of the (center, side, northerly, etc.) line of (street, section, etc.) as shown on map of (name of permanent record), Records of said County.

Rotated - Use only when map is based upon a field survey.
Basis of Bearings:
The bearings shown hereon are based on the (center, side, northerly, etc.) line of (street, section, etc.) shown as (bearing) on map of (name of permanent record), Records of said County and shown as (bearing) on this map.

26.9 Record Data Note

Use only when map is compiled.

Record data from (Tract No., R.S., etc.), Records of said County.

26.10 Note not used.

26.11 Note not used.

26.12 Abandonment Note

For City Easements, Etc.

Pursuant to Section 66434(g) (TRs) and/or 66445(J) (PMs) of the Subdivision Map Act, the filing of this (tract) (parcel map) constitutes abandonment of those (streets) (including access restrictions) (and) (easements) (including building restriction rights) acquired by the County of Los Angeles (on Tract No. ______ MB _______) (on Parcel Map No. ______ PMB _______) (by Document No. ______ recorded ________). All portions of said easement(s) (and ______ restriction rights) within the boundary of this map are hereby abandoned and are not shown on this map.

Date ________________  By ________________________
City Clerk

For Flood Control Easements Only

Under the authority conferred by City Code, the filing of this tract constitutes the abandonment of those certain flood control easements within the boundary of this tract acquired by the City on map of Tract No. __________________, filed in Book _____, Page(s) _______ to _______, inclusive, of Maps, Records of Los Angeles County. Said easements are not shown on this map.

Date ________________  By ________________________
City Clerk

26.13 Note not used.
26.14 Non-Abandonment Note
The filing of this (tract/parcel map) does not constitute abandonment of the following easements acquired by the City:

26.15 Condominium Note
On condominium maps, one of the following notes should be used:

a. This subdivision (tract) is approved as a condominium project [for units], whereby the owners of the units of air space will hold an undivided interest in the common areas that will, in turn, provide the necessary access and utility easements for the units.

b. This subdivision (tract) is approved as a condominium project [for units], whereby the owners of the units of air space will hold an undivided interest in all the common areas that will, in turn, provide the necessary access and utility easements for the units. Lot(s)/Parcel(s) ____ through ____ are common areas.

Note: “b” is to be used if there is more than 1 parcel or lot shown on the final map. The phrase [for___ units] is required only on maps in the unincorporated territory and on city maps if required in the conditions of approval. The word “subdivision” must be used on parcel maps and may be used on tract maps. (If the condominium is for commercial/industrial purposes, substitute [for units.] buildings) in place of [for

c. We hereby state that we are the owners of, record holders of security interests herin, or are interested in the land included within the subdivision and project shown on this map within the distinctive border lines and that we consent to the filing of the within condominium plan pursuant to Chapter 1, Title 6, Part 4, Division Second of the Civil Code and to the preparation and filing of said map division.

26.16 Lease Purpose Only Maps
On lease only maps in the unincorporated territory the following note should be used if more than 1 building is to be built on the parcel or lot:

Note: (number) buildings and appurtenant structures, built in compliance with local building ordinances, are permitted on Lot(s)/Parcel(s) _____ for lease purposes only.

If there is more than 1 parcel or lot on a “lease purpose only” map, the note should show the number of buildings allowed on each parcel or lot.

26.17 Leasehold Condominium Note
This subdivision (tract) is approved as a leasehold condominium project whereby the lessees of the units of air space will hold a lease on the common area that will, in turn, provide the necessary access and utility easements for the units. The underlying fee will be held by the lessor.

26.18 Residential Planned Development Note
a. This subdivision (tract) is approved as a residential planned development project whereby the common areas will be held in fee by an association made up of the owners of the individual lots/parcels. Membership in the Homeowner’s Association is inseparable from ownership in the individual lots/parcels.

b. If applicable, show the following note:

Lot(s)/Parcel(s) _______(is/are) a common private driveway(s), to be held in fee by an association made up of the owners of Lot(s)/Parcel(s) ______ through _________, inclusive, for access, utility easement, and maintenance purposes. Membership in the Homeowner’s Association is inseparable from ownership in the individual lots/parcels.

On Residential Planned Development (RPD) type maps, if there are no open space lots, the standard RPD notes should not be used. If there are open space lots, a determination must be made as to how maintenance of these lots will be handled and if the standard RPD notes would be appropriate.

26.19 Commercial Planned Development

On Commercial Planned Development (CPD) and Manufacturing Planned Development (MPD) type projects, a note like the RPD type note is not required.

26.20 Open-Space Note

a. Not Residential Planned Development Type:

Lot(s)/Parcel(s) ________ is/are approved as ________ (an) open space Lot(s)/Parcel(s) to be held in common by the owners of Lot(s)/Parcel(s) through _________ inclusive or by any successors in interest of any lots/parcels created by the further division of said lots/parcels.

b. Not Residential Planned Development Type, use this note when Lot/Parcel is subsequently accepted for park purposes:

Lot(s)/Parcel(s) ________ is/are approved as (an) open space Lot(s)/Parcel(s) to be held in common by the owners of (lots/parcels) ________ through inclusive or by any successors in interest of any Lot(s)/ Parcel(s) created by the Further division of said lots (parcels) ______ through ______ until said Lot(s)/Parcel(s) ________is/are accepted by the County of Los Angeles for park purposes.
26.21 Lot orParcel is Separated by a Right of Way

a. Notes used on a tract or parcel map where a lot or parcel is separated by a right of way of a public entity or public utility:

“Lot/Parcel ________, includes property on both sides of (name of right of way), which must be conveyed as one unit and cannot be separated without further action of the Advisory Agency.”

Show this symbol across the right of way:

![Symbol](image)

b. If separated by a government boundary, show the following without a land hook symbol:

“Lots/Parcels _______ and ______ must be conveyed as one unit and cannot be separated without further action of the Advisory Agencies.”

c. If separated by a private and future street, show the following without a land hook symbol:

“When (name of street) is accepted as a public street, Lot/Parcel ________ will include property on both sides of said street, which must be conveyed as one unit and cannot be separated without further action of the Advisory Agency.”

d. If separated by a future street, show the following without a land hook symbol:

“When the future street in Lot(s)/Parcel(s) ________ is/are accepted as (a) public street(s), Lot(s)/Parcel(s) ________ will include property on both sides of said street, which must be conveyed as one unit and cannot be separated without further action of the Advisory Agency.”

26.22 Lots/Parcels with 20 Acres

The following note shall be placed on tract or parcel maps with 20 acre lots when there are geological problems:

“Based on preliminary geologic information contained in reports by __________________________, there are geological problems that may require corrective measures within the boundary of this division of land. Prior to issuance of building or grading permits or construction of the proposed street pattern or further division of the land, additional geologic and/or soil engineering reports will be required by the City.”
26.23 - RPD Type Maps

Technically cluster type maps are not considered to be RPD maps. However, they are similar to RPD maps in that they have lots in a cluster and may have common areas. If a map is first filed to separate the cluster lots from the common lots, show the following note:

"The owners and subsequent owners of lots (cluster lots) will hold an undivided interest within lots (common lots)."

The second map filing should show the following note on the title sheet:

"Lots ______ (common lots) ______ of Tract No. ______ are common areas and will be held in fee by an association made up of the owners of lots (cluster lots) of this tract. Membership in the Homeowner's Association is inseparable from ownership in the individual lots."

Cluster developments need not have any common lots. As long as the aggregate of lots averages out to the required area.

For example: A subdivision in a "R1-20,000" zone would allow 3 lots with 10,000 square feet in area and 3 lots with 30,000 square feet in area. Thus, the average lot area would be 20,000 square feet as required by the provisions of Title 22 of the County Code.

The maintenance of common areas and open space areas or portions thereof may be handled by a Landscape Maintenance District. The fee ownership of the common area and open space area may be granted to the Landscape Maintenance District or retained by a Homeowner's Association.

Fee title transfers of open space areas and/or common areas can occur only if all of the participants in the total maintenance district have equal rights within said open space and common areas.

26.24 SAMPLE NOTES

Examples of Standard Notes are shown below and on the City website.
BASIS OF BEARINGS

BASIS OF BEARINGS

General - Use only when map is based upon a field survey.  
Basis of Bearings:

The bearings shown hereon are based on the bearing _______ of the (center, side, northerly, etc.) line of (street, section, etc.) as shown on map of (name of permanent record), Records of said County.

Rotated - Use only when map is based upon a field survey.  
Basis of Bearings:

The bearings shown hereon are based on the (center, side, northerly, etc.) line of (street, section, etc.) shown as (bearing) on map of (name of permanent record), Records of said County and shown as (bearing) on this map.

ABANDONMENT NOTE

ABANDONMENT NOTE

PURSUANT TO SECTION 6643(g) OF THE SUBDIVISION MAP ACT THE FILING OF THIS TRACT CONSTITUTES ABANDONMENT OF AVENUE R ACQUIRED BY THE CITY OF PALMDALE ON THE MAP OF __________________________, BEING ____________________________.

ALL PORTIONS OF SAID EASEMENT AND RIGHT OF WAY WITHIN THIS MAP ARE HEREBY ABANDON AND ARE NOT SHOWN ON THIS MAP.

_____________________________  _________________________________
DATE  CITY CLERK – CITY OF PALMDALE
SPECIAL ASSESSMENT STATEMENT

I HEREBY STATE THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY OF PALMDALE TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

DATE: ____________

CITY CLERK – CITY OF PALMDALE

SOILS REPORT STATEMENT

SOILS REPORT

A SOILS REPORT WAS PREPARED FOR THIS TRACT ON ________, 20___ BY ____________________, AND ON ____________, 20___ A REPORT ISSUED BY ____________________, WAS UPDATED AND THEY ARE ON FILE IN THE OFFICE OF THE CITY ENGINEER.

MONUMENT NOTE

MONUMENT NOTE:

2” I.P. TAGGED __________ TO BE SET ALL BOUNDARY CORNERS FLUSH, UNLESS OTHERWISE NOTED.
ALL STREET CENTERLINE-INTERSECTIONS, EC’s AND BC’s TO BE SET WITH S & W TAGGED __________ ALL S & W TO BE SET 0.04’ DOWN.
LEAD & TACK TO BE SET AT ALL FRONT LOT CORNERS ON CURBS AT PROLONGATION OF ALL LOT LINES.
CHAPTER 27–EASEMENTS

Code References:
Subdivision Map Act Sections: 66436
City of Palmdale Title 16

The following language, practices, procedures, and policies, as appropriate, shall be used for all existing and proposed easements associated with all subdivision maps processed by the Engineering.

Southern California Gas Company occasionally sends a public utility letter which sets conditions that are not in the original easement grant. The City will accept these letters if all the owners affected by the easement sign the public utility letter and signatures are notarized agreeing to the conditions specified on the public utility letter. We will not accept letter if signed by the subdivider only.

A CalTrans clearance is not required unless specified in the conditions of approval. Need public entity letter if the title company picks them up as an interest holder under Section 66436(c)(1). It is the engineer's/surveyor's responsibility to provide a print or sketch of the final map to CalTrans.

Purpose of existing easements must be shown on either the note on the map or in the signature omission note. It is not required to be shown in both places.

On any easement, we must be able to find that the project does not unreasonably interfere with the exercise of the easement. If surveyor/engineer has difficulty with the easement description, it is recommended that the title company take a calculated risk and eliminate said easement from the title report.

If all easements of record are being delineated on the final map, but some are blanket, indeterminate, or in a street being offered for dedication, a statement about it being blanket, indeterminate, or in a street should be in the omission note or easement note. If easements are not delineated on the final map, a statement should not appear in the omission note or easement note.

If the preliminary guarantee/title report shows both forms of the recording reference (Doc. No. and date, Book and Page), the signature omission note and the labeling of the easement on the final map need only show either form of the recording reference. If the preliminary guarantee /title report shows only one form of the recording reference, the signature omission note and the labeling of the easement on the final map can show both forms of the recording reference.

When a street has been abandoned or vacated and two years has not elapsed from the date of vacation, the title company may show an owner of an ingress and egress easement within the vacated street. This is due to the provisions of Civil Code Section 812. The interest will normally be shown pursuant to
Section 66436 (c)(2) of the Subdivision Map Act.

If a street has been vacated pursuant to the provisions of the Streets and Highway Code, the title company may show easement interests for storm drains, sewers, waterlines, or public utilities as a result of reservations made in the vacation documents. This reservation is normally made for any facilities which may exist within the vacated right of way. The title company should attempt to determine what facilities exist. We should attempt to have the owner of the facilities record a document establishing the location of the easement necessary for their facilities.

If an existing easement runs through a subdivision, the easement does not need to be tied to each lot line. Ties need only be shown at the two ends or at one end with the bearing of the easement shown. Labeling of existing easements as "easement to" is permitted except for local agency easements which must still be labeled as "easement of."

We do not have to show existing easements within off-site easements being dedicated unless they are not consistent with the easement being dedicated. Signature omission note should be modified to indicate it is within the off-site dedication. No public utility letter is required for existing easements in the off-site area.

On tentative maps in the unincorporated territory dated May 18, 1979, or later, all existing easements must be accounted for on the tentative map. If all easements have not been correctly accounted for, another tentative map must be submitted to the Department of Regional Planning for approval by the Advisory Agency or acceptance as an accompaniment to the approved tentative map. Only easements of the City and those required by the conditions of tentative approval are required to be delineated on the final map.

If a net area is shown on the final map which excludes areas of easements not shown on the final map, then all existing easements must be shown or the net area corrected to exclude only those deductible easements required above.

The purpose of existing easements must be shown in either the note on the map or in the signature omission note on the final subdivision map. It is not required to be shown in both places.

We will allow a signature omission note for a local agency easement if it is already on the map.

A signature omission note should not be shown for an interest being abandoned pursuant to Section 66499.20-1/2 of the California Government Code (Subdivision Map Act). If the final guarantee still shows the interest which is being abandoned by the map, the checker should place a note on the guarantee indicating that such interest is being abandoned by the map pursuant to said section.
If the preliminary guarantee/title report shows an easement interest with the name of the easement holder we will assume that the easement is still in use and signature(s) may be omitted under Section 66436 (a) 3A (I-VII) of the California Government Code.

The names of the easement or interest holders must show on the title report if omitted under Sections 66436 (a) 3A (I-VII), (a) 3B, (a) 3C and (a) 4 of that Code. In order for a signature to be omitted under Section 66436 (a) 3B, the title company must indicate in their report that it can be omitted under Section 66436 (a) 3B. If they do not, the signature must be omitted under Section 66436 (a) 3A (I-VII).

The Public Utility/Public Entity letter is required for all City maps when an owner's certificate is shown.

The alternate Public Utility/Public Entity letter, properly executed, covers all public utility or public entity easements affecting the subdivision. A separate letter for each easement will not be required.

A utility company may occasionally send a public utility letter which sets conditions that are not in the original easement grant. We will accept these letters if all the owners affected by the easement sign the public utility letter agreeing to the conditions specified in the public utility letter. All signatures must be notarized. We will not accept the letter if signed by subdivider only.

Caltrans clearance is not required unless specified in the conditions of approval. A public entity letter is needed if the title company picks them up as an interest holder under Section 66436 (a) 3A (I-VII) of the California Government Code (Subdivision Map Act). It is the surveyor's/engineer's responsibility to provide a print or sketch of the final map to Caltrans.

Existing easements within off-site easements being dedicated do not have to be shown unless they are not consistent with the easement being dedicated. Signature omission note should be modified to indicate it is within the off-site dedication.

If an easement is appurtenant to a piece of land, it passes with the conveyance of the land as described in "Title Handbook" published by TICOR Insurance Co.

Ingress and Egress easements "to be reserved in documents," are only shown within the property being subdivided.