



## TOWN OF LOS GATOS URBAN LOT SPLIT PARCEL MAP CHECKLIST

Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments.

Project Address: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

### MAP SUBMITTAL PACKAGE *(Non-compliance with bold items can trigger rejection of submittal)*

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

### MAP REVIEW *(Non-compliance with bold items can trigger rejection of submittal)*

#### Formatting Requirements

| <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Map sheets 18" X 26" with 1" border from edge (note: electronic file)</b> <sup>E</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Map includes a scale</b> <sup>E/T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Map includes a complete standard Legend (include all found and set pipes and Monument)</b> <sup>E/T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map Statements formatted correctly (include Owner's Statement adjacent to left margin, Engineers' Statements and Recorder's Certificates adjacent to right margin) <sup>E</sup>                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title block must be at the top of the page either centered or at upper right of each sheet and numbered one of three, etc. with description of property such as "BEING A PORTION OF THE ...ETC." <sup>E</sup> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date of Map (month and year) shown <sup>E</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map includes a north arrow <sup>E</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All standard notes as required, including area within distinctive border <sup>E</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Index map, if multiple sheets <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signatures in opaque black ink <sup>E</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minimum 1/8" lettering and symbol size used for legibility <sup>E</sup>   |

<sup>E</sup> Reviewed by Engineering Services Staff

<sup>T</sup> Reviewed by Town Surveyor

<sup>E/T</sup> Reviewed by both



## TOWN OF LOS GATOS

### URBAN LOT SPLIT PARCEL MAP CHECKLIST

*Map Cover Sheet*

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner's Statement includes all public and private easements required and shown on map <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner name printed below signature line in Owner's Statement <sup>E</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Company name printed on signature line (if corporation or partnership include company name above signature line with space for signature and name and title below line.) <sup>E</sup> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trustee or Beneficiary signature(s) on map <sup>E</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notary Certificate(s) complete and correct (notary certificate filled out for each signatory with current license and no stamp) <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Engineer's/Surveyor's Statement correct <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map signed and stamped by RCE/LLS <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Town Engineer's Statement correct <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Town Engineer's Statement includes vacation clause if required <sup>E</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Town Surveyor's Statement correct <sup>E/T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | County Recorder's Certificate correct <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soils/Geotechnical Statement shown <sup>E</sup>   |

*Technical Requirements*

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Map conforms to California Senate Bill No. 9 and Town Code <sup>E</sup></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Distinctive Border Line shown (Distinctive Border Line around property to be subdivided; easements dedicated by this map to be within the distinctive border line.) <sup>E/T</sup></b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Basis of Bearing indicated (Basis of Bearing must be between two found monuments of record and include distance and bearing. Provide ties to boundary with bearing and distance.)</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Lots designated by numbers or letters. Each lot/parcel must be shown completely on one sheet. <sup>E</sup></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adjoining property owners' names shown for unsubdivided property, or record map reference with lot or parcel number and book and page <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map references shown <sup>E/T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>All existing and proposed public easements shown (all of which shall be adequately dimensioned with widths, lengths, bearings, and ties to the easements.) <sup>E</sup></b>            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>All existing and proposed private easements shown (all of which shall be adequately dimensioned with widths, lengths, bearings, and ties to the easements.) <sup>E</sup></b>           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Geologic Set Back Zone required/shown <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>All streets shown and ROW dimensioned <sup>E</sup></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All streets (public, private) named <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Curve data (Delta, Radius & Length) for all curves <sup>T</sup>   |



## TOWN OF LOS GATOS

### URBAN LOT SPLIT PARCEL MAP CHECKLIST

---

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All bearings, distances & curve information shown to nearest 0.01 feet and nearest second <sup>E/T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Radial bearings for all non-tangent curves <sup>T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parcel tie to next sheet <sup>T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Public street monumentation complies with Town Code Section 24.30.015. Monumentation for right-of-way at BC, EC and property corners. <sup>T</sup>          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Subdivision boundary monumentation complies with Town Code Section 24.30.015 <sup>T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Private streets shown and labeled as "Private Street" <sup>E</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Private street monumentation shown <sup>T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing / found monuments verified by Record Maps <sup>T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Witness monuments shown <sup>T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map agrees with Record Data. Provide copies of record maps or records of survey. <sup>T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Record and measured data shown and differentiated (non-measured record lines parenthesized.) <sup>T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Closure calculations correct to 1 part in 20,000. The sum of interior distances and curve data equal total. All areas computed accurately. <sup>T</sup>     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Closure calculations indicate area (survey closure calculations must include gross area within Distinctive Border line, individual lot areas.) <sup>T</sup> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property borders County or another City (if the property is next to city boundary with county or other city, show and label it.) <sup>E</sup>               |

#### *Urban Lot Split Subdivision Standards*

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>The access corridor of a flag/corridor lot (Town Code Sec. 29.10.085) parcel shall be in fee as part of the parcel and not as an easement and shall be a minimum width of 20 feet.</b> <sup>E/T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>The side lines of all lots shall be at right angles to streets or radial to the centerline of curved streets.</b> <sup>E/T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Each new parcel shall be approximately equal in lot area provided that one parcel shall not be smaller than 40 percent of the lot area of the original parcel proposed for subdivision. In no event shall a new parcel be less than 1,200 square feet in lot area. The minimum lot area for a flag/corridor lot shall be exclusive of the access corridor.</b> <sup>E/T</sup> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Each new parcel shall maintain a minimum lot width of 20 feet.</b> <sup>E/T</sup>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>The side lines of all lots shall be at right angles to streets or radial to the centerline of curved streets.</b> <sup>E/T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Each new parcel shall have frontage upon a street with a minimum frontage dimension of 20 feet.</b> <sup>E/T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>The parcel map to subdivide an existing parcel shall create no more than two new parcels.</b> <sup>E/T</sup>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Signed affidavit attesting that the applicant intends to occupy one of the newly created parcels as their principal residence for a minimum of three years from the date of the approval of the urban lot split or Certificate of Occupancy, whichever is later.</b> <sup>E</sup>   |