<u>Please Note:</u> 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>	
☐	☐	☐	**Electronic file (PDF) of Urban Lot Split Parcel Map** [E/T]
☐	☐	☐	**Electronic file (PDF) of current title report (dated within the last 90 days)** [E/T]
☐	☐	☐	**Electronic file (PDF) of closure calculations (signed and sealed by a LLS or RCE)** [E/T]
☐	☐	☐	**Electronic file (PDF) of current Grant Deeds for all properties** [E/T]
☐	☐	☐	**Electronic file (PDF) of all easements, deeds, and maps listed on the title report** [E/T]
☐	☐	☐	**Electronic file (PDF)of any other maps and deeds used to prepare the map** [E/T]
☐	☐	☐	**A completed Urban Lot Split Parcel Map Checklist** [E]
☐	☐	☐	**Payment for Map Review Fee** [E]
☐	☐	☐	**Utility company letters (include PG&E, AT&T, Comcast, SJWC, etc.)** [E]
☐	☐	☐	**Plans indicating existing site, utility and building layout conditions prepared by licensed surveyor** [E]

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

Formatting Requirements

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
☐	☐	☐	**Map sheets 18" X 26" with 1" border from edge (note: electronic file)** [E]
☐	☐	☐	**Map includes a scale** [E/T]
☐	☐	☐	**Map includes a complete standard Legend (include all found and set pipes and Monument)** [E/T]
☐	☐	☐	Map Statements formatted correctly (include Owner's Statement adjacent to left margin, Engineers' Statements and Recorder's Certificates adjacent to right margin) [E]
☐	☐	☐	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." [E]
☐	☐	☐	Date of Map (month and year) shown [E]
☐	☐	☐	Map includes a north arrow [E]
☐	☐	☐	All standard notes as required, including area within distinctive border [E]
☐	☐	☐	Index map, if multiple sheets [E]
☐	☐	☐	Signatures in opaque black ink [E]
☐	☐	☐	Minimum 1/8" lettering and symbol size used for legibility [E]

[E] Reviewed by Engineering Services Staff   [T] Reviewed by Town Surveyor   [E/T] Reviewed by both

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Updated 7/1/2022

Map Cover Sheet

Yes	No	N/A	
☐	☐	☐	Owner's Statement includes all public and private easements required and shown on map [E]
☐	☐	☐	Owner name printed below signature line in Owner's Statement [E]
☐	☐	☐	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.) [E]
☐	☐	☐	Trustee or Beneficiary signature(s) on map [E]
☐	☐	☐	Notary Certificate(s) complete and correct (notary certificate filled out for each signatory with current license and no stamp) [E]
☐	☐	☐	Engineer's/Surveyor's Statement correct [E]
☐	☐	☐	Map signed and stamped by RCE/LLS [E]
☐	☐	☐	Town Engineer's Statement correct [E]
☐	☐	☐	Town Engineer's Statement includes vacation clause if required [E]
☐	☐	☐	Town Surveyor's Statement correct [E/T]
☐	☐	☐	County Recorder's Certificate correct [E]
☐	☐	☐	Soils/Geotechnical Statement shown [E]

Technical Requirements

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

TOWN OF LOS GATOS

URBAN LOT SPLIT PARCEL MAP CHECKLIST

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

Urban Lot Split Subdivision Standards

Yes	No	N/A	
☐	☐	☐	**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.** [E/T]
☐	☐	☐	**The side lines of all lots shall be at right angles to streets or radial to the centerline of curved streets.** [E/T]
☐	☐	☐	**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.** [E/T]
☐	☐	☐	**Each new parcel shall maintain a minimum lot width of 20 feet.** [E/T]
☐	☐	☐	**The side lines of all lots shall be at right angles to streets or radial to the centerline of curved streets.** [E/T]
☐	☐	☐	**Each new parcel shall have frontage upon a street with a minimum frontage dimension of 20 feet.** [E/T]
☐	☐	☐	**The parcel map to subdivide an existing parcel shall create no more than two new parcels.** [E/T]
☐	☐	☐	**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.** [E]