



Town of Atherton
Planning Division
80 Fair Oaks Lane Atherton CA 94027
Phone: (650) 752-0544
planningdept@ci.atherton.ca.us

Urban Lot Split (SB9) Final Map Process

Once the Tentative Map is approved, the next step in processing and approval of the application will be for you to submit a Final Map to the Town in accordance with AMC [Chapter 16.20](#) and ultimately get recorded at the San Mateo County Recorder's office. The Final Map needs to be recorded within 24 months of the approval of the Tentative Map.

Unless a final map or parcel map is filed, and all conditions of approval are fulfilled within said twenty-four-month period, or such extension as may be granted, the tentative map shall expire, and all proceedings shall terminate. Thereafter, no final or parcel map shall be filed without first processing a tentative map.

SB9 Building applications can be applied for after the recording of the Final Map.

Urban Lot Split (SB9) Tentative Map Submittal Requirements

- Final map fees for FY22-23 - **\$3,025.12**, payable by check made out to the following:
Town of Atherton.
Attn: Planning Department (project address on check)
80 Fair Oaks Lane
Atherton, CA 94027
- Final Map shall be as provided in the Map Act. Scale of the map shall not be less than one inch per one hundred feet.
- The Final Map shall contain all certificates required by Title 16 or the Map Act. Signed copy of the approved Tentative Map certificate required.
- All streets, highways and other public ways, and all other easements, dedication of access rights or areas required or offered for public use and dedication shall be shown on the final map. In the case of a parcel map such dedications may be made either on the parcel map or by separate instrument as determined by the city engineer.
- One Final Mylar map and one paper map. For initial review – 2 sets paper maps required at size specified by County of San Mateo (see below)
- Title Report (not older than 6 months at the time of submission) A subdivision guarantee issued by a licensed title insurance company in the name of the record owner or owners,

issued for the benefit and protection of the town, showing as to the subdivision and each dedication or offer of dedication all the parties whose consent is necessary and their interest therein;

- The instrument prohibiting traffic over the sidelines of a highway, street or way, when and if the same is required by this title.
- Closure Calculations. Sheets and drawings showing closures and the computation of all distances, angles and courses shown on the final map, ties to existing and proposed monuments, and adjacent street corners, and/or highway stations.
- Deed restrictions. A copy of the proposed deed restrictions. Any other documents, to fulfill requirements certifications, or instruments necessary of state law or requirements at the time the tentative map was approved or conditionally approved.
- Key Map and Legend. When the final map or parcel map consists of two or more sheets, except sheets showing only certificates and similar in text, a key map showing the relation of the sheets shall be placed on the first sheet. Every sheet shall bear the scale, north point, legend, sheet number, and the number of sheets comprising the map.
- Whenever the city engineer has established a system of coordinates, the survey shall be tied into such system. The map shall show clearly what stakes, monuments, or other evidences were found on the ground to determine the boundary of the tract. The corners of all adjoining recorded subdivisions shall be identified by lot and block numbers, tract name and place of record, or other proper designation.
- Block numbers, if used, shall begin with the number "1" continuing consecutively without omission or duplication throughout the tract. The numbers or letters shall be solid and of sufficient size and thickness to stand out and shall be so placed as not to obliterate any figure and shall not be enclosed in any design. Each block in its entirety shall be shown on the sheet. Where adjoining blocks appear on separate sheets, the street adjoining both blocks shall be shown on both sheets complete with centerline and property line data.
- The boundary of the subdivision shall be designated by a distinctive border. Such border shall not interfere with the legibility of figures or other data.
- Town boundary lines crossing or abutting the subdivision shall be clearly designated and referenced.
- The map shall show the sideline of all easements to which the lots are subject. The easements must be clearly labeled and identified and if already of record, their recorded references given. If any easement is not definitely located of record, a statement of such easement must appear on the title sheet. Easements for storm drain, sewers and other purposes shall be denoted by fine dotted lines. The width of the easement and the lengths and bearings of the lines thereof and sufficient ties thereto to definitely locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owners certificate of dedication.

- Sufficient data shall be shown to determine readily the bearing and length of every street centerline, lot line, block line, and boundary line. Dimensions of lots shall be given as the net dimensions, corner to corner, and shall be shown in feet and hundredths of a foot. No ditto marks shall be used. The total area of each lot shall be shown in square feet. The gross and net (exclusive of access area) area of flag lots shall be shown in square feet. Bearings and distances of straight lines and radii and arc length of curves, as may be necessary to determine the location of the curves and tangent points, shall be shown. No lot shall be deemed to include any part of any existing or proposed public right-of-way as part of its area.
- Lot numbers shall begin with the number “one” and shall continue consecutively through the block, with no omissions or duplications. In the case of parcel maps, letters may be used. They shall be numbered or lettered in a clockwise direction from the upper lefthand corner. North shall be generally up on the map.
- Whenever the city engineer has established the monument line of a street or alley adjacent to or in the proposed subdivision, the map shall show the date that all such monuments were established, shall indicate all such monuments found and shall refer such monuments to a field book or map. If the points were reset by ties, the course and detail of relocation data used by the city engineer shall be stated.
- The map shall show the location and description of all monuments found in making the survey of the proposed subdivision and shall include the bearings and distances to such other existing monuments as may be necessary to establish each portion of the proposed subdivision in relation to such existing monuments.
- The map shall particularly define, delineate and designate all lots intended for sale or reserved for private purposes, all parcels offered for dedication for any purpose, public or private, with all dimensions, boundaries, and courses clearly shown and defined in every case. Parcels offered for dedication but not accepted shall be designated by letter.
- When a soils and geologic report has been prepared, the date of the report(s) and the name(s) of the engineer(s) making the report(s) shall be recorded on the map.
- The map shall show the center lines of all streets, the total width of all streets, the width of the portion being dedicated and the width of existing dedications, and the width each side of the centerline. It shall also show width of any railroad rights-of-way appearing on the map.
- The map shall show all other data that is or may be required by law.
- Tentative Parcel Map Certificate
- S9 Limitations that will be listed on Final Map
- Affidavit of Intent to Occupy – Link - <https://www.ci.atherton.ca.us/DocumentCenter/View/10623/Affidavit-of-Intent-to-Occupy---REVISED-AUGUST-3-2022?bidId=>
(What about non-tenancy over the past 3 years)

- San Mateo County Recorder's Office Requirements:
 1. Drawing and certificate must be legible and in permanent ink or printed or reproduced, using permanent black ink on tracing cloth or polyester base film.
 2. Maps shall be 18" x 26" in size with a 1" margin.
 3. Evidence of ownership (title guarantee)
 4. Certificated of owner(s) (signature(s))
 5. Certificate of tax security by authorized officer
 6. Certificate of approval signed and sealed by City Engineer or County Surveyor
 7. Certificate of Recorder
 8. Certificate by Clerk of Board/City Clerk
 9. **Signature(s) acknowledged**
 10. Notes:
 - a. Map size – 18" x 26" with 1" margin Mylard map (for final signatures and recordation)
 - b. Maps to town for review and comments will be paper maps.
 - c. Maps to the county must be Mylar maps.
 - d. Third copy may be provided to receive conformed copies as a paper copy.
 - e. Check made out to San Mateo County Recorder