



**Final Map checklist**

AMC <https://atherton.municipal.codes/Code/16.20>

This checklist is designed to provide property owners and applicants with an overview of the requirements for a Final Map submission.

**Submittal Requirements and conditions for final and parcel maps.**

A	<i>Form and Scope.</i> The form of a final map or parcel map shall be as provided in the Map Act. The scale of the map shall be not less than one inch per one hundred feet.
B	<i>Certificates.</i> The final map or parcel map shall contain all certificates required by this title or the Map Act.
C	<i>Compliance with Conditions.</i> All conditions of approval of the tentative map shall be fulfilled prior to approval of a final map or parcel map, except those conditions which are fulfilled by the filing of an agreement to perform those conditions as specified in this title.
D	<i>Expiration of Maps.</i> 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.
E	<i>Dedications.</i> 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.
F	<i>Number of Prints.</i> Reproducibles and an additional number of prints of the final or parcel map, as determined by the city engineer, which conform to the requirements of the Map Act shall be submitted to the city manager.
G	<i>Additional Documents.</i> The subdivider shall submit along with the final map or the parcel map the following documents:
G1	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;
G2	The instrument prohibiting traffic over the sidelines of a highway, street or way, when and if the same is required by this title;

G3	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;
G4	A copy of the proposed deed restrictions;
G5	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.
H	<i>Key Map and Legend.</i> 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.
I	<i>System.</i> 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.
J	<i>Block Numbers.</i> 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.
K	<i>Boundary.</i> 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.
L	<i>Town Boundary Line.</i> Town boundary lines crossing or abutting the subdivision shall be clearly designated and referenced.
M	<i>Easements.</i> 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.
N	<i>Lot Lines and Boundary Lines.</i> 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.

