

MAP CHECKLIST

PREPARED FOR: **AB** _____ **Lot** _____

DATE _____ / _____ / 200_

Title: Project No.

Done	Needed	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Map Type - Final Map, Parcel Map, Final / Parcel Map for Condominium purposes, or Planned Development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lot Merger and Resubdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lot Merger
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Airspace
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lot Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Parcel / Final Map No. _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Residential, Commercial, Mixed Use - Specify number of units
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Vesting deed information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> City and County of San Francisco, California
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Current date on mylars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Surveyor/Engineer company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sheets numbered "Sheet _____ of _____ Sheets"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assessors Block / Lot / Address in lower right corner of all sheets (see examples)

Certificates

Done	Needed	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Final Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Owners' Statement (includes Dedications or Easements to City)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Owners' Acknowledgement - notarized (requires two signatures if Corporation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Trustee Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Trustee Acknowledgement - Notarized

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beneficiary names with signatures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beneficiary Acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clerk's Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director of Public Works Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Attorney Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surveyor's / Engineer's Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City/County Surveyors Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recorder's Statement – Condominium / Parcel Map / Final Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Board of Supervisors' note
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2" x 4" for recorders label
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reference of separate recorded Certificate, Statement, or Acknowledgement (SMA 66435.2 & 66477.5)

Done	Needed	N / A	<input type="checkbox"/> Parcel Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owners' Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owners' Acknowledgement - notarized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surveyor's / Engineer's Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City & County Surveyors Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recorder's Statement – Condominium / Parcel Map / Final Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2" x 4" area for Recorders Label
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reference to separate instrument (SMA 66477 & 66477.5)

Survey *(Including but not limited to the Following)*

Done	Needed	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Graphic Scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Street Names with Official Width
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Monument lines established by monuments and reference points (Minimum of two Monument lines with a minimum of two Monuments per line)

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- ☐
- Show measured and monument map value(s)
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- ☐
- Basis of Survey
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- ☐
- Reference map(s) used. Reference underlying map(s) or deed(s) & associated block & lot number where appropriate.
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- ☐
- Record distance to Lot from Block corner(s)
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- ☐
- Block tied to monument lines
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- ☐
- Show points set or found to reference minimum one exterior boundary line. All Property Lines / Property corners fronting public right of way shall be monumented.
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- ☐
- Show relationship to surrounding surveys, if any
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- ☐
- Reference underlying map(s) or deed(s) & associated block & lot number where appropriate.

Block

- | | | |
|------|--------|-------|
| Done | Needed | N / A |
|------|--------|-------|
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- ☐
- Assessors Block number
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- ☐
- Current Assessors Parcel Number (ghosted)
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- | | | |
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- ☐
- Adjoiner lots with Assessors Parcel Number and most current vesting deed reference

Parcel

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|------|--------|-------|
| Done | Needed | N / A |
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- ☐
- Show existing building(s), if lot is vacant, label as such (
- Tentative Only**
-)
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- ☐
- Show relationship of building(s) including adjoining properties to property lines (
- Tentative Only**
-)
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- ☐
- Note encroachments if any
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- ☐
- Lot dimensions
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- ☐
- Lot square footage
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- ☐
- Reference measured dimensions where different than record
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- ☐
- Assessor's Parcel Numbers for condominium units note/table

Boundary

Done	Needed	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Deeds as needed for boundary establishment and all adjacent vesting deeds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> All Recorded maps used for boundary establishment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Any gaps/overlaps noted and called out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Closure Calculations – If a non-rectangular lot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Show all easements and encumbrances per title report /or known if not listed in Preliminary Title Report

Notes

Done	Needed	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Condominium General Notes [for all condominium maps]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Indicate units of measurements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Indicate angles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reference vesting deeds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reference Title Report Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reference benchmark data (Air Space only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reference Monument Map(s) used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DCP conditions – Show compliance on map or by separate document as appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DBI conditions - Show compliance on map or by separate document as appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SFRA conditions - Show compliance on map or by separate document as appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Number of Units (Condominiums)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Any other explanatory notes the preparer feels necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List Below Market Rate Units by unit number and reference associated Notice of Special Restrictions.

Legend

Beginning September 1, 2007

- *All city agency approvals will be required prior to issuance of Tentative Map approval.*
- *Prior to the first checkprint review.*
 - *In the case of condominium conversions [residential and commercial] a copy of the Certificate of Final Completion [CFCO] issued by Department of Building Inspection is required at this time.*
 - *In the case of an existing building where new condominium units are being added, a CFCO is required to include all building(s) within the scope of the project.*

Title Example:

FINAL / PARCEL MAP No. 1234

A XX RESIDENTIAL UNIT AND XX

COMMERCIAL UNIT MIXED-USE

CONDOMINIUM PROJECT

A SUBDIVISION OF THAT REAL PROPERTY

DESCRIBED IN THAT CERTAIN DEED

RECORDED ON -----, ---- IN

REEL ----- AND IMAGE -----

CITY AND COUNTY OF SAN FRANCISCO

STATE OF CALIFORNIA