

**APPENDIX B – STANDARD FORMS**

**Encroachment Permit Application**

**Street Closure Application**

**Map and Plan Review Checklists**

Standard Conditions of Approval:

1. This permit constitutes an agreement between Permittee and City, whereby Permittee is allowed to perform certain approved activities within dedicated public area under the preview of the City.
2. This permit is **revocable at any time** by the Director of Public Works or City Engineer.
3. Permittee shall maintain all required insurance policies endorsements for the duration of the permitted work/activity.
4. Permittee shall comply with all applicable federal, state and local laws, codes, regulations and ordinances, including OSHA requirements for excavation safety, and MUTCD traffic controls.
5. Permittee shall provide **48 hours (2 working days) minimum** notice to City of the schedule for the work/activity for inspections, and comply with all requirements of the City for proper execution of the work/activity. Please contact the Public Works Department at (209) 883-4054 for inspections.

Special Conditions of Approval: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Inspections: (FOR CITY USE ONLY)**

Required Inspections

Passed By\*

Date

<input type="checkbox"/>	Pre-activity walk-through	_____	_____
<input type="checkbox"/>	Traffic Control Plan	_____	_____
<input type="checkbox"/>	Traffic Controls Maintained	_____	_____
<input type="checkbox"/>	Exposed utility line	_____	_____
<input type="checkbox"/>	Utility Connection, and/or testing	_____	_____
<input type="checkbox"/>	Sub-grade/backfill compaction	_____	_____
<input type="checkbox"/>	Aggregate base compaction	_____	_____
<input type="checkbox"/>	Forms/Rebar	_____	_____
<input type="checkbox"/>	Concrete mix, finish	_____	_____
<input type="checkbox"/>	Asphalt paving	_____	_____
<input type="checkbox"/>	Striping, Signage	_____	_____
<input type="checkbox"/>	Irrigation	_____	_____
<input type="checkbox"/>	Planting	_____	_____
<input type="checkbox"/>	Completion/Removal, Cleanup	_____	_____
<input type="checkbox"/>	Water System Disinfection	_____	_____
<input type="checkbox"/>	Final Inspection for acceptance or dedication	_____	_____

\* City's Authorized Inspector: \_\_\_\_\_  
Print Name
Signature – All Work Accepted
Date

**DEPOSITS WILL NOT BE RETURNED UNTIL ALL REQUIREMENTS HAVE BEEN APPROVED**  
**And this page - signed off by the Inspector - accompanies a written request for reimbursement**

Fees:

Non-utility:

\$50 Application fee, plus actual cost.\*

(Requires an Inspection Deposit of 3% of the estimated construction cost with a \$500 minimum deposit will be renewed when it has reached 5% of the original required amount)

Utility (PUC-regulated):

\$50 Application fee plus:

- a. Unimproved areas:  
\$0.10 per square foot
- b. Improved areas:  
\$0.74 psf (1 to 500 sf)  
\$0.50 psf (501+ sf)

\*Actual cost is the time and materials.  
Including all direct and indirect overhead

PROJECT: \_\_\_\_\_

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

PREPARER: \_\_\_\_\_

# CITY OF HUGHSON



## MASTER CHECKLIST

FOR

SUBDIVISION

MAPS AND PLANS

PROJECT: \_\_\_\_\_

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

PREPARER: \_\_\_\_\_

### PRELIMINARY MAPS

#### Form and Contents:

- Four Prints Submitted
- Names and Addresses of legal property owner(s)
- Names and Addresses of Subdivider(s)
- Names and Addresses of Civil Engineer or Land Surveyor preparing Map
- Boundary lines and dimensions of the entire parcel upon which the subdivision is proposed.
- Location of all adjacent property lines, and names and addresses of all owners of record of all adjoining undeveloped properties.
- Locations, names, and widths of all adjoining streets and right-of-ways.
- Widths, approx. locations, and deed references of all existing easements of right-of-way on or appurtenant to the property.
- The approximate location and direction of flow of all water courses, and approx. location of all areas subject to instability, inundation, or ponding.
- Topographic contour map accurately showing existing terrain etc.
- Elevations in accordance with USGS 1929 sea level datum
- Date, north arrow, and scale
- Areas proposed for development, showing proposed improvements, land use and access, streets, significant public facilities, approx. finished grades, and other necessary information necessary to depict development.
- Current preliminary title report or tile report on subject property.

#### Filing Fee:

- Filing Fee Submitted

#### Review Requirements:

- Receipt of (conforming) Preliminary Map, fees, accompanying exhibits.
- Consult & Schedule Preliminary Map Conference Meeting.
- Meeting: Matters of Land Use Planning, Design with Respect to General Plan, City Regulations, Requirements to be reflected in tentative or vesting tentative map.

#### Waiver:

- Preliminary Map filing, review, and conference waived.

PROJECT: \_\_\_\_\_

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

PREPARER: \_\_\_\_\_

- The north arrow, scale, and contour interval for maps;
- A vicinity map showing roads, adjoining and nearby subdivisions, towns, creeks, railroads, schools, shopping and other data sufficient to locate the proposed subdivision relative to existing and known proposed community development;
- The limits and dimension, owners of record, purpose, and deed references of existing easements and rights-of-way on, adjacent or appurtenant to the property;
- The property lines of abutting properties, the lot and subdivision numbers of existing abutting lots, and any existing improvements or conditions which may affect or be significantly affected by the proposed development;
- The names and addresses of owners of record of all contiguous undeveloped property, and deed references therefor;
- The approximate boundary lines of existing land use zones and taxing jurisdictions on, near, or affecting the property.

Information – Additional:

- The proposed lot and street layout, with scaled lot line dimensions, each lot numbered consecutively within the entire proposed subdivision;
- Street names, width of street rights-of-way and traveled ways, approximate grade, and radii of curvature along property lines. Street names shall be subject to the approval of the planning officer and shall not duplicate or be in conflict with any existing street names in the city or postal district;
- Typical geometric cross-sections for streets showing pavement widths, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills, and other applicable improvements proposed, in conformance with city standards;
- The location, easement widths, approximate grade, direction of flow, and type of all proposed storm drainage and sanitary sewer systems required to serve the development, on-site and off-site;
- The location of easement widths and type of all proposed major water facilities and systems, on-site and off-site;
- Proposed school, park, recreation, and other public or private use areas other than single-family residential;
- All trees which will remain after the finished grading and construction of the development shall be identified on the tentative map;

PROJECT: \_\_\_\_\_

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- When required by the planning officer, a preliminary investigation of site soils conditions and a statement of evaluation thereof by a qualified soils geologist or registered civil engineer specializing in soils engineering, pertaining to specific soils conditions and as to the stability of areas in which slides have occurred or where there is slide hazard within or immediately adjoining the proposed subdivision, shall be submitted at the time of the tentative map filing;
- The planning officer shall not accept a tentative map for filing unless the map and all information and data required as part of or to accompany said map for filing are complete and in a form acceptable to the planning officer.
- A completed design expectation guideline self-certification.

**Filing:**

- Every subdivider shall file with the planning officer the number of tentative map and preliminary site development plan prints as determined necessary by the planning officer together with the tentative map filing fee as set forth in the current city fee schedule.

**Acceptance and rejection:**

- The planning officer shall, within 30 calendar days from the time the map and all accompanying data have been received, examine the map and accompanying data and, if they are in full compliance with the provisions of all laws and this chapter, shall deem the application as complete and accept the map for filing. If it is incomplete and not accepted, it shall be returned to the subdivider with a written statement of the reason it was not accepted for filing. The planning officer shall forward copies of the filed tentative map and other pertinent accompanying data to the interested public agencies, which may in turn forward to the planning officer their findings and recommendations thereon.

**Conference:**

- Within 20 working days from the filing of a tentative map, the planning officer shall schedule a subdivision conference to be held prior to the date on which the map is scheduled for planning commission action. Written notice of such conference shall be given to the subdivider and all interested agencies. At such conference, all recommendations made by various agencies and departments shall be discussed. The results of the conference, together with the planning officer's report, shall be presented to the planning commission. A copy of any report or recommendation of the planning officer on a tentative map shall be provided to the subdivider and to those persons specified in Government Code Section 66452.3 at least three days prior to any hearing or action on such map by the planning commission.

PROJECT: \_\_\_\_\_

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commission. Such appeal shall be filed with the city clerk. The council shall set the matter for hearing within 30 days of the date of filing the appeal, and shall render its decision within 10 days after the conclusion of the hearing.

Report:

- If a tentative map is approved, or conditionally approved, the planning officer shall transmit a written report to the city council within 15 days or at its next succeeding regular meeting.

Approval and disapproval:

- At the next regular meeting of the council following the filing of the report of the recommendation of the commission, the council shall fix the date at which the tentative map shall be considered by it, which date shall be within 30 days thereafter. Unless such time is extended by mutual consent of the subdivider and council, the commission shall approve, conditionally approve, or deny the tentative map, within said 30 days. In the event of disapproval, the subdivider shall be furnished with a statement of the reason and authority for such disapproval. In the event of conditional approval, the subdivider shall be furnished with a statement of conditions and changes necessary for incorporation in the final map

Environmental review – Approval:

- In considering the approval or conditional approval of a tentative map, the council shall first find that the proposed subdivision, together with the provisions for its design and improvements is consistent with the applicable general or specific plans of the city, and shall then examine the environmental documentation and certify its adequacy and conformity with the provisions of the California Environmental Quality Act.

Conditions imposed – Approval:

- In approving tentative maps, the council may impose such reasonable conditions as it deems necessary and in the interest of public health, safety, environment, or community welfare in accord with the purpose and intent of this chapter.

Denial – Council:

- A tentative map may be denied by the council on any of the grounds provided therefor in the Subdivision Map Act or the ordinances and statutes of the city.

Expiration – Period:

PROJECT: \_\_\_\_\_

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

PREPARER: \_\_\_\_\_

### VESTING TENTATIVE MAPS

Consistency:

- No land shall be subdivided and developed pursuant to a vesting tentative map for any purpose which is inconsistent with the general plan and any applicable specific plan or which is not permitted by the zoning ordinance or other applicable provisions of any ordinances or of this code.

Application:

- Whenever a provision of the Subdivision Map Act, as implemented and supplemented by this title, requires the filing of a tentative map for a residential development, a vesting tentative map may instead be filed, in accordance with the provisions of this chapter.
- If a subdivider does not seek the rights conferred by Chapter 4.5 of the Subdivision Map Act (commencing with Section 66498.1 of the California Government Code), the filing of a vesting tentative map shall not be a prerequisite to any approval for any proposed subdivision, permit for construction, or work preparatory to construction.

Filing and processing:

- A vesting tentative map shall be filed in the same form and have the same contents, accompanying data and reports and shall be processed in the same manner as set forth in this title for a tentative map except as provided in this chapter.
- At the time a vesting tentative map is filed it shall have printed conspicuously on its face the words "**Vesting Tentative Map.**"
- At the time a vesting tentative map is filed a subdivider shall also supply information with respect to the proposed height, size, location and architectural plans for buildings shown on a vesting tentative map.

Filing fee:

- At the time of filing of the vesting tentative map, the subdivider shall pay the vesting tentative map fee as set forth in the current city fee schedule.

Expiration:

- The approval or conditional approval of a vesting tentative map shall expire at the end of the same time period, and shall be subject to the same extensions



PROJECT: \_\_\_\_\_

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rights referred to in this section shall continue until the expiration of that permit, or any extension of that permit.

Development inconsistent with zoning – Conditional approval.

- Whenever a subdivider files a vesting tentative map for a subdivision whose intended development is inconsistent with the zoning ordinance in existence at that time, that inconsistency shall be noted on the map. The council may deny such a vesting tentative map or approve it conditioned on the subdivider, or his or her designee, obtaining the necessary change in the zoning ordinance to eliminate the inconsistency. If the change in the zoning ordinance is obtained, the approved or conditionally approved vesting tentative map shall, notwithstanding HMC 16.17.060(A), confer the vested right to proceed with the development in substantial compliance with the change in the zoning ordinance and the map, as approved.
- The rights conferred by this section shall be for the time periods set forth in HMC 16.17.060(A).

Application inconsistent with current policies:

- Notwithstanding any provision of this title, a property owner, or his or her designee, may seek approvals or permits for development which depart from the ordinances, policies, and standards described in HMC 16.17.060 and 16.17.070, and local agencies may grant these approvals or issue these permits to the extent that the departures are authorized under applicable law.

Other provisions apply:

- Except as otherwise set forth in this chapter, all other provisions of this title shall apply to vesting tentative maps.

PROJECT: \_\_\_\_\_

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

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The particular number of the sheet and the total number of sheets comprising the map shall be stated on the lower right-hand corner of each sheet and its relation to each adjoining sheet shall be clearly shown;

- Each parcel shall be numbered or otherwise designated;
- The exterior boundary of the land included within the subdivision shall be indicated by distinctive symbols and clearly so designated;
- The map shall show the location of each parcel and its relation to surrounding surveys. The location of any remainder of the original parcel shall be shown, but need not be shown as a matter of survey, but only by reference to the existing record boundaries if such remainder has a gross area of five acres or more;
- Subject to the provisions of the Subdivision Map Act and this chapter, a certificate is required, signed and acknowledged by all parties having a record title interest in real property to be subdivided, consenting to the preparation and recordation of the parcel map;
- The city engineer may require that a parcel map shall satisfy any additional requirements for final maps as provided therefor by the Subdivision Map Act and this title;
- The map shall show all dedications and offers of dedication. The city engineer may require that such dedications or offers of dedication be made by deed in lieu of or in addition to appearing on the parcel map and, when made by separate instrument, they shall be recorded concurrently with or prior to the parcel map being filed for record and shall be signed by the same parties and in the same manner as set forth for dedications by a final map, as provided in the Subdivision Map Act and this title;
- In all cases, the parcel map shall be based on a field survey in conformity with the Land Surveyors Act.
- Any subdivision of the same land shall require the filing of a new map.

Submittals required:

- The subdivider shall submit to the city engineer the original tracing(s), duplicate print(s) on linen, duplicate tracing(s), and a set of print(s) of the parcel map, the improvement plans, if applicable, in which case the subdivider shall submit the original tracings or duplicate tracings and three sets of prints. The subdivider shall also provide one electronic version of such prints and plans in AutoCAD (compatible with the current version of AutoCAD used by the city engineer) sent via CD and/or DVD. At the same time, the subdivider shall submit the plan checking fee, filing report, current preliminary title report, and a letter of clear

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**DEVELOPMENT  
(Improvement Plans)**

**General requirements:**

- Following approval of a tentative or vesting tentative map, and prior to the submission of any final map or parcel map therefor, the subdivider/developer shall have prepared and submitted complete sets of improved plans and cost estimates for the improvement(s) required. The approval of said plans by the planning officer and the city engineer, when improvements are required, shall be a prerequisite to the approval of the final map or parcel map by the city council, and in the case of a site development only, shall be prerequisite to issuance of any building permit.

**Improvement plan – Preparation:**

- The improvement plans shall be prepared by or under the direction of a civil engineer licensed by the state and shall show the complete plans, profiles, and details for all streets and appurtenances, storm drainage, water systems and fire hydrants, sewers, utilities, grading and all other improvements proposed or necessary, on-site and off-site.

**Improvement plan – Form and content:**

- Plans and profiles shall be submitted on uniform size sheets 24 by 36 inches in overall dimension. A border shall be provided of one-and-one-half inches along the 24-inch left-hand side of the sheet, and a one-half inch border on the other three sides, with a title block on the lower right side to clearly identify the nature of the plan. The scales for various portions of the drawings and the north point, where applicable, shall be shown on all sheets.
- References may be made to applicable city standard details and plans, in lieu of duplicating the drawings thereof. Plans shall be drawn to professional drafting standards and to appropriate scales to clearly show intent without crowding or possibility of misinterpretation. All plans, lettering, and details shall be drafted at sufficient scale to permit full legibility when photographically reduced to one-half original drawing size.
- If the plans include three or more sheets, a key map, at one inch equals 300 feet or one inch equals 600 feet scale, showing streets and street names, lots and lot numbers, and the area thereof covered by each sheet of the plans, shall be included on the first sheet of the plans.
- Plans shall show complete plan, profile, and detail for all street work, sanitary sewer systems, water supply and distribution systems, including valves and fire hydrants, storm drainage conduits, inlets, channels, and structures; retaining

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building permit, may require that the approved recommended action be incorporated in the construction of each structure.

**Soils report – Certification:**

- Where a preliminary soils report, soils report, or geological report has been required for a subdivision, the grading plans or development plans which provide the design for earthwork therefor shall bear the signature of the soils engineer who has performed the investigation, and the as-built plans shall bear his certification that the work was performed in accordance with those plans.

**Document filing:**

- The subdivider/developer shall submit two complete sets of prints of the improvement plans to the city engineer for review, and said plan submittal shall be accompanied by the plan-checking fee in accordance with the current fee schedule of the city. The city engineer shall expeditiously review the plans and return one set to the subdivider/developer's engineer with the required revisions, if any, marked thereon.

**Copies required:**

- When the plans are found to be complete and satisfactory to the city engineer, the subdivider/developer shall submit three complete sets of prints and one complete set of transparent vellums thereof for use by the city engineer, and the prints shall at the time be accompanied by any additional number of complete sets of prints the subdivider/developer, his engineer and contractors may require, to be noted as approved by the city engineer.

**Approval:**

- The improvement plans shall have been approved by the city engineer prior to submission of the final map to the council for approval.

**Start of work:**

- No work shall be started unless authorized by the city.  
(Encroachment permit(s), Grading permit(s), SWPPP, Conditions of Approval, etc.)

**Permit required:**

- The subdivider/developer shall not commence construction on any portion of improvements prior to the issuance of an encroachment permit and payment of construction inspection fees, and the city public works department shall be notified at least 48 hours in advance of commencement of any portion of the work.

PROJECT: \_\_\_\_\_

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

PREPARER: \_\_\_\_\_

### **GRADING PLANS (On & Off Site)**

- Existing elevations or contours shown.
- Proposed pad grades.
- Show TC elevations at property line extensions, grade breaks, curb returns and drain inlets.
- Street slopes at centerline shown (0.4% minimum on new streets).
- Pad numbers or letters shown.
- Retaining walls and sound walls shown (detail shown).
- On-site highpoint at driveways at least 0.8' above flow line.
- Show grading required for off-site drainage.
- Grading shown between back-of curb or sidewalk and original ground at Right-of-Way line.
- Grading conforms to adjacent properties shown correctly and no adverse impact to future development.
- Maximum slopes 2:1 or per Soils Report.
- All pads above high water if storm drains plug. (overland surface flows)
- All storm drain inlets (low points)
- High Points
- Elevations at rear of lots shown.
- NOI & SWPPP Plan Submitted.
- SJVACPD Construction Notification /Dust Control Plan

### **STREETS: PLANS & PROFILES (Plan Views 1" = 40')**

- Designed in full accordance with current Streets Master Plan, and Traffic Impact Analysis Guidelines. All existing and proposed improvements clearly shown.
- Radius of curvature, central angle, length, and radius (30' on residential and 50' on industrial streets).
- Cul-de-sac radius per City Standard Details.
- Right-of-Way and street width dimensions shown.
- Centerline stationing at 100' and at BC and EC of curves.
- Profiles shall show existing and proposed grades.
- Lot/parcel lines and numbers/letters shown.
- Cul-de-sac cross slopes from high point to gutter lip minimum 2% and maximum 5%.
- Valley gutters (in-fill projects only) – show flow lines.
- Stationing in all drainage structures and utility stubs to property.
- TC elevations given at all drain dimensioned.
- Location of underground pipes and utilities shown.
- Street monuments shown.
- Pedestrian paths shown. Basic grades shown.
- Street names shown.
- Stations and elevations street intersections shown.
- All notes and symbols standard and conforming to legend.
- All existing utility poles, manholes, valves, signs, mailboxes, trees, etc. shown. Indicate those to be removed, relocated or adjusted to grade.
- Continuations and cross streets properly referenced.
- Project limits and City limits shown.
- Barricades (temporary during construction and permanent) shown in proper locations, and specified as to type.
- Handicap ramps with reference to City Std. Detail number.
- Show existing driveway locations on both sides of the streets adjacent to the proposed project.
- All Traffic Control Devices identified.

### **Profiles, Vertical Scale 1" = 2' or 4'**

- Minimum vertical curve lengths observed (50')
- Vertical curve, used for grade breaks greater than 2%
- In cul-de-sacs, show profiles @ centerline from end of TC profile through the radius point to top curb at end of cul-de-sac (dashed line).
- 2% maximum grade observed across intersections.
- 0.40% minimum grade on all new streets at curb.
- 0.50' minimum fall around curb returns on all streets.
- All underground pipes and utilities shown; storm drain, water, gas, electrical, cable, and sewers.
- Existing ground on centerline shown.
- Finished grade profile for top of curb shown.
- Centerline stations and elevations shown @ all BVC, EVC, PIVC, grade breaks, low points and high points.

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

PREPARER: \_\_\_\_\_

- Sewer – PVC lining on manholes constructed on trunk mains.
- Manhole size i.e., 48", 60", etc.
- Storm calculations showing 2" over site (Engineer provides cross sections and map locations of the cross sections with calculations).
- An on-site high point behind driveway is established at least 0.8' above the gutter flow line. High points for Drop Approaches will require 17' or more feet to locate a high point.
- Access to storm drain line does not exceed 500'. Access provided to catch basin, manhole, or open ditch (headwall).
- Trunk lines 1.25' behind top face of curb. Transition to enter catch basin in the center.
- Storm drain outlet protection provided.
- A detail for the on-site detention basin showing top, toe, high water and other relevant elevations including dimensions meeting the minimum city requirements.

## **WATER**

- Length shown as distance between crosses or tees.
- Invert elevations shown at grade breaks.
- Top of curb at hydrant locations.
- Looped lines in cul-de-sacs, dead ends.
- Blow-offs behind walks.
- Fire Hydrants at back of cul-de-sac for terminating water lines (in-lieu of a blow off). When allowed.
- Connection to existing facilities.
- Water sampling stations
- Air valves per AWWA Manual of Water Practices M51
- At points of future extension install temporary blow-off with valve.
- Fire hydrants maximum spacing – 500' residential and 300' other. Hose lay lengths 250' residential and 150' other Cul-de-sacs within 200' of radius point. And not closer than 15' to any dry utility pole, vault or transformer.
- Designed in full accordance with current Water System Master Plan.
- Water usage demand quantities for project area determined. Annual total, Maximum daily, and Maximum with fire flow.

## **STREET LIGHTING**

- Streetlight locations, wattage and pole height shall be shown on plans and approved by the City.
- Plans shall be 1" = 40', 50', or 100' scale.
- Service pedestal shall be located out of sight distance triangle area, 25' or more.
- Point of connection (TID transformer)
- Conduit location.
- Luminosity Plan

## **LANDSCAPE & IRRIGATION**

- Scale 1" = 20'
- Shall be submitted when Improvement Plans are submitted.
- Irrigation schematic to be shown separate from planting details, and include head loss calculations for each line.
- Property/Right-of-Way lines and Planting Easements.
- Plants specified by scientific and common names.
- Trees conforming to City Tree Master Plan.
- Drainage.

## **STORM CALCULATIONS & DRAINAGE MAP**

- The Tributary Area Map shall be large enough and legible and must include: the size in acres for each drainage area (DA) and related drainage information including the Catch basin and manhole numbers and locations, corresponding to the drainage analysis sheet, rim/top of curb, and invert of all structures, the pipe information (length, size, type, and slope of all pipes). This information shall correspond directly with the respective structures on the improvement plans.
- The Hydraulic Grade Line (HGL) and Energy Grade Line (EGL) shall be also shown on the Tributary Map and shall correspond to the Hydraulic Calculations.
- Known or assumed downstream water surface elevation or HGL, and basis of the assumptions.
- Copies of the referenced county/city standards and rainfall intensity curves, for both pipe size/slope calculations and basin size calculations for each event (on-site 10-year, and basin 100-year storm).
- A detail for the on-site detention basin showing top, toe, high water and other relevant elevations including dimensions (including required freeboard).

PROJECT: \_\_\_\_\_

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

PREPARER: \_\_\_\_\_

### FINAL MAP

Conformance with provisions:

- Tentative Map approved or conditionally approved, or
- Vesting Tentative Map approved or conditionally approved
- Approved Improvement Plans and Approved Cost Estimates
- Improvements in place and accepted, or fully bonded.

Preparation:

- Prepared by a California Registered Civil Engineer, or
- Prepared by a California Registered Land Surveyor
- Based on a Survey
- Conforms to Subdivision Map Act
- Conforms to Chapter 16 HMC

Form and Contents:

- Legibly drawn, printed or reproduced
- On material meeting reproduction requirements
- Each Sheet 18 inches by 26 inches
- One inch margin and margin line around perimeter
- Number of and total number of sheets in lower right hand corner
- Engineer's scale of one inch to 100 feet or less
- All Survey/math/data shown to retrace monuments, interior, exterior boundary lines, including bearings, distances, radii, arc length, chord bearings, length of all curves, ties to monuments to establish boundaries of subdivision, streets, and lots.
- Each parcel numbered, each block numbered or lettered.
- Each Street or public way named.

Final Map Filing:

- Plan Sets, Three sets
- Checking Fee
- Filing Report
- Current preliminary title report, or certificate of title
- Improvement Bonds, agreements and instruments of conveyance
- Bonded indebtedness of land paid off

Final Map Examination:

- Final Map Plan Sets Approved
- Required documents in order
- Surveys
- Technically Correct
- Substantial conformance with Tentative Map