

ADU PARCEL MAP CHECKLIST

Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments.

Project ID / Description:				
Reviewer / Date:				
<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM OR DESCRIPTION</u>	
MAP SUBMITTAL PACKAGE REVIEW				
			PDF of AB1033 Parcel Map	
			PDF of the current title report (Dated within last 90 days)	
			Closure calculations (<u>signed & sealed by LLS or RCE</u>)	
			PDF sets of <u>all</u> easements, deeds and maps listed in the Title Report	
			PDF sets of any other maps and deeds used to the prepare map	
			PDF of Planning Planning ADU Condo Conversion Checklist filled out	
			PDF of all documents required in the Planning ADU Condo Conversion Checklist	
			All Map Review Fees	
MAP REVIEW (Non-compliance with bold items can trigger rejection of submittal)				
<i>Formatting Requirements</i>				
C			Map sheets 18" X 26" with 1" border from edge?	
C/T			Map includes a Scale?	
C/T			Map includes complete Standard Legend? (Include all found and set pipes and monuments-Include "As Noted")	
C			Map Statements formatted correctly? (Ownership statements adjacent to left margin, Engineers' Statements, Clerk's and Recorder's Certificates adjacent to right margin)	
C			Title block must be at the top of the page either centered or at upper right of each sheet. Should be desingated as "Parcel Map for a Residential and Accessory Dwelling Unit Condominium For a Maximum of X Residential Condo(s) and X ADU Condo(s) (AB1033)", numbered one of three, etc. and contain the description of property such as "BEING A PORTION OF THE ...ETC."	
C			Date of Map (Month and Year) shown?	

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<i>Technical Requirements</i>				
C				Map conforms to Tentative Map, Map Act and City Muni Code?
C/T				Distinctive Border Line shown? (Distinctive Border Line around property to be subdivided-easements and ROW dedicated by this map to be within the distinctive border line)
T				Basis of Bearing indicated? (Basis of Bearing: Must be between two found monuments of record and include distance and bearing. Provide TIE to boundary with bearing and distance)
C				Lots designated by numbers or letters?
C				Adjoining property owners names shown for unsubdivided property, or record map reference with lot or parcel number and book and page?
C/T				Map references shown?
C				Public Street Dedication shown?
C				Public Service Easements and other public easements shown?
C				Private easements shown?
C				Restricted Access required/shown?
C				Geologic Set Back Zone required/shown?
C				All streets shown and ROW dimensioned?
C				All streets (public, private) named?
T				Curve data for all curves?
T				Radial Bearings for all non-tangent curves?
T				Parcel tie to next sheet?
T				Subdivision boundary monumentation complies with West Hollywood Municipal Code?
T				Existing / found monuments verified by Record Maps?
T				Witness monuments shown?
T				Map agrees with Record Data? (Adjoining record maps or records of survey-(give record data and provide copies of documents))
T				Record and measured data shown and differentiated?

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T				Closure calculations comply with Muni Code Section 19.24.010?
T				Closure calculations indicate area? (Survey Closure Calculations must include: gross area within Distinctive Border line, individual lot areas and public street areas dedicated by this map)
C				Property borders County or another City? (If the property is next to city boundary with county or other city, show and label it)
C	-	Conformance items reviewed by Development Services staff		
T	-	Technical items reviewed by the City Land Surveyor and her staff		
C/T	-	Conformance/Technical items reviewed by both groups		