



**COUNTY OF LOS ANGELES,
DEPARTMENT OF PUBLIC WORKS,
LAND DEVELOPMENT DIVISION,
SUBDIVISION MAPPING SECTION**
(626) 458-4915
(626) 458-4949 FAX

CORRECTION LIST FOR PARCEL MAP

NO. _____

(CIRCLE ONE) **1ST 2ND 3RD 4TH 5TH 6TH 7TH 8TH 9TH 10TH SUBMITTAL**

SURVEYOR/ENGINEER: _____

ASSIGNED MAP

LEGEND: CC = County Code; SMA = Subdivision Map Act;
PLS Act = Professional Land Surveyors Act; BR = Board Rules.

This parcel map has been checked and the necessary corrections, additions, and instructions are circled below. The attached check print(s) and Correction List must be returned with the tracing when submitting a recheck. Please address every correction note and comment on the attached check print(s). If you make additional changes that were not requested, please inform the map checker. If you have a question, please speak to or correspond with the **map checker or his/her supervisor**. Make all corrections or additions as noted on the attached check print(s) before resubmitting for another check. Only complete, formal submittals will be accepted and reviewed.

1. Payment of the following Recorder's Fees are required (reference the current fee schedule):
 - _____ a. Map filing - \$10.00 for first sheet, plus \$3.00 for each additional sheet.
 - _____ b. Document Recording (Separate easement dedication, etc.) - \$9.00 for first page, plus \$3.00 each additional page (a double-sided document is two pages).
2. Payment of the following fees are required (reference the current fee schedule):

a. Map Analysis	\$ _____	e. Verification of Conditions	\$ _____
b. Map Analysis _____ Chk	\$ _____	f. Tax Clearance	\$ _____
c. Easement Checking	\$ _____	g. Tax Bond/Security	\$ _____
d. Monument Checking	\$ _____	h. Other (monument bond, etc.)	\$ _____
3. Submit the original tracings to this office for final review after completion of all reviews and when instructed (SMA 66434(a))
4. Trim the mylar(s) to 18" by 26" overall with a blank 1" margin on all sides. The mylar(s) will be measured (SMA 66434(b)).
5. Ink must be black (no grayscale), opaque, and permanent in nature. All required certificates should be stamped or printed with black, opaque, and permanent ink. Execute signatures with extra-fine point black marker or 1.0 mm, black, gel-roller ball pen (NO BALL POINT PENS). All printed information must be on the front side of the mylar.
6. The minimum size of all text must be 0.10", Arial 10.5 point, or similar; do no overlap or obscure text; use only black, solid lettering; no shadow text; no ghost text; no block outline text.
7. Draft the map at a scale that clearly shows all delineated line work, labels, dimensioning, and text. The map must be clearly readable for referencing and retracement in perpetuity by all professionals after recordation and digital archiving by the County.
8. Show/correct/change map scale and/or detail scale (CC 21.44 Part 2). Use engineering scale measurements, not architectural.
9. Show/reposition north arrow with proper angular orientation to the drawing (CC 21.44.140).
10. Correct all spelling/grammar errors and activate the "Spell-Check" tool on your CAD application.
11. Show Sheet _____ of _____ Sheet(s) beginning with the title sheet first (CC 21.44 Part 2).
12. Provide a 3" across by 4" down rectangular space for the Recorder in the upper right corner of Sheet 1.
13. Show title on all sheets. PARCEL MAP NO. ___ IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA; or PARCEL MAP NO. ___ IN THE CITY OF ___, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA (CC 21.44 Part 2).
14. Show/correct the subtitle (legal description) on the map and/or on the preliminary subdivision report/guarantee.
15. Use only formal language/verbiage throughout the title sheets. Spell-out all words; no abbreviations except in legal names/titles.
16. Reference street vacation(s) in the subtitle.
17. Reference off-site easement dedication(s) in the subtitle.
18. Show purpose on each sheet below the title or subtitle: "FOR CONDOMINIUM PURPOSES", "FOR CONDOMINIUM CONVERSION PURPOSES", "DIVISION OF LAND FOR PURPOSES OF LEASE ONLY", or "FOR RESIDENTIAL PLANNED UNIT DEVELOPMENT".
19. Show/correct distinctive border on the front side of the mylar inside the boundary of new lots and streets being created. Show distinctive border on details and throughout the map sheets. Do not obliterate or obscure any figures, lines, or text. Use solid, bold line style with equidistant, solid circles inside the subdivision and tangent to the border.
20. Show/correct distinctive border legend on the bottom of the title sheet or on the top of every mapping sheet.
21. Lot and/or unit numbering designation is/are in error (CC 21.44 Part 2).
22. Show/correct recorded conveyance deed references and recorded map references for exterior boundaries of the parcel map except where an exterior boundary abuts a dedicated public street. Certificates of Compliance do not convey fee title interests.
23. Provide a copy of the dedication document as noted (See # 31 below) where the exterior boundary abuts dedicated public street.
24. Label "NOT A PART OF THIS SUBDIVISION" where noted on the check print.
25. Show the location of the one remainder area within the subdivision that will not be subdivided and label it as "Remainder Parcel".
26. If units are filed, submit a key map indicating all of the units and the order of filing.
27. Show references to adjoining sheets and compare duplicated information on adjoining sheet (CC 21.44 Part 2).
28. Submit a copy of the signed and approved tentative map conditions and copies of other signed and approved official documents showing the date of tentative map approval. Tentative map expires _____.
29. Request an extension of time from the Planning Department prior to expiration of tentative map approval.
30. Map does not conform to tentative map and conditions of approval. See condition number(s) _____.
31. Submit **COMPLETE, FULL-SIZE, LEGIBLE** copies of all deeds, field book pages, and other documents/information references shown on the map and needed to interpret all references on the map. The recorded/filed/indexed numbers (book and page) must be clearly visible. Copies of Corner Records must include both pages; reductions, partial copies, and illegible text are not acceptable.
32. Show/correct/state method of establishment of all public street centerlines, boundary lines, lot lines, easement lines, and/or corners on the map. Cite references of recorded/filed evidence where noted and comply with #31 above.
33. Submit sketch/drawing and traverse calculations of establishment method of easement(s) originating outside the boundary.

34. Submit sketch/drawing, traverse calculations, dimensioning, and point # locations clearly indicating proportionate measurement methods, references, and calculations.
35. Correctly label archived locations of every field book reference: CITY ENG. F.B.; CITY ENG. T.B. (Tie book); COUNTY ENG. F.B.; L.A. CO. P.W.F.B.; L.A. CO. R.D.F.B.; L.A.C.F.C.D. F.C.; L.A. CO. C.S.F.B.
36. Comply with all State law provisions when using/referencing the California Coordinate System.
37. Show/correct basis of bearing note. Place under the Surveyor's/Engineer's Statement.
38. Comply with the monument requirements of the County Engineer and CC Chapter 21.20 for all monuments.
39. Label all found monuments with recorded/filed references or state "NO REFERENCE". For every monument, cite the LS#, RCE#, or agency name on the tag/washer or cite "NO WASHER", "NO TAG", and/or "NO #". A "NO REFERENCE" monument is not acceptable without supporting record evidence proving its position. Every unmarked boundary corner monument and unmarked centerline tie monument of acceptable durability must be marked OR durable, marked monuments must be set at offsets. Unmarked centerline monuments may require marking and will require 4 durable marked ties. In cities, coordinate the filing of tie notes with the city engineer. In unincorporated areas, file Corner Records with the County Surveyor through this division.
40. Describe, clearly and thoroughly, the details of every monument found or set. Every iron pipe, found or set, must cite the depth/height above/below surrounding grade. Points falling on maintenance holes (manholes) shall describe the type of maintenance hole such as SSMH for sanitary sewer maintenance hole or SDMH for storm drain maintenance hole.
41. Every monument set at an offset to perpetuate a record point or found at an offset from the record point must have clearly labeled bearings and distances along each tie line from the record point to the offset monument; dimension perpendicular offsets from boundary lines or prolongations of boundary lines (Reference the County Surveyor's Monument Requirements).
42. All monuments must be set, inspected, and approved before submittal for legislative body approval. Boundary corner monuments and centerline monuments on dedicated/offered interior streets may be deferred after verified compliance with CC 21.20.060.
43. Request a monument inspection by signed letter from the map's surveyor to this office addressed to the County Engineer and stating that all monuments are set, ready for inspection, and comply with CC & SMA; include Corner Records and/or city tie notes.
44. Label all monuments approved for deferral as "TO BE SET"; modify the Surveyor's/Engineer's Statement accordingly.
45. Submit a copy of the posted monument bond receipt from the city for all approved, deferred monument settings.
46. Show/correct the record data note; use formal language/verbiage; no abbreviations.
47. Show/correct the record owner's note; use formal language/verbiage; no abbreviations. Dedications require an Owner's Statement.
48. Show/correct the Subdivider's Statement. Dedications require an Owner's Statement.
49. (County) Comply with SMA 66448 and the monument durability and perpetuation requirements of CC Chapter 21.20. All boundary corner monuments must be found marked and durable with a reference. All abutting public street centerlines and all public street centerlines used to establish the boundary must be established from found, durable, and marked centerline monuments per a recorded/filed reference with four supporting marked, durable tie monuments per a filed reference. Per CC 21.44.130(B), the County Engineer may require that a field survey be performed to establish the boundary.
50. (City) Comply with SMA 66448 and CC Chapter 21.20 for record data (compiled) parcel maps. Per CC 21.44.130(B), the County Engineer may require that a field survey be performed to establish the boundary; monument setting requires a field survey.
51. Show/correct adjoining streets and/or street widths and/or street names. Clearly show transitioning by duplicating data/labels/line work.
52. Show/correct bearings and distances on all lines; use leader lines and leader arrows where necessary.
53. Show/correct curve data for every street centerline, street sideline, and property line corner returns. Label the radial line bearings where noted. Label the radial line bearings at each delineated termini along non-tangent curves.
54. Show/correct parcel areas (both net and gross when appropriate) to the nearest square foot or 0.01 acre when over 3 acres.
55. Lot areas do not meet present zoning. Contact the Planning Department.
56. Show/correct/enclose detail. Details are required where dimensioning is not clearly visible at the sheet's scale. Enclose the detail, labels, and dimensioning in a bold, dashed, enclosure line style (**— — — → — —**).
57. Delineate/label/tie-in all city boundaries adjoining or crossing the map's boundary. Verify any proposed annexations prior to filing.
58. Submit traverse closure calculations clearly showing/labeling the POB and location of each traverse, the sequence of courses, the bearing and length to close, the precision ratio, the length of the traverse, the error in latitude, the error in departure, and the angular error. Show lengths to the nearest 1/100 of a foot (0.01') and bearings to the nearest second of angle (0° 00' 00").
59. The following traverses do not close within allowable limits of error (see map for specific area(s)). Submit revised traverse closures for the following:
 - a. Distinctive border
 - b. Centerline loops
 - c. Block loops
 - d. Not a part areas
 - e. Lot(s) revised lot(s) _____
 - f. Any of the above reflecting revised data
60. Verify centerline to sideline width and centerline to centerline width where noted on check print. Always use leader lines where dimensioned width crosses any line.
61. The sum of parts does not equal the total where noted on check print.
62. Show/correct the Surveyor's/Engineer's Statement; LS/RCE signature must be dated; affixed seal must be legible, 1.5" to 2.0" diameter, and show the licensee's expiration date. Provide sufficient space to easily affix the seal with no overlap of data.
63. Submit a letter from _____ releasing this parcel map to _____.
64. Complete/correct the title sheet as to Owner's Statement, dedications, offers, restrictions, etc. Clearly delineate, dimension, and label all dedications on the map sheets.
65. Verify that dedications, grants, and/or offers to dedicate easements/rights to the County or to the City as cited in the Owner's Statement are accepted or rejected in the appropriate certificate executed by the Asst. Deputy Director/Deputy County Engineer (County Maps), executed by the City Clerk (City Maps), or executed by the City Engineer (City Maps) in certain cities. Every easement or right offered/dedicated in the Owner's Statement must be delineated, labeled, and tied-out every map sheet(s) and accepted/rejected using the same easement nature described in the Owner's Statement.
66. (County Maps Only) Verify grants, dedications, and/or offers to dedicate easements to the L.A.C.F.C.D., County Sanitation District, and Waterworks District are accepted or rejected in a certificate executed by an Assistant Deputy Director/Deputy Executive Officer.
67. Show (future) slope easement and appropriate ties on the map sheet. Dedicate (future) slope easement in the Owner's Statement.
68. The title sheet does not agree with the preliminary subdivision guarantee dated _____ with respect to

- owners/trustees/beneficiaries/easement holders/interest holders. Need authority for the signatures of _____.
69. Show/correct signature omissions. State verbatim from the recorded easement document the purpose/nature of every easement cited in the signature omissions and on the map sheet. Verify 'indeterminate' or 'blanket in nature' designations. Have the preliminary subdivision report/guarantee revised accordingly.
 70. (County maps) Submit all public utility/public entity letters for every applicable signature omission to this office and addressed to the Board of Supervisors or submit the signed statement that State law has been met with respect to public utility/public entity signature omissions. (City maps) Submit all public utility/public entity letters for every applicable signature omission to the City Engineer's office addressed to the City Council or submit a signed statement that State law has been met with respect to public utility/public entity signature omissions.
 71. Show/correct/label every easement affecting the parcels and show ties to parcel lines. If easements are verified as blanket in nature, indeterminate, or within an area being dedicated for public street, so state in the signature omission note.
 72. Submit a preliminary subdivision guarantee dated within the last 90 days.
 73. Submit a revised preliminary subdivision guarantee.
 74. Complete/correct the title sheet with respect to signatures, seals, acknowledgments, and spelling.
 75. Dedicate building restriction rights over the restricted use area(s) in the Owner's Statement.
 76. Show/correct flood hazard note and/or geological hazard note on each sheet of the map showing each hazard. Label a summary note on the title sheet with 1/4" boldface lettering. Dedicate building restriction rights over the hazard areas in the Owner's Statement.
 77. Show/correct/label natural drainage course(s), flood hazard area(s), geological hazard area(s), and/or the accompanying note(s).
 78. Show/correct street alternate section note on each sheet of map.
 79. Show/correct condominium note indicating that common areas/parcels will provide access and utility easements.
 80. Show/correct residential planned unit development notes.
 81. Show/correct Certificates. (City Engineer's, City Clerk's, Special Assessment's, County Engineer's, Tax Certificates (2), etc.)
 82. Provide 2 1/4" dia. space to affix County Seal next to the tax certificates and for any required City Seals next to the City Clerk's Certificate.
 83. Contact the following Departments, Divisions, or Sections marked below for clearances and clearance requirements. Submit necessary improvement plans, improvement security agreements, and/or other documents:

Revised: January 20, 2009

~ Road Section, LDD, LACDPW
~ Department of Regional Planning
~ Department of Parks and Rec
~ Department of Health Services

~ Department of Fire
~ Drainage Section, LDD, LACDPW
~ Sewer Section, LDD, LACDPW
~ Water Section, LDD, LACDPW

~ Geology Section, GMED, LACDPW
~ Grading Section, LDD, LACDPW
~ Street Names, MPM, LACDPW
~ Building and Safety, BSD, LACDPW

84. Submit a confirmation letter from City Engineer verifying compliance with all conditions of tentative map approval.
85. Tax clearance is outstanding.
86. Submit bond estimate declaration signed by all owners of record.
87. Post the tax bond or other security, for \$_____.
88. Submit _____ prints of the revised map. (Check, File, Monument Inspection, Tax, Road, Planning, Parks & Rec, Health, Fire, Drainage, Sewer, Water, Geology, Grading, Street Names, Building & Safety, and other.)
89. Comply with the Los Angeles County Condominium Conversion Ordinance requirements.
90. Submit a notarized affidavit, signed by all owners of record at the time of filing the map with the Registrar-Recorder/County Clerk's Office, stating that the proposed condominium building has not been constructed or that the building has not been, and will not be, occupied or rented until after the filing of the map with the Registrar-Recorder/County Clerk's Office.
91. Send a copy of the latest version of the final map to your title company and/or to the City Engineer for review.

PARCEL MAP CORRECTION CHECKLIST FORM_REVISIED 1-20-2009.doc