

CITY OF OCEANSIDE



ENGINEERS DESIGN AND PROCESSING MANUAL

CHAPTER 1

PROCESSING PROCEDURES

CHAPTER I

PROCESSING PROCEDURES

1.0 PROCESSING PROCEDURES

All maps, plans and drawings, calculations and other documents being processed which require the signature of a registered engineer or land surveyor as preparer are generally the property of such signatory. If the preparer is employed and is signing as engineer or surveyor on behalf of his employer, then the company for whom he or she works for, owns the maps, plans and documents. Said items shall not be released except to the engineer, surveyor (as described herein), or to their authorized representative.

Filing and checking fees are credited to the specific maps, plans or documents which are submitted for processing. Any change in the preparer's signature of the above items shall require the signature and authorization of the original preparer or shall otherwise be treated as new submittal.

Plans, maps and other documents described herein, when approved and signed by the City Engineer shall become public record and the property of the City.

The plan check of the various Improvement Plans is limited for the purpose of ensuring that the plans comply with State laws, the City's procedures, policies and ordinances. The Plan Check is not a determination of technical design sufficiency of the improvements. The plan check, therefore, does not relieve the Engineer of Works of his responsibility for the design and the sufficiency of the proposed improvements.

1.1 Definitions

For the purpose of this manual, unless otherwise apparent from the context, certain words and phrases used in this manual are defined as set forth below. All definitions provided in the Subdivision Map Act, the City of Oceanside Zoning Ordinance and Subdivision Ordinance shall also be applicable to this manual and said definitions are hereby incorporated by this reference as though fully set forth herein.

- A. Acceptance of Improvements: shall mean adoption of a resolution by the City Council, accepting the improvements into city maintenance or written acceptance by the City Engineer where authorized by the City Council.
- B. City Engineer: means the City Engineer or the City of Oceanside or his written designee.
- C. Development: shall mean the uses to which the land which is the subject of a discretionary action by the appropriate body of the City of Oceanside shall be put, the buildings to be constructed on it, and all alterations of the land and construction incident thereto.

- D. Developer: shall mean any person, firm, corporation, partnership or association who proposes a development, as defined above.
- E. Engineer of Work/Record: shall mean a qualified registered engineer, licensed by the State of California, responsible for the design and construction of improvements required for the development of land.
- F. Green Book: shall mean the latest edition of the Standard Specifications for Public Works Construction, adopted by the City in effect when plans are submitted.
- G. Improvements: shall include, but not be limited to public and private; grading, street work, curbs, gutters, driveways, storm drain facilities, water mains, sanitary sewers and facilities, public utilities including existing overhead utilities required to be converted to underground, landscaping and fences to be installed on land to be used for public right-of-way, private streets and easements, and/or any other improvements as defined by the Subdivision Map Act.
- H. Regional Standards: shall mean the latest edition, adopted by the City, in effect when plans are submitted of the San Diego Area Regional Standard Drawings.
- I. Subdivider: shall mean a person, firm, corporation, partnership or association who proposes to divide, divides or causes to be divided real property into a subdivision for himself or for others except that employees and consultants of such persons or entities, acting in such capacity, are not "subdividers".
- J. Ordinance: all references to a specific ordinance shall mean the latest edition of the particular ordinance adopted by the City and all amendments thereto. The Ordinance shall be the latest edition in effect when the plans are submitted.

1.2 Subdivision Map and Related Documents.

- a) Final Map (Major Land Division)
- b) Final Parcel Map (Minor Land Division)
- c) Lot Line Adjustment - Tentative and Final
- d) Amended Maps
- e) Certificate of Compliance
- f) Certificate of Correction
- g) Property Transfer Drawings
 - 1. Easements
 - 2. Dedications

3. Vacations
4. Abandonments
5. Grants

1.3 Improvement Plans

A. Public

1. Street
2. Sewer and Water
3. Storm Drain/Flood Control
4. Traffic Signals and Related Electrical
5. Street Tree and Landscape
6. Park Site Improvements
7. Street Lights
8. Mail Box Plans

B. Private

1. Preliminary Grading
2. Erosion Control
3. Precise Grading
4. Street Lights
5. Sewer and Water
6. Street
7. Storm Drain/Flood Control
8. Landscape and Irrigation
9. Seawall Construction

In addition to the above items, the Engineering Department issues, approves, or administers the following areas:

1.4 JURISDICTIONAL ADMINISTRATION

A. Construction Certificate

1. Installation or removal of public improvements on public property, right-of-way or easement.
2. Seawall maintenance permit.

B. Encroachment Removal Agreement (right to install private facilities on public property, right-of-way or easement).

C. Encroachment permit (right to work within right-of-way).

- D. As-Built Improvement, Grading and Landscape Plans.
- E. Construction inspection.
- F. Bonds, fees, securities and releases.
- G. Construction changes.
- H. Acceptance of improvements.
- I. FEMA (Federal Emergency Management Agency) map amendments and submittal in accordance with the City's current Flood Plan Ordinance.
- J. Traffic control approval and encroachment requests.
- K. Land sales, Leasing, and Acquisition.
- L. Haul route permit.

2.0 SUBMISSION REQUIREMENTS FOR ALL SUBDIVISION MAPS

2.1 GENERAL

Upon approval of a tentative map and prior to the expiration date, the subdivider shall engage the services of a qualified civil engineer or land surveyor (engineer) to survey the property within the proposed subdivision and prepare a final map in accordance with the City's Subdivision Ordinance, this Manual, and the Subdivision Map Act.

A. Map Package submittal.

The engineer shall submit the final map package to the City Engineer, including all of the following items.

1. Required Copies

Three copies of the final map signed and sealed by a professional Land Surveyor or Civil Engineer authorized to practice land surveying along with five (5) sets of the improvement plans if required.

2. Calculations

Machine calculated traverses must be provided along with a work sheet clearly identifying the points used on the traverse. The calculations shall include: the subdivision boundary with area; all lots within the subdivision with area; all boundary ties; streets; center lines; and easements. All traverses will show a closure and must close to less than 1:10,000. Traverse data shall be exactly the same as that appearing on the final map. Traverses shall be submitted in a form that facilitates checking and shall clearly denote the manner in which the area was traversed.

3. Title Report

The original copy of a Preliminary Title Report and the corresponding Subdivision Guarantee (the subdivision guarantee is not required for the initial submittal) current within 30 days. A copy of the completed tax collector ownership affidavit form.

4. Back-up data

One copy of the final resolution approving the tentative map. One copy each of all existing record plats, field books, and deed documents referenced on the map, including the vesting deed for the property being subdivided. Any other information referenced on the map or procedure of survey.

5. Map checking fee or appropriate deposit.

6. Off-site easements and right-of-way drawings

Two copies of each easement, street dedication, and or street vacation drawings as may be required in connection with the final map, along with one set of traverse calculations covering each of the necessary documents.

7. Soils and Geological Reports.

Two copies of the Preliminary Soils Report, and Geological Report.

8. Improvement Plans (when required) and improvement estimates.

The Engineering Department prefers to process both the Final Map and Improvement Plans concurrent. The Final Map cannot be scheduled for approval by the City Council until the required improvement plans and corresponding improvement securities are submitted and approved by the City Engineer.

9. Document Identification

All of the above documents shall be clearly referenced by the tentative map number. The items listed above may not satisfy all of the conditions specified in the conditions of approval. The subdivider and his/her engineer are responsible for complying with all the conditions of approval including: noting the date the project will expire; processing time extensions; and final map submittals.

B. Submittal to City Engineer

1. Checking of Final Map & Parcel Map Package

Upon receipt of the items in Section 2.1.A above, the Engineering Department will check the technical correctness of the map submittal package and return a copy of the map and property drawings to the engineer for correction. This check will include any requirements of the Planning Department. When the corrections have been made, the Engineer will return the check prints, together with three copies of the corrected Final Map, to the City Engineer for recheck, including all required documents and data requested by the first plan check. Map submitted for recheck should include the following signatures when submitted:

- a) All owners
- b) Trustees
- c) Easement holders
- d) County Recorder (for subdivision name approval)
- e) County Tax Collector/Treasurer
- f) County Director of Public Works (if applicable)
- g) Engineer/Surveyor of Record

2. Checking of related and/or required plans/drawings

The subdivision section of the City Engineering Department coordinates the submittal and checking of all materials related and/or required of Final Maps and Parcel Maps. Prior to submission of original final map tracings, all other plans, documents and studies required by the conditions of approval shall be satisfied.

2.2 FINAL MAPS

A. City Council consideration and recordation.

Upon completion of items B-1 and B-2 of Section 2.1 above, the engineer shall transmit the following, along with a request for Council action, to the City Engineer.

- 1. Original copy and two blue lines of the map approved by checker.
- 2. Surety package, Improvement Agreements and CC&R's approved by the City Attorney. (All transmittals of documents to the City Attorney shall be through the Engineering Department).
- 3. Approved offsite dedication documents. Offsite right-of-way/easement. When the offsite drawings are signed, the subdivider must provide executed deeds, subordination agreements, if required, and two (2) lot book reports.
- 4. County Tax Collector's clearance.
- 5. City Treasurer's clearance for special assessment and reimbursement fees.
- 6. Current final subdivision guarantee.
- 7. Public utility entity letter (See Section 3.15)
- 8. Grading Plans

9. Improvement Plans.
10. Recording instructions

2.3 PARCEL MAPS

- A. Parcel Maps require only the City Engineer's signature for final approval, except as defined in 2.3.B below. Upon completion of Items B-1 and B-2 of Section 2.1 above, the engineer shall transmit the following to the City Engineer.
 1. Original copy and two (2) blue lines of the map approved by checker.
 2. Surety package, Improvement Agreements or Improvement Deferment Covenant, approved by City Attorney.
 3. CC&R's approved by City Attorney.
 4. Approved offsite dedication documents. Offsite right-of-way/easement package. Upon submittal of the offsite drawings for approval, the subdivider must provide executed deeds, subordination agreements, if required, and two (2) lot books report in order for the Subdivision Section to secure Land Sales and Lease Committee approval.
 5. County Tax Collector's clearance.
 6. City Treasurer's clearance for special assessment and reimbursement fees (if applicable).
 7. Current Parcel Map guarantee.
 8. Public utility entity letter.
 9. Recording instructions.
- B. The City Clerk signs on behalf of the City Council for acceptance or rejection of dedications or offers of dedication for public easements to the City of Oceanside shown on parcel maps or dedications or offers of dedication done by separate instrument. The dedications may be offsite or onsite.

2.4 TAX CLEARANCE FOR ALL FINAL MAPS AND PARCEL MAPS.

In compliance with Section 66492 of the State Subdivision Map Act, all state, county, municipal or local taxes or special assessments collected as taxes or security to assure

the payment of above taxes, shall be settled or paid, prior to the filing of the Final map or Parcel Map with the legislative body.

To facilitate the processing of such tax clearances, the Department of Public Works, County of San Diego, has released the following procedures:

Accordingly, the following procedure shall be complied with for all maps recorded after January 1, 1984, and all final maps:

- a) The Clerk of the Board of Supervisors certificate per Section 3.7(J) shall be added to all parcel maps.
- b) Between October 1st of each year and March 1st of the following year, taxes must be paid prior to filing of the map. If your client plans to pay the taxes just prior to filing the map, payment must be made by a certified cashier's check.
- c) Between March 1st and approximately October 1st, a copy of an appropriate executed surety guaranteeing payment of the future unbilled taxes for the coming tax year shall be submitted to the Clerk of the Board of Super-visors prior to the filing of the parcel map. Surety forms allowed to secure the taxes bonds, letter of credit, instrument of credit or a cash deposit and are available from the Clerk of the Board of Supervisors.
- d) At least six (6) weeks prior to the recordation of the map, the developer shall furnish the Tax Collector's Office Redemptions and Tax Sales Subdivision Clerk with a blueline print of the map for the staff to compute the tax liability. The blueline map should be accompanied by a completed Ownership Questionnaire Form which can be obtained from the Tax Collector's office. This questionnaire provides necessary information regarding change of ownership for the Assessor.
- e) Maps for filing will be delivered to the County's Tax Collector's Office each Thursday morning by the Map Processing staff. Upon verification that the tax liability has been satisfied, the Tax Collector will forward the maps to the Clerk of the Board of Supervisors for signature. The Clerk will then forward the maps to the County Recorder for filing. No map will be forwarded to the Clerk unless all back taxes and current taxes have been paid or security provided for payment of unbilled future taxes.

In the past, maps have been filed with the County Recorder on Fridays. Because of the added processing by Tax Collector and Clerk of the Board of Supervisors, there is no assurance that all maps will be filed by 5:00 p.m. on Fridays.

3.0 FINAL MAPS

3.1 GENERAL

Final Tract Maps are generally required for all residential subdivisions creating five or more parcels and as provided for in Section 66426 of the Subdivision Map Act. Requirements for Final Map shall be governed by this section.

3.2 ENGINEER'S SIGNATURE

Maps shall be signed, stamped and prepared by or under the direction of a Registered Civil Engineer having a registration number of 33965 or lower (per Section 8731 and 8761 of Business and Profession Code) or a Licensed Surveyor.

3.3 PAPER SIZE, INK AND LEGIBILITY

Shall be legibly drawn with all letterings 1/8 inches or larger in a 18 X 26 inch sheet by a process guaranteeing a permanent record in black on tracing cloth, or polyester base film. A one-inch margin line shall be drawn completely around each sheet. The margin shall be left blank. The ink used shall be black, opaque and permanent in nature.

3.4 LABELING

For uniformity on all maps, the following labeling standard shall be adhered to; (See Figure 1 for approved layout).

- a) Title: Must be shown at the middle top portion on all sheets. The number of lots/units shall also be included.

Example:

"OCEAN VIEW ESTATES"
for Condominium Purpose
in the City of Oceanside
San Diego County

- b) Lot numbers/areas: Lots must be numbered consecutively starting from No. 1 for every subdivision map. If the map is a subsequent phase of an approved phased or multiple final map, the lots shall be numbered consecutively including the previous phase lot numbers. The phasing of a final map must be approved by the Planning Commission or City Council. Each residential lot shall be shown in its entirety on one sheet. Large lots for open space or other purposes may be shown on two or more sheets. Gross lot areas and corresponding net areas shall be shown for each lot.
- c) Street widths: Latest existing right-of-way widths must be shown at two points to show paralleling, or to show otherwise.
- d) Street names: All streets must show a name approved by the City Planning Department for all public and private streets, future streets, dedicated streets, and existing streets.
- e) Method of Establishment: Method of establishment of all lines must be shown or stated on the map. Sufficient record data showing the method of establishment or Procedure of Survey is to be submitted as part of the map. Sufficient data shall be shown on the map to allow the survey to be retraced.

Example of Statement of Establishment:

"Established record angle and distance per Map No. ___" "Established by proportion between ___ and ___ per Map No. _____".

- f) Scale, North Arrow: Scale and North arrow shall be shown on all sheets and on details. Where detail has no scale, indicate "Not to Scale".
- g) Boundary Reference: Where the map is not creating the subdivision boundary, label all boundary line with the reference that legally created the line.

Example:

"SLY Line of Doc No. ___ record on _____".

- h) California Coordinate System: Where known California Coordinates are located within the procedure of survey, those coordinates shall be referenced on the Final Map.

The reference shall include the Coordinate Datum, i.e., North American Datum of 1927 (NAD 27) or NAD 83. The preferred system shall be NAD 83.

It is also desirable to establish additional coordinates along the perimeter of the subdivision.

3.5 SURVEY REQUIREMENTS

The map shall be based upon a field survey and shall follow and show the following information:

- A. Basis of bearing; Bearings must be based upon an established monumented line of record. Basis of bearing note must be shown on the map. (Refer to Section 3.14 for correct note). With prior approval, basis of bearing may be based on NAD 83 Datum.
- B. Survey Data; Surveys in connection with the preparation of subdivision map shall be made in accordance with standard practices and principles for land surveying. The minimum traverse closure of the boundaries of the subdivision and all lots and blocks shall be 1:10,000 and meet third order, Class I requirements as prepared by the Federal Geometric Control Committee and published by the United States Department of Commerce.

Traverse sheets and work sheets showing the closure of the exterior boundaries right-of-way perimeters, easement perimeters and of each irregular block and lot shall be provided.

1) Easements and Street Right-of-Way Establishment.

The final map shall show: the centerlines of all streets; length, tangents, radii and central angles or radial bearings of all curves; the total width of each street; the width of the portion being dedicated and the width of rights-of-way of railroads, flood control or drainage channels; and any other easements existing or being dedicated by the map.

Wherever the City Engineer has established the center-line of a street or alley, such data shall be considered in making the survey and in preparing the final map, all monuments found shall be indicated and proper references made to field book. If points are reset by ties, labeled as "reset per ties as shown on City Field Book No. ____, Page No. ____."

Street centerlines shown on approved surveys of subdivisions, with monuments that have been inspected and accepted by the City, shall be deemed established by the

City and shall control in the reestablishment of the street right-of-way line. Other methods may be approved upon presenting evidence to the City Engineer that establishment by centerline occupation is impractical, or that the existing centerline monuments have been disturbed, or simply set in the wrong place.

2) Adjacent Survey

Show establishment and ties to and label the following:

- a) Subdivisions and other record of surveys adjacent to property.
- b) Primary survey control points such as sections corners and existing referenced monuments of adjacent surveys relevant to the establishment of boundary control lines.
- c) City and County boundary lines that abuts said property.

3.6 MONUMENTATION

All monuments that are used to memorialize the establishment of a point, shall conform to, or be rehabilitated to conform to, the requirements as stated herein.

A. Found Monument

Any found monument that does not have an L.S. or R.C.E identification and has a "No Record" origin is not an acceptable monument unless its position can be proven from other record monuments. If accepted, indicate "No Record" to the description and set appropriate tags, or replace with 2" I.P. or M-10, or as approved by the City Engineer. In some cases it may be necessary to preserve an insufficient or untagged monument. If approved, a "witness" monument shall be set with the appropriate tags. The location of the witness monument in relation to the found monument shall be shown on the map.

When a found "No Record" monument has an L. S. or R.C.E. identification, the field notes or survey plat should be obtained, if possible, and submitted with final map for monument verification. If notes can not be obtained, indicate so on the map and set tag or replace with an approved monument.

Found P.K. nail or any insufficient monument when accepted for survey control shall be replaced with an approved monument or rehabilitated and tagged. The final map shall show clearly what stakes, monuments or other evidence was found on the ground which were used as ties to determine the boundaries of the subdivision. Reference shall be shown to all existing survey made adjacent to the property.

B. New/Set Monuments

Subdivision Boundary Corner Monuments: In making the survey for the subdivision, the surveyor shall set sufficient permanent monuments so that the survey or any part thereof may be readily retraced. Such monuments

shall be not less than an iron pipe with two inch outside diameter, not less than two feet in length centered with a copper disk in a lead plug or Portland cement flush with the surface of the ground. Such monuments shall generally be placed at angle points on the exterior boundary lines of the tract at intervals of not more than one-thousand feet and at all boundary corners. At least one exterior boundary line of the land being subdivided shall be adequately monumented or referenced prior to the recordation of the map.

Note: For parcel maps, all exterior monuments shall be set prior to the recordation of the parcel map.

C. Centerline Monuments

Monuments shall be placed at intersections of center lines of streets and at beginning of curves and end of curves on center lines. Monuments shall be per San Diego Regional Standard M-10 unless otherwise approved by the City Engineer. The character, type and positions of all monuments shall be noted on the map. Where a point falls in the location of an existing manhole, it shall be evidenced by 4 punch marks on the manhole rim and an offset M-10 shall be placed.

D. Tie Notes

For each center line monument set (both public and private streets/drives), the engineer or surveyor under whose supervision the survey has been made, shall furnish to the City Engineer a set of notes showing clearly the ties between such monument and a sufficient number (minimum four) of durable distinctive reference points or monuments may be lead and tacks in sidewalks, or two inch iron pipe set at the back of the curb line and below the surface of the ground, or approved substitute.

Such set of notes shall be of such quality, form and completeness and shall be on paper of such quality and size as may be necessary to conform to the standardized office records of the City Engineer. Contact the Engineering Department for standard form. All such notes shall be indexed and filed by the City Engineer as a part of the permanent records of the City Engineer's Office.

E. Interior Lot Corners

Lot corners shall be marked with 3/4 inch galvanized iron pipe or 1/2 inch iron pin not less than 18" inches in length and tagged with the surveyor's registration number and shall be driven not less than twelve inches into the ground. Any other type shall need prior approval of the City Engineer. Placement of other types of monuments into fence post footings, public curb,

gutter, or sidewalk is not acceptable. Offset monuments shall be placed along the extension of the common property line.

3.7 REQUIRED CERTIFICATES AND STATEMENTS

In addition to the certificates and acknowledgments required by the Subdivision Map Act, the following certificates together with any other required by the conditions of approval, shall be shown on the Map:

A) ENGINEER'S OR SURVEYOR'S STATEMENT

I hereby state that I am a (Registered Civil Engineer) (Licensed Land Surveyor) of the State of California; that is final map, consisting of ___ sheets, is a true and complete survey as shown and was made by me or under my direction ___ date _____; that the monuments of the character and locations shown hereon are in place (or will be place within twenty-four months from the filing date of this map); that said monuments are sufficient to enable the survey to be retraced (and that tie notes to all centerline monuments shown as "to be set" will be on file in the office of the City Engineer within twenty-four months from the filing date shown hereon).

(R.C.E.) (L.S.) No.: _____

My Registration Expires: _____

B) OWNER'S CERTIFICATE

We hereby certify that we are the owners of or are interested in the lands included within the subdivision shown on this map within the distinctive border lines, and we consent to the preparation and the filing of said map and subdivision.

C) CITY ENGINEER'S STATEMENT (Use for Final Maps)

I, _____, City Engineer of the City of Oceanside, California, hereby state that I have examined the annexed map and find it to be substantially the same as it appeared on the tentative map and any approved alteration thereof, that the provisions of the State Subdivision Map Act and City of Oceanside Subdivision Ordinance have been complied with, and I am satisfied that the map is technically correct.

Dated: _____
CITY ENGINEER, CITY OF OCEANSIDE

(R.C.E.) (L.S.) No.: _____

My Registration Expires: _____

D) CITY ENGINEER/PLANNING COMMISSION STATEMENT (Use only for Final Map)

We, the undersigned, hereby state that we have examined each lot shown on the annexed map as to its value for residential purposes and we find the said subdivision suitable for such purposes.

Dated: _____
CITY ENGINEER, CITY OF OCEANSIDE

SECRETARY, PLANNING COMMISSION

E) PLANNING COMMISSION APPROVAL (For Final Map)

Approved by the Planning Commission of the City of Oceanside, California.

Dated: _____
SECRETARY, PLANNING COMMISSION

F) CITY ATTORNEY'S STATEMENT (Use only for Final Map)

Approved as to form after examination of the annexed map and statement thereon.

Dated: _____
CITY ATTORNEY, CITY OF OCEANSIDE

G) CITY TREASURER'S CERTIFICATE (Final Maps/Parcel Maps)

I, _____, City Treasurer of the City of Oceanside, California, hereby certify that, according to the records of my office, there are no liens against the subdivision or any part thereof for unpaid state, County, Municipal or Local Taxes or Special Assessments not yet payable, and that any special Assessments or Bonds, the land of which is divided by subdivision lot or parcel line have been paid in full, or security therefore has been deposited with the clerk of the County Board of Supervisors.

In witness whereof, I have hereunto set my hand this ____ day of, _____
20__.

CITY TREASURER, CITY OF OCEANSIDE

H) CITY COUNCIL CERTIFICATE (Final Map)

The City Council of the City of Oceanside, California hereby approves the annexed map and the subdivision shown thereon, and accepts/rejects on behalf of the public, subject to improvement, those streets shown hereon as: (All dedications to be included). By order of the City Council.

NOTE:Acceptance certificates for all dedications must be included and shall mirror the dedication notes (See Section 3.11).

By order of the City Council

Signed this ____ day of _____, 20__.

By: _____
Mayor, City of Oceanside

Attest: _____
City Clerk

I) COUNTY TREASURER-TAX COLLECTOR

We, County Treasurer-Tax Collector of the County of San Diego, State of California and Director, Department of Public Works of said county, hereby certify that there are no unpaid special assessments or bonds which may be paid in full, shown by the books of our offices, against the tract or subdivision or any part thereof shown on the annexed map and described in the caption thereof.

COUNTY TREASURER-TAX COLLECTOR BY:

_____ Dated: _____
DEPUTY

DIRECTOR, DEPARTMENT OF PUBLIC WORKS:

_____ Dated: _____
FOR DIRECTOR

J) CLERK OF THE BOARD OF SUPERVISOR

I, _____, Clerk of the Board of Supervisors, hereby certify that the provisions of the Subdivision Map Act (Division 2 Title 7 of the Government Code) of the State of California, as amended, regarding (a) Deposits for taxes, and (b) Certification of the absence of liens for unpaid State, County, municipal or Local Taxes or Special Assessments collected as taxes except those not yet payable, have been complied with for the property within the subdivision.

CLERK OF THE BOARD OF SUPERVISORS

BY: _____ Dated: _____

K) COUNTY RECORDER'S (Use Only on Final Maps)

I, _____, Recorder of the County of San Diego, California, hereby certify that I have accepted for recordation this map filed at the request of _____, of _____, dated this ____ day of _____, 20__.

COUNTY RECORDER

By: _____
DEPUTY

FILE NO. _____

3.8 REQUIRED NOTES

The following notes shall be shown where applicable:

a) Condominium Note

This subdivision is a condominium project as defined in section 1350 of the Civil Code of the State of California, containing a maximum of ____ dwelling units and is filed pursuant to the Subdivision Map Act.

b) Geologic Problem

The following note shall be placed on Final Maps or Parcel Maps when there are geological problems.

"Based on preliminary geologic information contained in reports by _____, there are geological problems which may require corrective measures within the boundary of this division of land. Prior to issuance of building or grading permits or

construction of the proposed street pattern or further division of the land, additional geologic and/or soil engineering reports will be required by the City of Oceanside.

3.9 REQUIREMENT FOR EXISTING EASEMENTS

All existing and dedicated onsite easements shall be shown with the type of easement properly indicated. Easement ownership shall be referenced on omission note as provided for in Section 66436 of the State Subdivision Map Act.

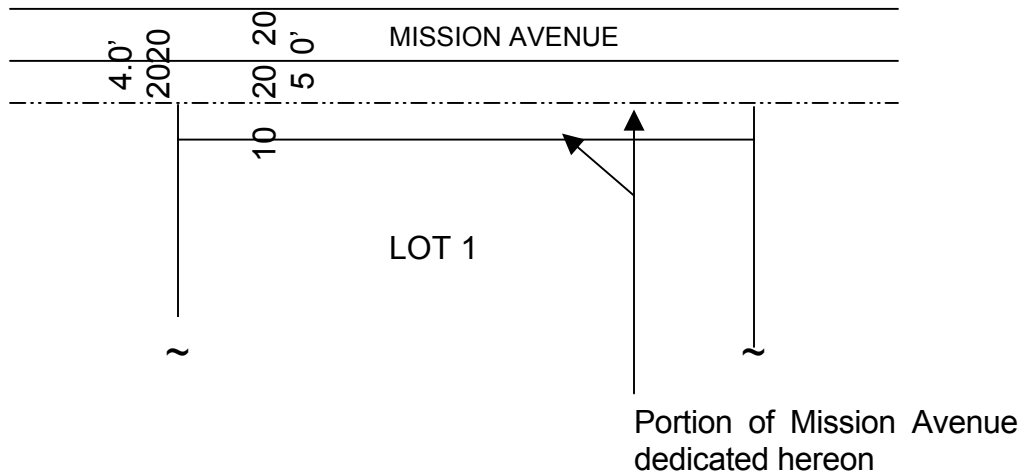
3.10 DEDICATION OF EASEMENTS

Unless condition of approval indicates otherwise dedications may be made by:

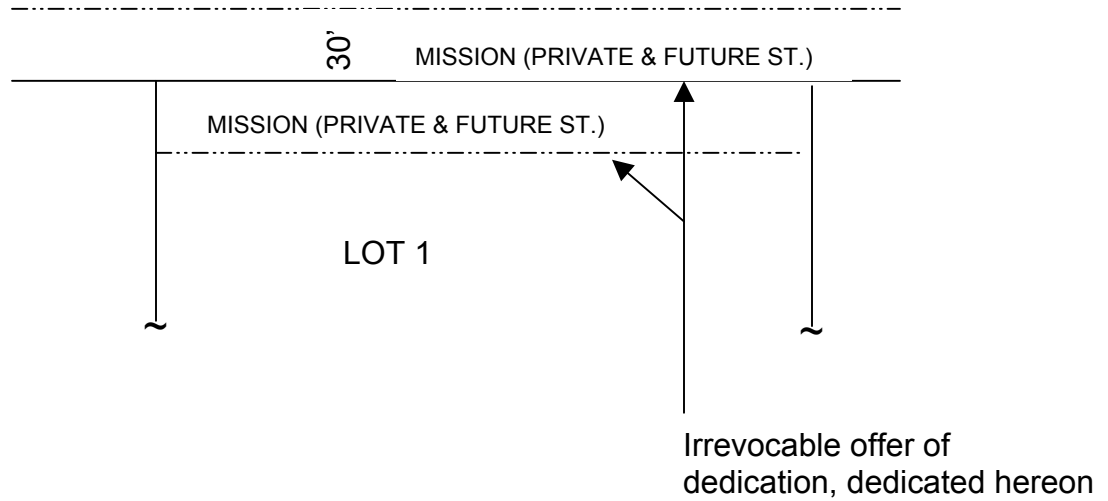
- A. Separate Instruments: Offsite easements required as conditions of approval shall be dedicated by separate instruments.
- B. Certificate on the Map: Dedications or offers of dedication of easements within the bounds of the subdivision shall be made by certificate on the map. Dedication shall be shown and labeled as follows.

1) Street Right of Way

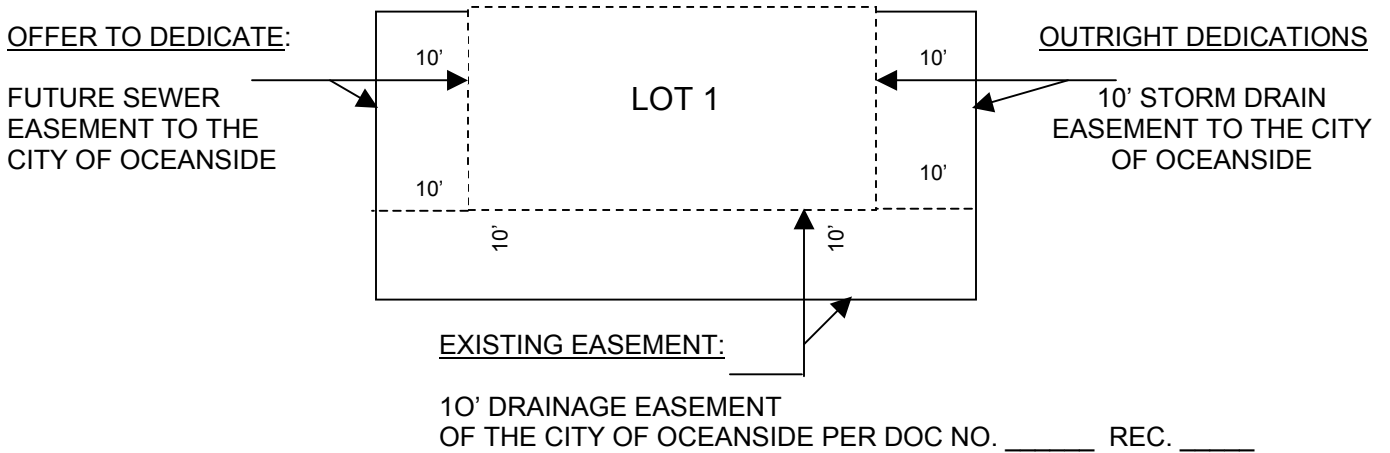
Right of Way Dedication - where improvements are to be completed and accepted by the City or security posted prior to the final map.



Irrevocable offer to dedicate - where improvements are deferred and dedication rejected but is irrevocable.



2. Other: Sewer, Storm Drains, etc.



3.11 DEDICATION NOTES (TO BE ADDED TO OWNER'S CERTIFICATE WHEN APPLICABLE)

A. Dedication of Streets:

We hereby dedicate to public use, subject to improvement, the streets shown hereon as _____ (Must list each street) _____.

B. Dedication of Easements:

And also dedicate to the City of Oceanside the easement(s) for sanitary sewer, drainage, storm drain, etc.) purposes so designated on said map and all used incident thereto, including the right to make connections therewith from any adjoining properties.

C. Dedication of Future Interest:

We hereby offer for public use for (storm drain, etc.) purposes the certain strip(s) of land designated as "Future _____" on this map reserving to ourselves all ordinary uses of said land except the erection or construction of any structure not ordinarily placed in (storm drain easements, etc.) until such time as said easement is accepted by the governing body.

D. Dedication of Private Streets:

(Street Name) to be a private road and public utility easement. Said private road to be maintained onsite (and offsite) in accordance with the Private Road Maintenance Agreement recorded _____ as F/P No. _____.

[We do hereby, and for our heirs, executors, administrators, successors, and assigns, jointly and severally agree that all Private (and Future) Streets shown on this map will accept drainage water discharged from any adjoining street, whether it be a public street, or a Private and Future Street, and further agree that the City of Oceanside is hereby held free and clear of any claims or damages arising from said drainage.]

E. Dedication of Future Street:

We hereby offer for public use for street purposes the certain strip(s) of land designated as "Future Street" on this map reserving to ourselves all ordinary uses of said land except the erection or construction of any structure not ordinarily placed in public streets until such time as said street is opened for public use. [We do hereby, and for our heirs, executors, administrators, successors, and assigns, jointly and severally agree that all Future Streets shown on this map will accept drainage water discharged from any adjoining street, whether it be a public street, or a Private and Future Street, and further agree that the City of Oceanside is hereby held free and clear of any claims or damages arising from said drainage.]

F. Streets are Offered or Dedicated and Structures Exists:

We further certify that, except as shown on _____, we know of no easement or structure existing within the easements herein offered for dedication to the public, other than publicly owned water lines, sewers or storm drains, that we will grant no right or interest within the boundaries of

said easements offered to the public, except where such right or interest is expressly made subject to the said easements.

G. Dedication of Access Rights:

As a dedication to public use, while all of (street name) within or adjacent to this subdivision remain(s) (a) public street(s), we hereby abandon all rights of direct (vehicular) ingress and egress from abutting lots to the said street(s). If any portion of said street(s) within or adjacent to this subdivision (is) (are) vacated, such vacation terminates the above dedication as to the part vacated.

H. Dedication of Limited Access Rights:

As a dedication to public use, while all of (street name) within or adjacent to this subdivision remain(s) (a) public street(s), we hereby (abandon all rights, except for _____ driveway opening(s) for lot _____, of) (grant to the _____, the right to restrict) direct (vehicular) ingress and egress to the said street(s). If any portion of said street(s) within or adjacent to this subdivision (is) (are) vacated, such vacation terminates the above dedication as to the part vacated.

I. Building Restriction (Geological) (Flood Hazard):

We hereby dedicate to the City of Oceanside the right to restrict the erection of buildings or other structures within those areas designated on the map as (restricted use) (flood hazard) areas.

For lots/parcels entirely subject to flood hazard, the following should be added to the above note: [A residential structure and related structures will be allowed on (each lot/parcel) (lots/parcels _____) provided the flood hazard has been eliminated to the satisfaction of the City Engineer.]

J. Building Restriction (Special Area):

We hereby dedicate to the _____ the right to prohibit the construction of (residential buildings or other structures) within those areas designated on the map as building restriction areas.

K. Grant in Fee Simple:

In accordance with Section 66477.5 of the Subdivision Map Act, Grant in Fee simple will be made by separate document. The document shall record concurrently with the recordation of the parcel or subdivision map.

L. Recreational Open Space:

We also hereby dedicate to public use lots (list each lot number) _____ for recreational open space purposes.

M. Landscape Maintenance:

We also hereby dedicate to the City of Oceanside an easement over, under, upon and across lots (list each lot number) _____ for the combined purposes of landscape, irrigation and drainage together with the right, but not the obligation to maintain facilities to serve the needs of these uses, all as shown on this map. No building, structure, or any other thing whatsoever shall be constructed, erected, placed or maintained on this land other than those which are specifically permitted by a permit issued pursuant to the Zoning Ordinance of the City of Oceanside.

N. General Open Space:

We hereby reserve for private use lots _____ for general open space purposes.

O. Recreational Open Space:

We hereby reserve for private use lots _____ for recreational open space purposes.

P. Clear Space Easement

We hereby dedicate to the City of Oceanside the clear space easement(s) for sight distance so designated on said map, with the right, but not the obligation to maintain the clear space easements area.

3.12 ACKNOWLEDGEMENTS

A. Individual

STATE OF CALIFORNIA _____)
COUNTY OF _____) SS.

On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that _____ executed the same.*

Signature _____ (SEAL)

B. Corporation Sole

STATE OF CALIFORNIA)
COUNTY OF _____) SS.

On this ____ day of _____, 200__ before me said State, residing therein, duly commissioned and sworn, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the person who executed the within instrument as the _____ (applicable name) and the incumbent of the Corporation Sole that executed the within instrument and acknowledged to me that said Corporation Sole executed the same.*

Signature _____ (SEAL)

C. Corporation

STATE OF CALIFORNIA)
COUNTY OF _____) SS.

On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) who executed the within instrument as the _____, Secretary of the Corporation that executed with the within instrument and acknowledged to me that such corporation executed the within instrument pursuant to its by-laws or a resolution of its board of directors.*

Signature _____ (SEAL)

D. Partnership

STATE OF CALIFORNIA)
COUNTY OF _____) SS.

On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) who executed the within instrument as the _____ of the partners of the partnership that executed the within instrument, and acknowledged to me that such partnership executed.*

Signature _____ (SEAL)

E. Corporation as a Partner of a Partnership

STATE OF CALIFORNIA)
COUNTY OF _____) SS.

On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) who executed the within instrument as the _____ President, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the person who executed the within instrument as the _____ the corporation that executed the within instrument on behalf of _____ the partnership that executed the within instrument, and acknowledged to me that such corporation executed the same as such partner and that such partnership executed the same.*

Signature _____ (SEAL)

F. Partnership as a Partner of a Partnership

STATE OF CALIFORNIA)
COUNTY OF _____) SS.

On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) who executed the within instrument as the _____ of the partners of _____ the partnership that executed the within instrument, and acknowledged to me that they executed the same on behalf of _____, a partnership, and that said named partnership executed the same.*

Signature _____ (SEAL)

G. Joint Venture-By Corporate Joint Venture

STATE OF CALIFORNIA)
COUNTY OF _____) SS.

On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) who executed the within instrument as the _____ President and _____ Secretary,

respectively of _____ the corporation that executed the within instrument as a joint venturer of and acknowledged to me that such corporation executed the same both individually and as joint venture and that such joint venture also executed the same.*

Signature _____(SEAL)

*All acknowledgments for trustees, beneficiaries, and mortgagees must contain the words "as trustee", "as beneficiary", or "as Mortgagee" at the end of the acknowledgment.

3.13 SIGNATURE OMISSION

- a) The signature(s) of _____, as disclosed by deed recorded in Book _____, Pages _____, Records of County, has (have) been omitted under the provisions of Section 66436, Subsection (a) (3) (A) (i) of the Subdivision Map Act, their interest is such that it cannot ripen into a fee title and said signatures(s) (is)(are) not required by the local agency.
- b) The signature(s) of _____, owners(s) of _____, as disclosed by deed recorded in Book _____, Pages _____ of (Deed) (Official Records), records of _____ County, has(have) been omitted under the provisions of Section 66436, Subsection (B), of the Subdivision Map Act, since by reason of changed condition, long disuse, or laches, said interest appears to be no longer of practical use or value and said signature(s) (are) impossible or impractical to obtain.
- c) The signature(s) of _____, owner(s) of _____, (type of mineral ownership), per deed recorded in Book _____, Page _____ of (Deeds)(Official Records), Records of, County (has)(have) been omitted under the provisions of Section 66436, Subsection (c)) of the Subdivision Map Act.

3.14 BASIS OF BEARING NOTE

- a) "Normal Method"

The bearing shown hereon is based on the bearing _____ of the (center, side, northerly, etc.) line of (street, section, etc.) as shown on (name of permanent record).

- b) "Rotated Bearing Method"

The bearing shown hereon is based on the (center, side, northerly, etc.) line of (street, section, etc.) shown as (bearing) on (name of permanent record) and shown as (bearing) on this map.

3.15 SAMPLE PUBLIC UTILITY/PUBLIC ENTITY LETTERS*

Required from public utilities and public entities to assure compliance with Section 66436 (a) (3) (A) (i) of the Subdivision Map Act:

EXAMPLE:

Honorable City Council
City of _____
California

Gentlemen:

(_____)(PARCEL MAP) NO. _____
Please be advised that the division and development of the property in the manner set forth on the map of _____ will not unreasonable interfere with the free and complete exercise of any easement held by (name of public utility or public entity) within the boundaries of said map.

Sincerely yours,
(Public utility or entity)
(Signature)
(Title)

*Public Utility Letters to be submitted to the Subdivision Section of Oceanside, City Engineer.

3.16 Sample SUBDIVIDER's CERTIFICATION FOR PUBLIC UTILITY/PUBLIC ENTITY LETTERS:

Required from subdividers if no response from the public entity/utility company is received in accordance with Section 66436 (a) (3) (A) (iv)

"SAMPLE"

(Date)

Attention: Subdivision Section

Dear Sir:

I (We) hereby declare under penalty of perjury that I am (we are) the subdivider(s) or the subdivider's agent(s) of the subject division of land and that I(we) have complied with the provisions of Section 66436 (a) (3) of the State Subdivision Map Act relative to public entity/public utility rights-of-way/easements. I(We) further declare that the thirty day period specified by Section 66436 (a) (3) (A) (iv) has passed and that I(we) have received no response from a public entity/public utility objecting to the omission of their signature or objecting to the finding that the division and development of the property within the subject

division of land will not unreasonably interfere with the full and complete exercise of its right-of-way or easement.

(Name if other than an individual)

/s/ _____
(Name if an individual)
(Title if other than an individual)

/s/ _____
(Title if other than an individual)

NOTE: All signatures must be acknowledged.

4.0 PARCEL MAPS

4.1 GENERAL REQUIREMENTS

Parcel maps are generally required for subdivision creating four or less parcels, and for subdivision for which a final map is not required pursuant to Section 66426 of the Subdivision Map Act, but for which the local agency deems necessary.

All requirements for the preparation of a Final Map applies in the preparation of a Parcel Map, except as follows:

4.2 ENGINEERS/SURVEYORS STATEMENT

"This map was prepared by me or under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act and local Ordinance at the request of _____ on _____. I hereby state that the monuments of the character and locations shown hereon are in place (or will be in place within 30 days after completion of the required improvements and in the case of no improvements, twenty-four months from the filing date of this map); that said monuments are sufficient to enable the survey to be retraced (and that the notes to all centerline monuments shown as "to be set" will be on file in the office of the City Engineer within twenty-four months from the filing date shown hereon).

Signed (R.C.E.)(L.S.) No. _____
Date: _____
My Registration Expires: _____

4.3 SUBDIVIDER'S CERTIFICATE

Where there are with no dedications or offers of dedication and four or fewer parcels:

"We hereby certify that we are the subdividers of the lands included within the subdivision shown on this map within the distinctive border lines, and we consent to the preparation and filing of said map and subdivision."

4.4 OWNER'S CERTIFICATE

Where dedication or offers of dedication are made by certificate on this map, the regular owners certificate required for final map applies. (See Sec. 3.7 (B))

4.5 REQUIRED CITY CERTIFICATES

a) CITY ENGINEER'S STATEMENT (Final and Parcel Maps)

I, _____, City Engineer of the City of Oceanside, California, hereby state that I have examined the annexed map and find it to be substantially the same as it appeared on the tentative map and any approved alteration thereof, that the provisions of the State Subdivision Map Act and City of Oceanside Subdivision Ordinance have been complied with, and I am satisfied that the map is technically correct.

Dated: _____
CITY ENGINEER, CITY OF OCEANSIDE

Date: _____

My Registration Expires: _____

b) TAX CERTIFICATE:

Required City Certificates per Section 3.7.G and 3.7.J shall be shown.

c) CITY CLERK'S CERTIFICATE:

This is to certify that the dedication (of _____) as shown hereon is accepted by the City Council (and/or the offer of dedication of _____ as a _____ as shown hereon is rejected on behalf of the City Council) of the City of Oceanside pursuant to Resolution No. 81-172 of the City Council of the City of Oceanside adopted on the 27th day of May, 1981.

Date CITY CLERK

d) RECORDER'S CERTIFICATE:

File No.: _____

Filed this ____ day of _____, 20__, at ____m. in book of Parcel Maps at Page at the request of

By

VERA L. LYLE
COUNTY RECORDER

FEE \$ _____

4.6 DEFERMENT NOTES

1) DRAINAGE FEE DEFERMENT NOTE

Payment of drainage fees as required by City of Oceanside Ordinance 85-23 is hereby deferred for each parcel created hereon until approval of a further subdivision or development or issuance of a building permit, on any such parcel, whichever event occurs first. The amount shall be based upon the established rate at the time the fee is paid.

2) THOROUGHFARE FEE DEFERMENT NOTE

Payment of thoroughfare fees as required by City of Oceanside Ordinance No. 80-30 is hereby deferred for each parcel created hereon until issuance of a building permit on any such parcel. The amount shall be based upon the established rate at the time the fee is paid.

3) TRAFFIC SIGNAL FEE DEFERMENT NOTE

Payment of traffic signal fee as required by City of Oceanside Ordinance No. 87-19 is hereby deferred for each parcel created hereon until issuance of a building permit on any such parcel. The amount shall be based upon the established rate at the time the fee is paid.

4) IMPROVEMENT DEFERMENT COVENANT NOTE

A covenant covering future improvements as required by City of Oceanside Planning Commission Resolution No. ____ approving Tentative Parcel Map No. _____ has been recorded in the office of the County Recorder as per Document No. _____ on _____.

4.7 GRANT OF CROSS EASEMENT NOTE (Use for Parcel Maps)

This parcel is subject to conditions subsequent that the owner shall, prior to or concurrent with the conveyance of any parcel herein, grant a cross easement for ingress and egress to the grantee of such parcel and that the owner and grantee of any parcel herein shall sign a joint maintenance agreement are subject to the prior to the conveyance of said parcel. Said easement and joint maintenance agreement are subject to the prior approval of the City Attorney of the City of Oceanside, A covenant to effectuate this condition was recorded in Document No. _____ recorded on _____.

5.0 CERTIFICATE OF COMPLIANCE

5.1 GENERAL

A certificate of compliance may be recorded under the authority of the State Subdivision Map Act, to determine that a property is exempt from said state law at the time of its creation, and may therefore be sold, financed, leased or transferred legally.

A certificate of compliance may be filed for the following:

- a) Approved Lot Line Adjustment (See Section 6.0)
- b) Grant of Waiver of Parcel Map
- c) Parcels created before November 10, 1956 as provided for by Section 66412.6 of the Subdivision Map Act. (November 10, 1956, is the date of adoption of Ordinance No. 946 regulating the division of land in the City of Oceanside).
- d) Parcels or units of land affected by the provisions of Sections 66499.34 and 66499.35, of the Subdivision Map Act.

In lieu of recording the above certificate, filing of a Final Map or Parcel Map shall constitute a Certificate of Compliance with respect to the parcels or real property described therein. An appropriate Tentative Map shall be filed for this purpose before processing of the Subdivision Map can start.

The City may, as a condition to granting a Certificate of Compliance, impose any conditions which would have been applicable to the division of property at the time the applicant acquired interest in the property.

The following shall be submitted when requesting for a Certificate of Compliance for parcels created under a, b, c and d above.

- a) Application for Tentative Approval
- b) A copy of each document and map that will be necessary in the retracement of the boundary of all the parcels involved together with the corresponding calculations for lot closure and area determination.
- c) Grant Deed or Evidence of Ownership when the parcel was first created.
- d) Grant Deed or Evidence of Ownership when the present owner acquired title.
- e) Updated title report

- f) Three copies of signed Certificate of Compliance form and Plat as furnished by the City.
- g) Payment of filing fee.

5.2 REQUIRED FORM:

A Certificate of Compliance shall be prepared in a form as set forth by the City. The form is available at the front counter of the Engineering Department.

5.3 RECORD OWNER'S SIGNATURE:

The form shall be signed by all the record owners and notarized. Evidence of title shall be as set forth in this manual.

5.4 LEGAL DESCRIPTION:

Legal description of the parcel or parcels being certified shall be typed on the form. The legal description shall be signed and sealed by a Registered Civil Engineer or Licensed Land Surveyor pursuant to Section 8761 of the Business and Professions Code.

One set of forms shall be used for each set of adjacent parcels being certified.

5.5 PLAT MAP:

An approved 8 1/2" x 14" plat map of the parcel or parcels being certified shall be attached to the certificate. Dimensions shall be based on record angles and distances from an approved and filed subdivision document. Boundary establishment shall conform to the provisions of Section 66448 of the Subdivision Map Act for compiled Maps. Pursuant to Section 6761 of the Business and Professions Code, the Plat shall be signed and sealed by a Registered Civil Engineer or Licensed Land Surveyor.



To: Engineering Staff
From: Peter Weiss, Public Works Director
Date: June 2, 2000
Subject: Policy Memorandum/Lot Line Adjustment

This memorandum is to clarify the City's position regarding the monumentation associated with lot line adjustments.

Current state law does not allow the City to require monuments be set at new or adjusted corners established through a lot line adjustment. The decision to set a monument is solely at the discretion of the engineer or surveyor preparing the lot line adjustment. The City cannot and will not require monuments be set as part of a lot line adjustment.

The requirements established in Section 6.2(j) of the Engineer's Manual will only pertain if the engineer or surveyor preparing the lot line adjustment shows monuments to be set.

A copy of this policy memorandum shall be included in the Engineering Manual distributed as of this date.

PW:pjl

6.0 LOT LINE ADJUSTMENT

6.1 CRITERIA FOR ACCEPTANCE OF FILING

A lot line adjustment, as defined by the Subdivision Map Act, may be filed in the City of Oceanside where:

- a) A greater number of parcels than originally existed are not thereby created.
- b) The numbers of parcels being adjusted does not exceed 4, and all parcels being adjusted are legal parcels or lots per the Subdivision Map Act and are shown on the latest equalized county assessment roll as contiguous unit.
- c) All lots or parcels after adjustment will comply with City Engineering, Zoning, and Subdivision requirements.
- d) No dedication or public improvements required.
- e) There is sufficient boundary information of record that makes the existing boundary line of all parcels being adjusted readily retraceable or established. Record data from Record of Survey approved by the City Engineer may be used for this purpose.

6.2 INFORMATION REQUIRED TO BE SHOWN ON "PLAT FOR LOT LINE ADJUSTMENT"

The Plat shall be prepared by a Surveyor or Engineer licensed to practice surveying in California. The Plat shall be 8 1/2"x 14" and contain the following information:

- a) Sufficient dimensions and record boundaries so as to define the boundaries of the subject properties.
- b) Location and labeling of existing facilities, public or private, access, drainage, sewage disposal, public utility easements, retaining walls, driveways, buildings, pools, hedges, fences, trees and other permanent structures. They shall be shown with relation to the lot line being adjusted.
- c) Labeling of all boundary lines with the reference which established the line. Original lot line shall be shown in dashed line and labeled as "ORIGINAL LOT LINE". Adjusted lot line shall be labeled "ADJUSTED LOT LINE".
- d) North arrow and scale.
- e) The adjusted parcels shall be lettered or numbered consecutively in such a manner that there will be no confusion with the original lot or parcel

numbers. The net acreage of the adjusted parcels shall be shown to the nearest one-thousandth of an acre.

- f) The location and direction of flow of any natural or improved drainage paths, pipelines, or swales; the location (if known) of sewer laterals and water and gas lines and meters; and the location of any utility lines, poles and easements.
- g) Existing contours or topography (if applicable).
- h) Any other information relevant to the area and its improvements which would help in the consideration of the lot line adjustment request.
- i) The original plat submitted for recordation, shall be signed and stamped by a Registered Civil Engineer authorized to practice land surveying or a Licensed Land Surveyor; shall be prepared on mylars; and shall contain a small vicinity map.
- j) The following statement shall be added:
 - 1. Monuments will be set within 90 days along the adjusted lot corners, and a Record of Survey (or Corner Record) will be filed as required by Section 8762 of the Land Surveyor's Act.

6.3 FILING REQUIREMENTS

Submittal of the following is required:

- a) A completed application for a TENTATIVE LOT LINE ADJUSTMENT. (Available at the front counter of the City Engineering Department).
- b) Four copies of 8 1/2" x 14" Plat Map for each set of adjustment. (See Section 6.2)
- c) A copy of the most recent Assessor Map Book Page(s).
- d) A statement of the existing zoning and the proposed use of each lot.
- e) A copy of each recorded document and plat map that will be necessary in the retracement of the boundary of all the parcels being adjusted, together with the corresponding calculations for lot closure and area determination.
- f) A copy of Preliminary Guarantee covering all parcels being adjusted (Not more than 30 days old).
- g) Pay filing fee. (Contact the Engineering office for the latest fee schedule).

- h) Individual description and plat map of all the adjusted parcels must be submitted on a City Certificate of Compliance form. (See Section 5.0)
- i) Include traverse calculations, closure sheets and area calculations.
- j) A copy of each document and map that will be necessary to review the retracement shall be submitted.
- k) Provide clearance letters from all lending institutions and trustees.
- l) Show sufficient dimensions and record boundaries.
- m) Label existing facilities. Identify easements, walls, retaining walls, driveways, buildings, pools, hedges, fences, utilities and other related permanent structures.
- n) Label surrounding property lines. Show original lot line as a dashed line and labeled as "OLD LOT LINE". Label "NEW LOT LINE".
- o) Include north arrow and scale.
- p) Submit a working copy of the Record of Survey or Corner Record if applicable (See Section 8762d of the Business and Professions Code).
- q) Provide an individual Pro-Forma Grant Deed for each lot. Use a standard Grant Deed form. Across the top type "PRO-FORMA DEED". The legal description should be typed onto this deed and an individual plat attached as an exhibit.
- r) The assessor's parcel number shall be included in the top left corner of the certificate.
- s) The net acreage of the adjusted lots shall be shown to the nearest one tenth of an acre.

All necessary clearances from Planning, Water Utilities, City Treasurer and Tax Collector shall be received before final approval by City Engineer.

A letter from the trustee of all deeds of trusts affected by the Lot Line Adjustment shall be submitted to the City Engineer. The letter shall state the following:

This is to certify that the undersigned will guarantee the adjustment of existing trust deed boundaries to match the parcel boundaries as shown on Certificate of Compliance for Lot Line Adjustment No. PLA-_____.

The trust deeds to be adjusted are referred to by the following data:

(To be signed by Trustee)

When the Lot Line Adjustment is approved, the Certificate of Compliance for Lot Line Adjustment shall be processed and filed with the City and recorded with the County Records office. Where the ownership is not the same for each parcel being adjusted, individual grant deeds shall also be recorded.

7.0 CERTIFICATE OF CORRECTIONS

7.1 GENERAL

This is used to make minor changes per Section 66469 of the Subdivision Map Act or Section 8770.5 of the Land Surveyors Act.

The following shall be submitted in filing a Certificate of Corrections:

- a) Copy of Recorded Map
- b) Mathematical Calculation
- c) Signed and sealed copies of Certificate of Correction form together with approved plat map. (See Section 6.2 for Plat Map requirements.)
- d) Filing fee
- e) Updated title report or other evidence of present ownership.

After the certificate has been recorded, the Engineer shall make sure that a copy is sent to County of San Diego, Department of Public Works, Survey Records Section, MS-0336.

7.2 PROCEDURE

The following guidelines shall be followed in preparing the certificate for filing with the City.

- a) It shall be signed by a Registered Civil Engineer authorized to practice land surveying or Licensed Land Surveyor. The certificate shall set forth in detail the corrections made and show the names of the present fee owners of the property affected by the corrections.
- b) An approved plat map (when required) showing the area being corrected shall be attached to the certificate.
- c) The Certificate of Correction form as shown herein shall be used.

7.3 SAMPLE FORM:

RECORDING REQUESTED BY

NAME: _____

ADDRESS: _____
(Engineer or Surveyor)

WHEN RECORDED MAIL TO: City Engineer
City of Oceanside
300 North Coast Highway
Oceanside, CA 92054

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

CERTIFICATE OF CORRECTION

(Pursuant to Section 66469 of the Subdivision Map Act, Section 8770.5 of the Land Surveyor's Act)

NOTICE IS GIVEN that (_____ City of _____),
County of San Diego, State of California, filed in the Office of the County Recorder of said
County _____ 20___, is in error and is corrected in accordance with (Section 8770.5 of
the Land Surveyor's Act), or (Section 66469 of the Subdivision Map Act) as follows:

[List each item describing existing problem, reason for correction and action taken to
correct problem.]

I certify that the following are the names of all the present fee owners of real property
affected by such corrections.

[This information is required by the County Recorder in order to properly index document
in the Grantor/Grantee Index.]

CERTIFICATE OF ENGINEER (OR SURVEYOR)

I further certify that the above Certificate of Correction was prepared by or under the
direction and control of the undersigned registered Civil Engineer or Licensed Land
Surveyor.

(SEAL)

Name Lic. or Reg. No.

My Registration Expires: _____

I, _____, City Engineer of the City of Oceanside, County of San Diego, State of California, certify that I have examined the foregoing Certificate of Correction and find that the only changes shown hereon are changes provided for by (Section 66469 of the Subdivision Map Act), (Section 8770.5 of the Land Surveyors Act).

By: _____
For City Engineer

RCE: _____

My Registration Expires: _____

City Engineer

8.0 AMENDED MAPS

8.1 GENERAL

Amended Maps are not subject to tentative map process nor are they subject to approval by the legislative body since there is no division of land involved. Approval is by the City Engineer in accordance with Section 66469 of the State Subdivision Map Act.

There is no requirement for tax bond and assessment certificate.

8.2 PROCEDURE:

- a) TITLE: "Amended Map of City of Oceanside _____.
- b) PREPARATION: Map preparation requirements are the same as a final map. All easements dedicated per the original map shall be labeled as such.

Example:

"Drainage Easement dedicated per Map No. _____.

A table of amendments will follow which will show change on number in sequence, the sheet number affected, the data on original map which is in error, and the new data shown on amended map.

8.3 REQUIRED CERTIFICATE

All certificates on the original map shall remain the same except as follows:

- a) OWNER'S CERTIFICATE:

We hereby certify that we are the owners of or are interested in the lands delineated and embraced within the amended portions of this Amended Map of _____, the original map of _____, Map No. _____ having been filed on (date) as File No. _____ in the office of the County Recorder of San Diego County, California. As such owners or interested parties affected by corrections to said original map, we do hereby consent to the preparation and recordation of this amended map consisting of (_____) sheets and described in the caption thereof.

We hereby acknowledge the dedication of (mention all dedications on original map) as accomplished on the map of _____ Map No. _____, as shown on this map within the amended portions of this subdivision.

List the names with signatures of all the owners and all other interested parties having a fee interest in the property affected by said correction or addition, i.e. the trustees or beneficiaries.

This will be followed by "Signature Omission Certificates" of all easement holders.

b) SURVEYOR'S STATEMENT:

I, _____, (a licensed land surveyor/a registered civil engineer) of the State of California, hereby state that _____ Map No. _____, is in error in that the following (courses, distances, description of Real Property, location of monuments, acreage) are (in error or were omitted) and are corrected in accordance with Section 66469 of the Subdivision Map Act as shown on TABLE OF AMENDMENTS on sheet (_____) of the Amended Map.

I further state that this Amended Map was prepared by or under the direction and control of the undersigned (registered civil engineer, or licensed land surveyor).

SEAL _____
(signature)

By: _____, Date: _____
For City Engineer

c) RECORDER'S CERTIFICATE

File No.: _____

I, _____, County Recorder of the County of San Diego, State of California, hereby certify that I have accepted for recordation this Amended Map of _____ filed at the request of _____ this _____ day of _____, 20__, at _M.

By: _____, Date: _____
For County Recorder

Fee: \$ _____

9.0 REVERSION TO ACREAGE

9.1 TITLE:

Maps filed for the purpose of reversion to acreage shall be conspicuously identified in the title as "FOR THE PURPOSE OF REVERSION TO ACREAGE."

9.2 FILING:

The procedure for filing a map for reversion to acreage is the same as filing a final map. Appropriate tentative map shall also be submitted first. The criteria for filing is as provided for in the State Subdivision Map Act. There is no requirement of a tax bond.

9.3 PREPARATION:

Map preparation requirements are the same as a final map.

9.4 REQUIRED CERTIFICATE

All the certificates for final map shall apply except as follows:

a) **OWNER'S CERTIFICATE:**

We hereby certify that we are the owners of, or are interested in, the land shown within the exterior boundary line of this map for Reversion to Acreage and we consent to the preparation and filing of this map.

NOTE:Following will be the owner's signature and signatures of all interested parties that have fee interest in this subdivision, namely the trustees of beneficiaries. Also, if a utility company has an existing easement within the boundary of this subdivision they may elect to sign below their easement certificate. Otherwise, signature omission certificates (if any have not been quitclaimed) will be shown. Note that all signatures must be notarized.

Bond and Assessment Certificate will be shown as on any other subdivision map title sheet.

b) **SURVEYOR'S STATEMENT:**

I, _____, a (Licensed Land Surveyor)(Registered Civil Engineer) state that the survey of this Reversion to Acreage Map was made by me or under my direction between (____ date ____) and (____ date ____) and said survey is true and complete as shown; that monuments of the character indicated have _____ been set or found at the boundary corners and such monuments are or will be sufficient to enable the survey to be retraced (see legend sheet _____).

_____, (signature) _____, Date: _____
Name, (R.C.E.)(L.S.)

c) CITY ENGINEER'S STATEMENT

I, _____, City Engineer state that I have examined _____ Map No. _____ consisting of _____ sheets and described in the caption thereof.

City Engineer

By _____ Date: _____
For City Engineer

d) RECORDER'S CERTIFICATE

(Use standard certificate per Section 211-18.10(9))

e) CITY CLERK'S CERTIFICATE

I, _____ Clerk of the City of Oceanside, County of San Diego, certify that the City Council at a public hearing, duly found that _____ (street name), Portion of _____ (street name), abutters rights of access appurtenant to the portion of Lot _____, reserved for future street in and to _____ (street name), and the rejected offer of dedication of the portion of Lots _____, designated "Portion of Lots _____ Reserved for Future Street", the easements for "Open Space" over, upon, across and under the portion of Lots _____, all drainage easements dedicated to the _____, all as dedicated or granted on Map No. _____ have not been used for street, open space, and drainage and were unnecessary for present or prospective public purposes, and thereupon said _____ has approved the Reversion to Acreage as shown on this Map and has approved the vacation and abandonment of _____ (street name), the portion of _____ (street name), the abutters rights of access appurtenant to the Portion of Lot _____ reserved for future street in and to _____ (street name), the rejected offer of dedication of the Portion of Lots _____ reserved for future street and the easement for "open space" over, upon, across and under the portion of Lots _____, and Zone _____, has approved the vacation and abandonment of the drainage easements, all as dedicated on Map No. _____ shown on this map by dashed lines.

_____, Date: _____
City Clerk

10.0 RIGHT OF WAY AND EASEMENT DEDICATIONS

10.1 GENERAL

For Final Tract and Final Parcel Maps, required onsite dedications must be made on the map. Offsite dedication must be made by separate instrument.

In dedicating an easement by separate instrument, the following are required to be submitted:

- a) Updated Title Report
- b) A legal description, prepared, signed and sealed by a Registered Civil Engineer authorized to practice land surveying or Licensed Land Surveyor, of the area being dedicated.
- c) Plat Map showing existing easements and the portion being dedicated. (NOTE: Plat map must be 8-1/2" x 14" and contain a vicinity map).
- d) Mathematical calculation or closure. (Minimum allowable closure: 1:10,000)
- e) Completion of the appropriate City of Oceanside Grant of Easement form.
- f) Applicable reference maps and documents to retrace the boundary of the property involved.
- g) Subordination Agreements for all Beneficiaries of Deeds of Trust.

11.0 EASEMENT VACATION AND ABANDONMENT

11.1 GENERAL

As provided for by the City Council Resolution No. 81-368, adopted on November 24, 1981, or latest amendment thereto, the following shall be adhered to in requesting for easement vacation and abandonment.

- a) A request for street or easement vacation shall be submitted to the City Engineer on an application form approved by the City Engineer.
- b) A processing fee shall be paid by the applicant at the time the vacation application is submitted to the City Engineer. If the City Engineer is required to obtain title information or have a title search performed, an additional fee shall be collected from the applicant. These fees are deemed to be fair and reasonable to cover City staff's expenses in processing vacation requests. Appropriate fee schedule is available at the City Engineer's office.
- c) The application shall be accompanied with a legal description and plat sketch of the easement to be vacated, a vicinity map and updated title report.
- d) Upon receipt of the application, the City Engineer shall transmit copies to all City departments which may have an interest in the easement and ask for comment on the vacation request.
- e) The vacation request may also be put before the City's Public Services Review Committee for review and comment.
- f) In cases where the City holds fee title to the land underlying the easement, the applicant shall be required, at his expense, to provide sufficient updated title evidence to confirm underlying fee ownership.
- g) If the City is found to hold underlying fee title, the vacation request shall be sent to the City Land Sales and Leasing Committee for review and recommendations.

If the fee owned land, after vacation, possesses any value, its value shall be determined by an appraisal by the City Engineer or an independent appraiser selected by the City Engineer, at the applicant's expense. Upon determination of fair value, the Committee may recommend to Council the retention, sale or lease of any or all of the underlying fee land to abutting owners or to other parties upon such conditions and terms as the Committee may make.

- h) Upon completion of the review of the application, the City Engineer (and the Land Sales and Leasing Committee, if applicable) shall prepare and transmit a report and recommendations to the City Council for consideration at their next most convenient meeting.
- i) Procedures for publication, notice, posting, public hearings and the disposition of any underlying fee land or excess land shall thereafter follow the statutory requirements of Section 8300 (et. seq.) of the State Streets and Highways Code or any other applicable code.
- j) The City Engineer shall be responsible for all required mailings or postings. The City Clerk shall be responsible for all required publication of notice and for recordation of vacation resolutions.

12.0 IMPROVEMENT AGREEMENT

12.1 GENERAL

- A. Persons filing subdivision or final parcel maps for any project where public improvements are required or affected shall enter into formal agreements with the City regarding such improvements. These agreements are on standard forms provided by the City Engineer. Other forms may be used upon the approval of the City Attorney. Generally all actions that require security necessitate an improvement agreement.

- B. Any improvement agreement, contract or act required or authorized by the Subdivision Map Act or the City's current subdivision ordinance, for which security is required, shall be secured in accord with the appropriate section of the Subdivision Map Act and as provided below.

No final map or parcel map shall be signed by the City Engineer or recorded until all improvement securities required by this section have been received and approved.

- C. The improvement agreement shall be submitted by the subdivider on forms provided by the department, signed by the City Engineer and approved as to form by the City Attorney. The agreement shall provide for:
 - 1. Construction of all improvements, including any required off-site improvements, according to the approved plans and specifications on file with the City Engineer.
 - 2. Completion of improvements within the time specified by Section 12.6.
 - 3. Right of the City to modify plans and specifications in writing to the subdivider.
 - 4. Warranty by the subdivider that construction will not adversely affect any portion of adjacent properties.
 - 5. Payment of inspection fees in accordance with the City's resolution.
 - 6. Payment of in-lieu fees for undergrounding of utilities on frontage streets (if applicable).
 - 7. Improvement security as required by this article.
 - 8. Maintenance and repair of any defects or failures and their causes.

9. Release and indemnification of the City from all liability incurred in connection with the development and payment of all reasonable attorneys fees that the City may incur because of any legal action or other proceeding arising from the development.
10. Any other deposits, fees or conditions as required by City ordinance or resolution and as may be required by the City Engineer.
11. Right of the City to withhold building permits and/or occupancy permits until completion of improvements.
12. Any other provisions required by the City as reasonably necessary to effectuate the purposes and provisions of the Subdivision Map Act and this Ordinance.

12.2 IMPROVEMENT SECURITY

Financial security is generally provided by the developer of a subdivision for:

- A. Public Improvements
 - 1) Water
 - 2) Sewer
 - 3) Street
 - 4) Drainage
- B. Grading
- C. Erosion Control
- D. Landscape
- E. Monument Setting

Financial security is also provided for by any individual or corporation or any entity who is involved in an activity that will endanger, damage or remove existing public improvements like curbs, sidewalks and street pavements. For these types of activity, an encroachment permit or moving permit is required. Financial security is required before permit is issued.

The amount of securities is determined by the estimate of construction quantities and the latest unit prices for bonding as determined by the City Engineer.

Some examples are as follows:

1. Swimming pool construction
2. House moving
3. Sewer or water lateral construction
4. Sidewalk and driveway construction

Securities for these types of construction are required to be posted to ensure the repair or replacement of any damaged existing public improvements, according to the required standard.

12.3 FORM OF SECURITY

The form of security shall be one or a combination of the following at the option and subject to the approval of the City:

1. Bond or bonds by one or more duly authorized admitted corporate sureties. The form of the bond or bonds shall be in accordance the Subdivision Map Act.
2. A deposit, either with the City of Oceanside or a responsible escrow agent or trust company, at the option of the City, or money or negotiable bonds of the kind approved for securing deposits of public monies.
3. An irrevocable letter of credit from one or more financial institutions regulated by the state or federal government pledging that the funds necessary to carry out the act or agreement are on deposit and guaranteed for payment and will only be released upon receipt of written instructions from the City.
4. Any other comparable form of security, acceptable to the City, as provided in the Subdivision Map Act.

NOTE: Completion of unfinished facilities must be secured with cash deposits rather than bonds, e.g., removal of asphalt curbs and subsequent construction of concrete curbs, etc.

12.4 AMOUNT OF SECURITY

- A. Whenever security is required to be furnished in connection with the performance of any act or agreement, such security shall be in the form and amount as follows: (Percentage shown is based upon cost estimate of the total value of the improvement as approved by the City Engineer):
1. Performance Bond 100%
 2. Labor and Material 50%
 3. Warranty Bond 10%
(Posted before work is accepted)
 4. Monumentation (amount determined by Engineer of Work)
 5. Grading bond (refer to City's current Grading Ordinance 81-20)
 6. Landscape Bond
 7. Erosion Control Bond (Refer to the City's current Grading Ordinance)

- B. A performance bond or other security in the amount of 100 percent of the total estimated construction cost to guarantee the construction or installation of all improvements shall be required of all subdivisions. An additional amount of 50 percent of the estimated construction cost shall be required to guarantee payment to subdivider's contractor, subcontractors, and to persons furnishing labor, materials or equipment for the construction or installation of improvements. As a part of the obligation guaranteed by the security and in addition to the full amount of the security, there shall be included costs and reasonable expenses and fees, including attorneys fees, incurred by the City in enforcing the obligations secured.

The estimate of improvement costs shall be as approved by the City Engineer and shall provide for:

1. Fifteen percent of the total construction cost for contingencies.
 2. Increase for projected inflation computed to the estimated midpoint of construction.
 3. All utility installation costs or a certification acceptable to the City Engineer from the utility company that adequate security has been deposited to ensure installation.
- C. Upon acceptance of the subdivision improvements by the City, the subdivision shall provide security in the amount as required by the City Engineer to guarantee the improvements against any defective work or labor done or defective materials used in the performance of the improvements throughout the warranty period which shall be the period of one year following completion and acceptance of the improvements unless a larger warranty period is required by the City Engineer. The amount of the warranty security shall not be less than 10 percent of the cost of the construction of the improvements.

12.5 LENGTH OF SECURITY REQUIREMENT

Performance Bond - posted as a condition of plan approval. Released when work is completed in accordance with the approved plan, the plan has been certified "As-Built" by the engineer of work and the "As-Built" plan approved by the City, all final reports submitted and approved as required and the Warranty Bond is posted.

Labor and Material Bond - posted along with the Performance Bond as a condition of plan approval. Released six months after the City's acceptance of the improvements and release of the Performance Bond.

Warranty Bond - required to be posted before the Performance Bond is released. It will remain in place for twelve (12) months after the improvements are accepted and the Performance Bond is released.

Monumentation Bond - required to be posted prior to map approval. This bond can be released upon the Engineer of Work's certification that the monuments have been set, subject to the City's verification and the submittal of centerline ties when applicable.

Grading Bond - required to be posted prior to plan approval. The bond will be released upon completion of the work shown on the plan, "As-Building" of the plan by the Engineer of Work, approval of the "As-Builts" by the City, and submittal of all required reports and certifications as required by the Grading Ordinance and their approval by the City.

Erosion Control Bond - required during erosion control season as a condition of a permit to do grading. The bond will automatically be released at the end of the erosion control season.

Landscape Bond - required to be posted as a condition of plan approval. Will be released when the work shown on the plan has been completed, the plan has been "As-Built" and approved, and the plantings are established and maintained for a minimum of 12 months.

12.6 COMPLETION OF IMPROVEMENTS

A. Subdivisions of Five or More Parcels.

The improvements for subdivisions of five or more parcels shall be completed by the subdivider within 24 months, or a time as approved by the City Engineer, not to exceed 36 months, from the recording of the final map, unless an extension is granted by the City Council. Improvements shall be completed prior to final building inspection or the issuance of an occupancy permit for any unit within the subdivision.

Should the subdivider fail to complete the improvements within the specified time, the City Engineer or City Attorney may cause any or all uncompleted improvements to be completed and the parties executing the security or securities shall be firmly bound for the payment of all necessary costs. The Department shall concurrently notify the City Council.

B. Subdivision of Four or Fewer Parcels.

The completion of improvements for subdivisions of four or fewer parcels may be deferred until a permit or other grant of approval for the development of any parcel within the subdivision is applied for (unless otherwise required by the project's approvals). The completion of the improvements may be required by a specified date, by the City, when the completion of the improvements are found to be necessary for public health or safety or for the

orderly development of the surrounding area. This finding shall be made by the City Engineer or authorized representative. The specified date, when required, shall be stated in the subdivision improvement agreement. Generally, improvements shall be completed prior to final building inspection or the issuance of an occupancy permit for any unit within the subdivision.

C. Extensions.

The completion date of the improvements may be extended by the City Council, for all subdivisions, upon written request by the subdivider and the submittal of adequate evidence to justify the extension. The request shall be made not less than 30 days prior to expiration of the subdivision improvement agreement.

The subdivider shall enter into a subdivision improvement agreement extension with the City. The agreement shall be on forms provided by the Department and signed by the City Engineer, approved as to form by the City Attorney, executed by the subdivider and surety and transmitted to the City Council for its consideration. If approved by the City Council, the City Manager shall execute the agreement on behalf of the City. The agreement may be considered by the City Engineer, and if approved, executed by the City Engineer on behalf of the City as permitted by City Council Resolution.

In consideration of a subdivision improvement agreement extension, the following may be required:

1. Revision of improvement plans to provide for current design and construction standards when required by the City Engineer;
2. Revised improvement construction estimates to reflect current improvement costs as approved by the City Engineer;
3. Increase of improvement securities in accordance with revised construction estimates;
4. Inspection fees may be increased to reflect current construction costs but shall not be subject to any decrease or refund.

The City Council or City Engineer, as the case may be, may impose additional requirements as may be deemed necessary as a condition to approving any time extension for the completion of improvements.

The costs incurred by the City in processing the agreement shall be paid by the subdivider at actual cost.

The time extensions discussed in this section refer to improvement agreements and completion of improvements only. Time extensions for tentative maps, tentative parcel maps, development plans and other approvals requiring discretionary approvals are processed separately through the Planning Department.

12.7 AUTHORITY TO RELEASE/REDUCE SECURITY

Unless otherwise specified, the City Engineer has the authority to release security up to \$200,000.00. The City Council has retained the authority to release securities that are more than \$200,000.00. The \$200,000 limitation to release securities applies to the residual portion of a reduced bond. For example, if the original Faithful Performance Security is \$300,000, it would take City Council authorization to reduce it to \$150,000. It would also take City Council action to accept the improvements and release the remaining \$150,000.

12.8 REDUCTION IN PERFORMANCE SECURITY

The City Engineer as authorized by the City Council by resolution may authorize in writing the release of a portion of the security in conjunction with the satisfactory completion of a part of the improvement as the work progresses upon application by the subdivider, but in no case shall the security be reduced to less than 20 percent of the total improvement security given for faithful performance. The amount of reduction of the security shall be determined by the City Engineer; however, in no event shall the City Engineer authorize a release of the improvement security which would reduce security to an amount below that required to guarantee the completion of the improvements and any other obligation imposed by the Subdivision Map Act, the City's most current Subdivision Ordinance or the improvement agreement. Any reduction shall not be construed to be acceptance of any portion of the improvements. The subdivider shall pay a non-refundable fee to the City for processing any requests for reduction in performance security.

12.9 RELEASE OF IMPROVEMENT SECURITY

- A. Performance Security. The performance security shall be released only upon acceptance of the improvements by the City (in the case of landscaping upon completion of a required maintenance period), and when an approved warranty security has been filed with the City Engineer or City Council as case may be. If a warranty security is not submitted, performance security shall be released 12 months after acceptance of improvements and after correction of all warranty deficiencies.
- B. Material and Labor Security. Security given to secure payment to the contractor, subcontractors and to persons furnishing labor, materials or equipment may, six months after the completion and acceptance of the improvements by the City, be reduced to an amount equal to the amount of all claims therefore filed and of which notice has been given to the City

Council. The balance of the security shall be release upon the settlement of all claims and obligations for which the security was given.

- C. Warranty Security. The warranty shall be released upon satisfactory completion of the warranty period, provided:
- a) All deficiencies appearing on the warranty deficiency list for the subdivision have been corrected.
 - b) Not less than 12 months have elapsed since the acceptance of the improvements by the City.

12.10 CHANGE IN OWNERSHIP

A subdivider who acquires ownership of an approved subdivision or any portion thereof shall be required to provide improvement security for all improvements in accord with paragraph (C) above, not just those that may remain incomplete at the time of the change in ownership.

12.11 CONSTRUCTION AND INSPECTION

The construction methods and materials for all improvements shall conform to the Standard Engineering Specifications and all other standard plans and specifications of the City or otherwise adopted by the City.

Construction shall not commence until all required improvement plans have been approved by the City Engineer. The City Engineer may authorize grading of the subdivision prior to approval of all improvement plans, subject to the requirements of the Grading Ordinance and the General Plan. All improvements are subject to inspection by the City Engineer or authorized personnel in accordance with the City's approved specifications.

12.12 FINAL & BOND RELEASE - GENERAL

The following requirements shall be completed prior to the request for bond release.

- A. As-Built drawings complete and approved.
 - 1) Grading Plan
 - 2) Precise Grading Plan
 - 3) Improvement Plan
 - 4) Landscape Plan
 - 5) Survey Ties
- B. Final Soils Reports (Items remaining for final acceptance - See Geotechnical Report requirements Section 9.6 and 9.7).

- C. Completion of construction according approved plans and specifications.
 - 1) Completion of all punch list items.
- D. Inspection of property corners and monumentation exists per approved subdivision map.
- E. Departmental acceptance (By City).
 - 1) There may be a few additional items to be corrected beyond punch list stage.
- F. Posting of Warranty Bond.

12.13 MONUMENT INSPECTION

Subdivision monumentation is inspected at the request of the Engineer/Surveyor. Inspection fees are to be paid at the Map Processing Counter with the other fees and deposits. Fee schedule is available at the City Engineer's office.

12.14 BOUNDARY MONUMENTS

Boundary Monuments shall be set prior to approval of the Final Map, or prior to the release of the Monumentation Bond.

Submit a request for monumentation inspection, and two blue line prints of the Final Map (Parcel Map) to the City Engineering Department. The project needs to be scheduled for field check and any conflicts resolved in a time frame which will assure that the monumentation has been accepted prior to the project being sent for docketing for City Council approval.

12.15 CENTERLINE AND LOT CORNER MONUMENTS

Centerline and Lot Corner Monuments may be deferred 12 months from the filing of the map, although these monuments must be set before improvements are finally approved and accepted. A security equal to the cost of setting is required for deferred monuments. (Refer to Section 12.4)

For approval of monuments that have been set, a request for monumentation inspection shall be submitted to the Engineering Department at the time improvement inspection is requested. This request shall include a written statement by the Engineer or Land surveyor indicating that the all final monuments have been set. Upon completion of all improvements and acceptance of the improvements, the monumentation surety can be released. (Any monumentation set in conflicts with the recorded map shall be resolved and a Certificate of Correction or Amended Map, recorded prior to release of surety).