

CHAPTER 19.48
FINAL AND PARCEL MAPS

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19.48.010 GENERAL

The form, contents, accompanying data, and filing of the final and parcel map hereinafter referred to as a "final map" shall conform to the provisions of the Map Act and this Chapter.

The final map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor, in compliance with the applicable sections of the Business and Professions Code of the State of California.

19.48.020 PHASING

Multiple final maps relating to an approved or conditionally approved tentative map may be filed prior to the expiration of the tentative map if the subdivider, at the time the tentative map application is filed, notifies the Department in writing of the subdivider's intention to file multiple final maps on the tentative map, pursuant to Section 19.66.120(6). In providing the notice, the subdivider shall not be required to define the number or configuration of the proposed multiple maps.

The filing of a final map on a portion of an approved or conditionally approved tentative map shall not invalidate any part of the tentative map. Each final map which constitutes a part, or unit, of the approved or conditionally approved tentative map shall have a separate subdivision number. The subdivision improvement agreement executed by the subdivider shall provide for the construction of improvements as required to constitute a logical and orderly development of the entire subdivision.

19.48.030 SURVEY REQUIRED

An accurate and complete survey of the land to be subdivided shall be made by a registered civil engineer or licensed land surveyor. All monuments, property lines, centerlines of streets, alleys and easements adjoining or within the subdivision shall be tied into the survey. The allowable error of closure on any portion of the final map shall not exceed 1/10,000 for field closures and 1/20,000 for calculated closures.

At the time of making the survey for the final map, the engineer or surveyor shall set sufficient durable monuments to conform with the standards described in Section 8771 of the Business and Professions Code so that another engineer or surveyor may readily retrace the survey, pursuant to Map Act Sections 66495 and 66496. At least 1 exterior boundary line shall be monumented prior to recording the final map. Other monuments shall be set as follows:

1. Lot Corners: One inch iron pipe, 30 inches long, set 12 inches below ground level. Except, corners of lots fronting on streets may be marked by an offset lead and tag set in the permanent concrete curb along the prolongation of the lot line as approved by the City Engineer. Such monument shall be noted on the subdivision map.
2. Subdivision Boundary Corners: Two inch iron pipe, 30 inches long, set 12 inches below ground level.
3. Private street intersection centerlines, angle points, and beginning and endings of curves: One inch iron pipe, 30 inches long, set flush with ground level.
4. Public street intersection centerlines, angle points, beginnings and endings of curves, subdivision boundary and section quarter corners with street intersection: One inch iron pipe, 30 inches long, set flush with ground level if pavement, set 12 inches below ground level if soil. Except, major street intersections and section corners shall be monumented with a City Standard Well Monument set flush with ground level. All street monuments shall be tied to lead and tag set in permanent concrete curbs. Notes for ties shall be provided to the City on standard survey note paper, 8 1/2 x 11 inches, depicting the tie information, stamped and signed by the surveyor or engineer.

19.48.040 FORM

The form of the final map shall comply with the Map Act and as follows:

1. The final map shall be legibly drawn, printed, or reproduced by a process guaranteeing a permanent record in black on polyester base film. Certificates, affidavits and acknowledgments may be legibly stamped or printed upon the map with opaque indelible ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.
2. The size of each sheet shall be 18 inches by 26 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of 1 inch. The scale of the map shall be an engineering scale and not less than 1" = 100' or as may be necessary to show all details clearly, and enough sheets shall be used to accomplish this end.

The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown. When four or more sheets including the certificate sheet are used, a key sheet shall be included. All printing or lettering on the map shall be of 1/8 inch minimum height and of a shape and weight as to be readily legible on prints and other reproductions made from the original drawings. The final form of the final map shall be in compliance with Map Section 66434 and as approved by the City Engineer.

19.48.050 CONTENTS

The contents of the final map shall comply with the Map Act and as follows:

1. **Boundary.** The boundary of the subdivision shall be designated by a heavy black line in a manner as not to obliterate figures of other data.
2. **Title.** Each sheet shall have a title showing the subdivision number and name and the location of the property being subdivided with reference to maps which have been previously recorded, or by reference to the plat of a United States Survey. The following words shall appear in the title, "City of San Bernardino, San Bernardino County, California."
3. **Certificates and Acknowledgments.** All certificates and acknowledgments shall be made pursuant to Map Act Sections 66433 *et seq.* and as approved by the City Engineer, and shall appear only once on the cover sheet.
4. **Scale, North Point and Basis of Bearings.** There shall appear on each map sheet the scale and north point. The basis of bearings shall appear on the title map sheet and each subsequent sheet or referenced on each subsequent sheet. The basis of bearing shall be based on Zone 5 of the California Coordinate System unless otherwise approved by the City Engineer.
5. **Linear, Angular and Radial Data.** Sufficient linear, angular and radial data shall be shown to determine the bearings and lengths of monument lines, street centerlines, the boundary lines of the subdivision, the boundary lines on every lot and parcel which is a part of the subdivision, and ties to existing monuments used to establish the boundary. Arc length, radius and total central angle and radial bearings of all curves shall be shown. Ditto marks shall not be used in the dimensions and data shown on the map.
6. **Monuments.** The location and description of all existing and proposed monuments shall be shown. Standard City monument types shall be set at the following locations:
 - A. The intersection of street centerlines;
 - B. The intersection of a street centerline and subdivision boundary;
 - C. Beginning and end of curves or intersection of tangents on centerlines;
 - D. Each lot/parcel corner; and
 - E. At other locations as may be required by the City Engineer.

7. **Lot Numbers.** Lot numbers shall begin with the number 1 in each subdivision and shall continue consecutively with no omissions or duplications except where contiguous lands, under the same ownership, are being subdivided in successive units, in which event, lot numbers may begin with the next consecutive number following the last number in the preceding unit. Non-buildable, open space and common lot areas shall be lettered beginning with the letter "A" and shall continue consecutively with no omissions or duplications. Each lot shall be shown entirely on 1 sheet of the final map, unless approved by the City Engineer.
8. **Adjoining Properties.** The adjoining corners of all adjoining subdivisions shall be identified by subdivision number, or name when not identified by official number, and reference to the book and page of the filed map showing the subdivision; and if no subdivision is adjacent, then by reference to the last recorded deed by book and page number for the last record owner.
9. **City Boundaries.** City boundaries which cross or join the subdivision shall be clearly designated.
10. **Street Names.** The names of all streets, alleys, or highways within or adjoining the subdivision shall be shown.
11. **Easements and Dedications.** Easements and dedications for roads or streets, paths, alleys, utilities, local transit facilities, storm water drainage, sanitary sewers or other public use as may be required, shall be dedicated to the public for acceptance by the City or other public agency, and the use shall be specified on the map.

All easements of record shall be shown on the map, together with the name of the grantee and sufficient recording data to identify the conveyance (e.g., recorder's serial number and date, or book and page of official records).

Easements not disclosed by the records in the office of the County Recorder and found by the surveyor or engineer to be existing, shall be specifically designated on the map, identifying the apparent dominant tenements for which the easement was created.

The sidelines of all easements of record shall be shown by dashed lines on the final map with the widths, lengths and bearings of record. The width and location of all easements shall be approved by the City Engineer.

Between the time of the approval of the tentative map and the recordation of the final map, no easements shall be granted to other agencies or utility companies which interfere with the City's rights in any public right-of-way.

12. **Open Space Areas.** Open space areas may be shown, subject to the approval of the City. Public open space areas shall be dedicated in fee unless otherwise specified in the approval or conditional approval of the tentative map. Private open space areas shall be dedicated as open space easements unless otherwise specified in the approval or conditional approval of the tentative map.

19.48.060 PRELIMINARY SUBMITTAL

The subdivider shall submit prints of the final map to the City Engineer for checking. The preliminary prints shall be accompanied by the following data, plans, reports and documents in a form as approved by the City Engineer and, where applicable, the City Attorney:

1. **Improvement Plans.** Improvement plans pursuant to Section 19.30.210.
2. **Soils Report.** A soils report prepared pursuant to Section 19.66.120(2).
3. **Title Report.** A title report showing the legal owners at the time of submittal of the final map, to be current within 90 calendar days.
4. **Tax Certificate.** A certificate from the County Tax Collector stating that all taxes due have been paid or that a tax bond or other adequate form of security assuring payments of all taxes which are a lien, but not yet payable, has been filed with the County.
5. **Deeds for Easements or Rights-of-Way.** Deeds for off-site easements or rights-of-way required for road or drainage purposes which have not been dedicated on the final map. Written evidence acceptable to the City in the form of rights of entry or permanent easements across private property outside of the subdivision permitting or granting access to perform necessary construction work and permitting the maintenance of the facility.
6. **Traverse Closures.** Traverse closures for the boundary blocks, lots, easements, street centerlines and monument lines.
7. **Hydrology and Hydraulic Calculations.** Complete hydrology and hydraulic calculations of all storm drains, flood flows, and retention facilities.
8. **Governing Documents.** The submittal of the final map for a common interest development within the meaning of Sections 1350 et seq. of the State Civil Code shall include the proposed Declaration of Covenants, Conditions and Restrictions containing the provisions described in Section 1353 of the Civil Code, and all other governing documents for the subdivision as are appropriate pursuant to Section 1363 of the Civil Code, and containing all conditions of approval designated to be contained within the "Code, Covenants and Restrictions." The submittal of the final map for all subdivisions other than a common interest development shall include any Declaration of Covenants, Conditions and Restrictions proposed in connection therewith. All documents shall be subject to review and approval by the Director and/or City Engineer.
9. **Guarantee of Title.** A guarantee of title, in form acceptable to the City Engineer and City Attorney, shall be issued by a competent title company to and for the benefit and protection of the City and shall be continued complete up to the instant of recording of the final map, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easements being offered for dedication, and all acknowledgments thereto, appear on the proper certificates and are correctly shown on the map, both as to consents as to the making thereof and affidavits of dedication where necessary.

10. **Improvement Agreement.** In the event sewer, water, drainage, grading, paving, or other improvements required pursuant to Section 19.30.010 have not been completed prior to the presentation of the final map, an agreement pursuant to the requirements of Section 19.30.220 shall be filed for the improvement thereof. The subdivider shall secure the performance of the agreement pursuant to the requirements of Section 19.30.230.

11. **Liability Agreement and Insurance.** A hold-harmless agreement obligating the subdivider to hold the City and its officers, agents and employees harmless from any liability for damages or claims for damages for personal injury or death which arise from the operations of the subdivider and/or the subdivider's sub-contractors in connection with the subdivision. A certificate of insurance reporting to the City the amount of insurance the subdivider carries for the subdivider's own liability for damages or claims for damages for personal injury or death which arise from the operations of the subdivider or related subcontractors in connection with the subdivision. The certificate of insurance shall name the City as an additional insured. The agreement and certificate required by this section shall be subject to prior review and approval by the City Engineer.

12. Any additional data, reports, or information as required by the City Engineer.

19.48.070 DETERMINATION BY CITY ENGINEER

The City Engineer shall review the final map and any other required information and the subdivider shall make corrections and/or additions until acceptable to the City Engineer.

The subdivider shall submit to the City Engineer the original tracing of the map and any duplicates pursuant to City requirements, corrected to its final form and signed by all parties required to execute the certificates on the map. Original signatures shall appear on the original drawing. Upon receipt of all required certificates and submittals, the City Engineer shall sign the appropriate certificates and transmit the original map to the City Clerk.

19.48.080 APPROVAL BY COUNCIL

The final map approved by the City Engineer as complying with the approved or conditionally approved tentative map shall be filed with the Council for approval after all required certificates have been signed. The date the map shall be deemed filed with the Council is the date on which the City Clerk receives the map. The Council shall consider the final map for approval at its next available regular meeting after the City Clerk receives the map. Before approving the final map, the Council shall consider approval of the subdivision improvement agreement pursuant to Section 19.30.220.

If the subdivision improvement agreement and final map are approved by the Council, the Mayor shall execute the agreement on behalf of the City. At the time the Council approves the final map, it shall also accept, accept subject to improvement, or reject any offer of dedication. The City Clerk shall certify on the final map is approved, any streets, paths, alleys, public utility easements, rights-of-way for local transit facilities, or storm drainage easements are not accepted by the Council, the offer of dedication shall remain open and the Council may, by resolution at any later date, and without further action by the subdivider, rescind its action and accept and open the streets, paths, alleys, rights-of-way for local transit facilities, or storm drainage easements, which acceptance shall be recorded in the office of the County Recorder.

The City may accept any dedications lying outside the subdivision boundary which require a separate grant deed. The acceptance shall be recorded in the office of the County Recorder.

If the subdivision improvement agreement and/or final map is not in substantial compliance with the approved tentative map, the Council shall deny the agreement and/or final map.

The Council shall not postpone or refuse approval of a final map because the subdivider has failed to meet a tentative map condition requiring construction or installation of off-site improvements on land which neither the subdivider nor the City has sufficient title or interest to permit the improvements to be made. Additionally, the Council shall not deny approval of the final map if the City has previously approved a tentative map for the proposed subdivision and if the Council finds that the final map is in compliance with the requirements of the Map Act, this Development Code, and the tentative map and all conditions thereof.

19.48.090 RECORDATION

Upon approval of the final map by the Council, the City Clerk shall execute the appropriate certificate on the certificate sheet and shall, pursuant to the provisions of Map Act Section 66464, transmit the map, or have an authorized agent forward the map, to the County Recorder.

19.48.100 MERGERS AND UNMERGERS

1. The primary purpose of this section is to provide for a merger of parcels upon application of the property owner without the necessity of processing a parcel map. The specific requirement for a City-initiated merger are as follows in compliance Map Act Section 66451.11.
2. Merger without final map.
 - A. Upon application by the property owner, on a form approved by the City Engineer, contiguous parcels under the same ownership may be merged without filing a map for reversion to acreage. The form and content of the application and the information, data, fees, and other details required for the processing of same, shall be set by Council resolution.
 - B. The City Engineer shall have the authority to approve mergers, and no final map shall be required provided the merger does not involve the following:
 1. Streets or other easements to be vacated;
 2. Release of previously posted agreements or securities for improvements;
 3. Release of previously paid fees or deposits made pursuant to the division of the parcels to be merged; and/or
 4. More than 4 parcels.
 - C. Upon approval of a merger, the City Engineer shall cause to be prepared an appropriate instrument describing the parcels to be merged, which shall be executed by the owner involved and the City Engineer, and which shall be recorded with the County Recorder.

19.48.110 LOT LINE OR BOUNDARY ADJUSTMENTS

The procedure outlined in this Section shall govern the processing of and requirements for lot line or boundary adjustments, pursuant to Map Act Section 66412(d). Any adjustment may be filed pursuant to the provisions of this Section to adjust the boundaries between two or more adjacent parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater or lesser number of parcels than originally existed is not created, provided the Director determines that the proposed adjustment does not:

1. Create any additional or fewer parcels;
2. Include any parcels which are not legal as defined in the Municipal Code;
3. Impair any existing access or create a need for new access to any adjacent parcels;
4. Impair any existing easements or create a need for any new easements serving any adjacent parcels;
5. Require substantial alteration of any existing improvements or create a need for any new improvements; and
6. Adjust the boundary between parcels for which a covenant of improvement requirements has been recorded and all required improvements stated therein have not been completed unless the Director determines the proposed adjustment will not significantly affect the covenant of improvement requirements. (MC 888 1/6/94)

19.48.120 REVERSIONS

Subdivided real property may be reverted to acreage, pursuant to Map Section 66499.11 et seq., and this Development Code. This Section shall apply to final and parcel maps.

Subdivided lands may be merged and resubdivided without reverting to acreage, pursuant to Map Act Section 66499.20 1/2.

An application for reversion to acreage shall be filed with the Department, and reviewed by the City Engineer. A public hearing shall be held by the Commission on all proposed reversions to acreage. Notice of public hearing shall be given by the Department, pursuant to Section 19.52.

19.48.130 CORRECTION AND AMENDMENT OF MAPS

After a final or parcel map is filed in the office of the County Recorder, it may be amended by a certificate of correction or an amending map, pursuant to Map Act Section 66469 et seq.

The certificate of correction or amending map, shall be submitted to the City Engineer, pursuant to Map Act Section 66471.

19.48.140 CERTIFICATES OF COMPLIANCE

Any person owning real property within the City may request whether the property complies with the provisions of the Map Act and the Municipal Code. Upon making this determination, the City Engineer shall cause a Certificate of Compliance, with or without conditions, to be filed for recordation with the office of the County Recorder, pursuant to Map Act Section 66499.35. Any person requesting a Certificate of Compliance shall pay the applicable engineering fee(s).

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