

CITY OF BEVERLY HILLS
Department of Public Works and Transportation
Civil Engineering Division
FINAL MAP SUBMITTAL PROCESS

Transmitted		Action
From	To*	
Applicant	Planning Department: Permit Counter City Hall	Submittal of a complete package by the applicant. A complete package is defined as a completed Transmittal Sheet (page 8 of this packet), all items listed thereon, and payment of applicable fees http://www.beverlyhills.org/civica/filebank/blobdload.asp?BlobID=2635#page=. Planning Division will review the package for completeness and return incomplete packages to the applicant.
Planning Department	Civil Engineering Division	Review for completeness and assignment to the City's Contract Plan Checker (RKA Consulting Group)
Civil Engineering Division	RKA Consulting Group	RKA will perform the first plan check review.
RKA Consulting Group	Applicant	RKA will return via Fed-Ex the first plan check review with comments to the applicant for correction. A copy of the comments will be forwarded to the Civil Engineering Division.
Applicant	RKA Consulting Group	Applicant shall submit second and subsequent plan check packages directly to RKA via Fed-EX. RKA will review the plan check submittal package and return with comments to the applicant for correction. A copy of the comments will be forwarded to the Civil Engineering Division.
RKA Consulting Group	Applicant	Upon determination that RKA has no further comments on the Final Map, RKA will request the signed mylar of the Final Map along with a copy of the recorded CC&R's (if required).
Applicant	RKA Consulting Group	Upon receipt of the signed mylar and recorded CC&R's, RKA will review and sign mylar and forward to the Civil Engineering Division.
RKA Consulting Group	Civil Engineering Division	Civil Engineering Division will forward the Final Map to the Planning Division.
Civil Engineering Division	Planning Department	Planning Department will review the Final Map for compliance with the Conditions of Approval and if compliant will issue a signed letter of compliance to Civil Engineering Division.
Planning Department	Civil Engineering Division	Civil Engineering Division will present the Final Map to the City Council for Approval.
Civil Engineering Division	Applicant	After approval of the Final Map by the City Council, it will be signed by the appropriate City officials. Applicant will be notified to place a \$500 refundable deposit with the City to guarantee submittal of a conforming copy of the recorded map to the Civil Engineering Division.
Applicant	L.A. County PW Land Dev. Div. / Civil Engineering Division	The Civil Engineering Division will deliver the Final Map for recording via messenger. Upon recording, applicant is to transmit a conforming copy of the recorded Final Map to the Civil Engineering Division for filing and release of \$500 refundable deposit.

* In the case that the plan checking responsibilities for a Final Map have been assigned to Los Angeles County Department of Public Works, all references to RKA Consulting Group shall refer to the Land Development Division of Los Angeles County Department of Public Works.

CITY OF BEVERLY HILLS
Department of Public Works and Transportation
Civil Engineering Division
FINAL MAP SUBMITTAL CHECKLIST

The following checklist consists of the minimum mapping requirements for submittal of Final Maps for review by the City of Beverly Hills. If these requirements are not met, the map will be returned unchecked as an incomplete submittal, and will not be considered a timely filing of a Final Map for purposes of Government Code Section 66452.6(d).

This checklist is not intended to be comprehensive but a guideline to the preparer for typical Final Maps. The preparer is directed to the City's municipal code [BHMC] http://www.sterlingcodifiers.com/codebook/index.php?book_id=466, the Subdivision Map Act [SMA], the Business and Professions Code [BPC] for exact legal requirements. In addition to the legal requirements, Final Maps must meet the standard of care for technical correctness and accuracy prior to approval by the City Engineer.

A. Legal Requirements

Applicant

**Plan Check
Engineer**

1. Tentative Map has been approved or conditionally approved by the Planning Commission or City Council prior to submittal of a Final Map except where allowed by Section 66426 of the Subdivision Map Act. Tentative Map approval is valid at the time of a complete submittal of the Final Map. [SMA 66425, 66426, and 66426.5, BHMC10-2-401]
2. The Final Map is in substantial compliance with the Planning Commission approved or conditionally approved Tentative Map. [SMA 66442, BHMC 10-2-401]
3. The Final Map is not submitted until bonds have been provided to the City in the amount required by the City Engineer for conditioned improvements, and as described in the Subdivision Improvement Agreement. [BHMC 10-2-313, and 10-2-403]
4. The Final Map is not submitted until Conditions, Covenants, and Restrictions (CC&Rs) for the tract are executed by the property owners and reviewed by the City Attorney. CC&Rs shall be recorded with the County Recorder concurrent with the Final Map. [BHMC 10-2-403]

A. Legal Requirements (Continued)

<u>Applicant</u>	<u>Plan Check Engineer</u>
5. The Final Map displays the Tract No. assigned by Los Angeles County Department of Public Works along with "IN THE CITY OF BEVERLY HILLS" on each sheet of the map. <i>[SMA 66434(d)]</i>	
6. The Final Map displays a preamble with a description of the real property being subdivided on the first sheet of the map. <i>[SMA 66434(d)]</i>	
7. The Final Map displays the Owner's Statement including all offers of dedication. <i>[SMA 66436(a) and 66439(a), BHMC 10-2-403]</i>	
8. The Final Map is signed by all parties having record interest in the real property to be subdivided except where allowed by Section 66436 of the Subdivision Map Act. <i>[SMA 66430 and 66436]</i>	
9. The Final Map is signed by either the beneficiary or trustee for each deed of trust having interest in the real property to be subdivided. <i>[SMA 66430 and 66436]</i>	
10. The Final Map displays notary acknowledgements in the prescribed format and is signed and sealed by a Notary Public. The Notary Public may omit their seal so long as the name, county of the notary's principal place of business, and the notary's commission expiration are displayed either immediately below or adjacent to the notary's signature. <i>[Civil Code 1189(a)(1) Amendment and SMA 66436(c)]</i>	
11. The Final Map displays Signature Omissions for all parties owning interests in the real property listed in Subdivision Map Act Section 66436(a)(3). <i>[SMA 66436(a)(3)]</i>	
12. The Final Map displays the prescribed Engineer's or Surveyor's Statement and is signed dated and sealed by the Engineer or Land Surveyor or Record. <i>[SMA 66441 and 66442.5 and BPC 8761]</i>	
13. The Final Map is prepared by or under the direction of a Licensed Land Surveyor or a Registered Civil Engineer authorized to practice Land Surveying. <i>[SMA 66434, BPC 8725 and 8731]</i>	

A. Legal Requirements (Continued)

Applicant

Plan Check Engineer

14. The Final Map is based upon a survey. *[SMA 66434]*
15. The Final Map indicates that adequate durable monuments have been set or will be set to allow another Engineer or Surveyor to retrace the survey. Exterior boundary monuments are to be set prior to the recordation of the Final Map. Interior monuments may be set at a specified later date if a bond or deposit is furnished prior to the recordation of the Final Map. *[SMA 66495,66496, 66497, and 66498]*
16. The Final Map displays the City Engineer's Statement and is signed by the City Engineer prior to recordation. *[SMA 66442]*
17. The Final Map displays the City Clerk's Statement that the City Council approved the map and stating the disposition of all offers of dedication listed in the Owner's Statement. The City Clerk's Statement is signed by the City Clerk prior to recordation. *[SMA 66440]*
18. The Final Map displays the Special Assessment Certificate and is signed by the City Clerk prior to recordation. *[SMA 66443 and BHMC 10-2-403]*
19. The Final Map displays the County Tax Certificate and is signed by the County Tax Assessor prior to recordation. *[SMA 66443 and BHMC 10-2-403]*
20. The Final Map displays the Park and Recreation Facilities Construction Taxes Note. *[BHMC 10-2-403]*
21. The Final Map is legible, prepared using opaque ink on mylar, and provides a permanent record. *[SMA 66434(a)]*
22. The Final Map sheet measures 18" by 26" with a marginal line drawn completely around each sheet 1" from the edge. *[SMA 66434(b)]*
23. The Final Map is prepared with a scale adequate to show the detail of the survey clearly. *[SMA 66434(b)]*
24. The Final Map displays the sheet number and total number of sheets on each sheet. *[SMA 66434(b)]*

A. Legal Requirements (Continued)

Applicant

**Plan Check
Engineer**

25. The Final Map displays the relationship between each sheet of the map. *[SMA 66434(b)]*
26. The Final Map displays all survey and mathematical data necessary to locate monuments and retrace the survey. *[SMA 66434(c)]*
27. The Final Map displays either a numbered or lettered identifier for each lot and block (if applicable). *[SMA 66434(d)]*
28. The Final Map displays a distinctive border designating the boundary of the subdivision. *[SMA 66434(e)]*
29. The Final Map displays references to adjacent surveys or deed references. *[SMA 66434(e)]*

B. Mapping and Technical Requirements

Applicant

Plan Check Engineer

1. The Final Map displays the following basic elements:
 - a) North Arrow
 - b) Date
 - c) Engineering Scale for Map and Details
 - d) Legend
 - e) Basis of Bearing
2. The Final Map displays the map purpose (i.e. "For Condominium Purposes"), if applicable. If a condominium or planned residential development, the appropriate notes are placed on the map.
3. The Final Map displays the location and a label for remainder parcels, if applicable.
4. The Final Map displays references to adjoining sheets and information duplicated on each sheet is identical.
5. The Final Map displays adequate information to retrace the boundary lines, lot lines, easements, and corners shown and referenced. Establishment of all survey elements shall be in conformance with accepted survey practice.
6. The Final Map displays references for all monuments including those searched for and not found. Monument references shall include a description of the type monument found, depth of monument found, tags found on monument, and references to record data for the monument.
7. The Final Map displays monuments set or to be set including type of monument, depth of monument, and tag information.
8. The Final Map correctly displays existing rights-of-way and easements of record along with street names, widths, and easement deed references.
9. The Final Map correctly displays line and curve data for each line and curve on the map.

B. Mapping and Technical Requirements (Continued)

Applicant

Plan Check Engineer

10. The Final Map correctly displays line and curve data as shown on the closure calculations. Closure calculations are accurate and close within allowable limits of error. (Precision $\geq 1:15,000$, Error in Closure $\leq 0.01'$)
11. The Final Map correctly displays lot areas to the nearest square foot or 0.01 acre for each lot shown on the map.
12. The Final Map does not contain any sum of parts errors.

LETTER OF TRANSMITTAL

TRACT NO. :
APPLICANT :

SUBMITTAL DATE:
SUBMITTAL #:

SUBMITTED BY:

Company: _____

Name: _____

Phone No.: _____

Fax No.: _____

Email Address: _____

SUBMITTED TO:

CITY OF BEVERLY HILLS

455 NORTH REXFORD DRIVE

BEVERLY HILLS, CA 90210

Please find the attached items as part of the above-mentioned submittal package.

- Final Map (3 Copies)
- Planning Commission Approved Tentative Map (2 Copies)
- Planning Commission Approved Time Extensions (2 Copies)
- Recorded Planning Commission Approved Conditions (2 Copies)
- Preliminary Subdivision Report (1 Copy, Must be updated within the last 6 months)
- Referenced Documents (1 Copy, Must be legible and full size)
- Closure Calculations in "Map Check" format (1 Copy)
 - Distinctive Border
 - Centerline Loops
 - Block Loops
 - Not a Part Areas
 - Lots
 - Dedications/Easements
 - Private Streets
- Monument Inspection Request (1 Copy)
- Final Map Submittal Checklist (1 Copy)
- Documentation of Tax Clearance from Los Angeles County
- Documentation that Conditions of Approval have been satisfied from Planning and Public Works

REMARKS

COPY TO: _____ SIGNED: _____

The following notes, certificates, and statements are typical and will address most Final Maps submitted to the City. At times circumstances may arise that do not fit these typical notes. The map preparer is directed to the County of Los Angeles Department of Public Works publication, "Standard Types of Subdivision Certificates and Acknowledgements" for additional certificates or to contact the City's Contract Plan Check Engineer, RKA Consulting Group at (909) 594-9702 extension 311 for additional assistance.

Owners Statement

We hereby state 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 filing of said map and subdivision.

[We hereby dedicate to the public use all streets, highways and other public ways shown on said map.]

[We hereby dedicate to the City of Beverly Hills, an easement for [sanitary sewer] [drainage] [storm drain] [water] [Hiking and Equestrian Trail] [etc..._____] purposes so designated on said map and all uses incident thereto, including the right to make connections therewith from any adjoining properties.]

[We hereby grant Lot _____ in fee simple to the City of Beverly Hills.]

[While all of _____ Road within or adjacent to this subdivision remain public streets, we hereby abandon all rights of direct vehicular ingress and egress from Lots _____ to the said streets. If any portion of said streets within or adjacent to this subdivision are vacated, such vacation terminates the above dedication as to the part vacated.]

Dedication of private streets and private and future streets: [We hereby irrevocably offer to the public use the Private (and future) Streets shown on said 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 accepted and opened for public use.]

Storm water: [We do hereby, and for our heirs, executors, administrators, successors and assigns, jointly and severally agree that all Private (and Future) Street 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 Beverly Hills is hereby held free and clear of any claims or damages arising from said drainage.]

Use as applicable

Deeds of Trust

[insert name], [(beneficiary) or (trustee)] under a deed of trust recorded on [insert date] as Instrument No. [insert recording info] Official Records.

(Note: Two signatures for corporations, unless a certified copy of a corporate resolution is provided that shows that only one signature is required)

Notary Acknowledgement

(Section 1189 Civil Code, effective 01/01/2008)

State of California

County of _____

On _____ before me, _____ personally appeared _____, who 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 to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Pursuant to Section 66436(c) Government Code, the official seal may be omitted if the following are provided below or immediately adjacent to the notary's signature:

My principal place of business is in _____ County

My Commission expires _____

Signature Omissions

The signature(s) of the parties named hereinafter as owner of the interest set forth have been omitted under provisions of Section 66436 (a)(3)(A)(I-VIII) of the Subdivision Map Act, their interest is such that it cannot ripen into a fee title, and said signature(s) are not required by the local agency

[list interests here]

The signature(s) of the parties named hereinafter as owner of the interest set forth have been omitted under provisions of Section 66436 (a)(3)(C) of the Subdivision Map Act, their interest is such that it cannot ripen into a fee title, and said signature(s) are not required by the local agency

[list interests here]

Surveyor's [Engineer's] 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 (insert name of person authorizing the map) on (insert date). I hereby state that all the monuments are of the character and occupy the positions indicated or that they will be set in those positions before (insert date), and that the monuments are, or will be, 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 Director of Public Works before (insert date) and that this final map substantially conforms to the conditionally approved tentative map. I hereby state that said survey is true and complete as shown.

City Engineer's Statement

(Tract Map) SMA 66442

I hereby state that I have examined this map; that the subdivision as shown is substantially the same as it appeared on the tentative map and any approved alterations thereof; that all provisions of the Subdivision Map Act and of any local subdivision ordinances of the City of Beverly Hills applicable at the time of approval of the tentative map have been complied with; and that I am satisfied that this map is technically correct.

CITY ENGINEER'S STATEMENT:

The preparer of the map shall draft in the City Engineer's seal directly on the mylar prior to submittal for final signature. The seal shall conform to the requirements of the Board of Professional Engineers and Land Surveyors. The following information shall be used in preparing the seal:

Dominic C. Milano, City Engineer
RCE No. 27172
Expiration: 3-31-2011

City Clerk Certificate

I hereby certify that the City Council of the City of Beverly Hills by Resolution No. _____ , adopted on the _____ day of _____, 20__ , approved the attached map and accepted on behalf of the public all streets, and other public ways as shown on the attached map.

***** make sure that all offers are accepted with the same language as the offer.**

Special Assessment Statement

I hereby state that all special assessments levied under the jurisdiction of the City of Beverly Hills, to which the land included in the within subdivision or any part thereof is subject and which may be paid in full, have been paid in full.

Abandonment Note

List the following as a separate note below the city clerk statement:

Pursuant to Section 66499.20 ½ of the Subdivision Map Act, the filing of this tract map constitutes abandonment of those (streets) (including access restrictions) (and) (easements) (including building restriction rights) acquired by [insert agency name] per [insert reference] not shown on this map (except for ____).

[The filing of this tract map does not constitute abandonment of the following easements acquired by [insert local agency name] per _____].

List the following in the City Clerk's certificate:

Said council, pursuant to Section 66499.20 1/2 of the Subdivision Map Act, did abandon those (streets) (including access restrictions) (and) (easements) (including building restriction rights) acquired by [insert agency name] per [insert reference].

Use as applicable

Planned Residential Development Note (RPD)

Use as applicable

This tract is approved as a residential planned development project whereby the common areas will be held in fee by an association made up of the owners of the individual lots. Membership in the homeowner’s Association is inseperable from ownership in the individual lots. Lot ___ is a common private driveway, to be held in fee by an association made up of the owners of Lots ___ through ___, inclusive, for access, utility easement, and maintenance purposes. Membership in the Homeowner’s Association is inseperable from ownership in the individual lots.]

Condominium Note

- (a) This tract is approved as a condominium project [for ___ units], whereby the owners of the units of air space will hold an undivided interest in the common areas which will, in turn, provide the necessary access and utility easements for the units.
- (b) This tract is approved as a condominium project [for ___ units], whereby the owners of the units of air space will hold an undivided interest in all common areas which will, in turn, provide the necessary access and utility easements for the units. Lots _____ through _____, inclusive are common areas.

Notes:

- 1. *(b) is to be used if there are more than 1 parcel or lot shown on the subdivision map.*
- 2. *The phrase [for ___ units] is required only on city maps if required in the conditions of approval.*
- 3. *If the condominium is for commercial/industrial purposes, substitute [for _____ buildings] in place of [for ___ units].*

EASEMENTS AND THE DISTINCTIVE BORDER:

Typically, the distinctive border does not include easements for streets and highways purposes. The distinctive border should be moved to the edge of the easement and the title company should be notified to update their report and remove them since they now fall outside of the distinctive border.

Basis of Bearings

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

Basis of Bearings (Rotated)

The bearings shown hereon are 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).

Monument Note

All 2" iron pipes (are) (will be) set (_____ " deep) (flush).

Parks and Recreation Facilities Construction Tax Note

The Park and Recreation Facilities Construction Taxes set forth in Chapter 9 of Title 8 of the Beverly Hills Municipal Code may be required to be paid upon the issuance of any Building Permit for the construction of any building or structure, or any addition thereto, on any property or in any building located in this subdivision.

Board of Supervisors Certificates

I hereby certify that all certificates have been filed and deposits have been made that are required under the provisions of Section 66492 and 66493 of the Subdivision Map Act.

Executive Officer, Board of Supervisors
of the County of Los Angeles, State of California

By: _____
Deputy

Date: _____

I hereby certify that security in the amount of \$_____ has been filed with the Executive Officer, Board of Supervisors of the County of Los Angeles as security for the payment of taxes and special assessments collected as taxes on the land shown on Map of Tract No. _____ as required by law.

Executive Officer, Board of Supervisors
of the County of Los Angeles, State of California

By: _____
Deputy

Date: _____