



SOLANO COUNTY
Department of Resource Management

Public Works Engineering
 675 Texas Street, Suite 5500
 Fairfield, CA 94533
 www.solanocounty.com

Telephone No.: (707) 784-6060
 Fax No.: (707) 784-2894

Bill Emlen, Director

**SUBDIVISION/ PARCEL MAP CHECK LIST TO BE ATTACHED
 WITH SUBMITTAL FOR MAP CHECK:**

CHECK ITEMS BELOW	ITEMS REQUIRED WHEN SUBMITTING A PARCEL MAP FOR CHECKING
	Map size 18"x 26", includes 1" marginal border around each sheet and the space to be entirely blank.
	North arrow on map.
	Scale to be shown on the map. The scale shall be written and with a measure bar.
	Basis of Bearings stated on the map, and clearly labeled.
	Area of Subdivision/ Parcel Map must be identified by Section, Township, and Range, M.D.M. and legal designation of the property in the title block of all sheets.
	Lines and symbols and clearly defined in legend.
	Monuments set clearly defined in legend. <i>(Sample: 5/8" x 24" iron pipe, tagged LSXXX).</i>
	Monuments found are described in the legend and its identification to references used for the map.
	Line work, symbols, lettering shall be large enough to allow for clear reproduction when map is reduced to 11"x17". <i>(Note: Please do not use grey scale on map due to color ineffective when scanned.)</i>
	Bearings and distances labeled on the lines of the parcels, and show the relationship to the recorded maps, deeds, and other supporting documents.
	Record maps, deeds or other documents stated on map must be in the legend. <i>Please provide copies of all references used on map.</i>
	Need to show size of each lot stating the gross and net in square footage and in acreage.
	Subdivision/ parcel maps requiring a dedication to the County, the title sheet requires the following statements: Board of Supervisors Statement, and a Dedication Statement.
	Subdivision/ parcel map requires a dedication to the County; the owner's statement must identify the portion being dedicated.
	Information items in the conditions of approval for the tentative map that are required, these items to be included in a supplemental sheet with the map.
	If road improvements are required as a condition of approval and is not complete prior to the map being filed, such improvements shall be added to the supplemental sheet attached to the map. A bond/security is required prior to filing the map when improvements are not completed.
	Preliminary Title report shall be submitted with the map. The preliminary title report must be within (6) six months upon submission of map.
	Closure calculations of the parcels and the dedicated portions need to be supplied
	Two check prints of the map.
	Map check fee payable to "SOLANO COUNTY" . <i>Please refer to the Resource Management, Public Works Engineering Fee Schedule. FEE MUST ACCOMPANY SUBMITTAL. Please see Fee Schedule for current fees.</i>
	Name of Contact Person: _____ Telephone no.: _____

You can either submit the map in person or send by mail to the following address:

Solano County Resource Management
 Public Works, Engineering
 Attn.: Surveys
 675 Texas Street, Suite 5500, Fairfield, California 94533



SOLANO COUNTY
Department of Resource Management

Public Works Engineering
 675 Texas Street, Suite 5500
 Fairfield, CA 94533
 www.solanocounty.com

Telephone No.: (707) 784-6765
 Fax No.: (707) 784-2894

Bill Emlen, Director
 Terry Schmidbauer, Assistant Director

**RECORD OF SURVEY CHECK LIST TO BE ATTACHED
 WITH SUBMITTAL FOR MAP CHECK:**

CHECK ITEMS BELOW	ITEMS REQUIRED WHEN SUBMITTING RECORD OF SURVEY MAP FOR MAP CHECKING
	Size of map: 18"x 26", includes 1" marginal border around each sheet and space to be entirely blank.
	North arrow on the map.
	Scale to be shown on the map. The scale shall be written and with a measure bar.
	Basis of Bearings stated on the map.
	Area of survey must be identified by Section, Township, Range, or a legal designation of the property in the title block of all pages.
	Lines and symbols clearly defined in Legend. <i>(Note: Please refrain from using gray scale on the map. When map is scanned, the gray scale is either in poor quality or nonexistent. Important information can be lost.)</i>
	Monuments found, set, or reset with adequate description, and stated in Legend.
	Line work, symbols, and lettering shall be large enough to allow for clear reproduction when reduced to 11"x 17" format.
	Bearings and distances must be labeled on the lines of the survey, and show its relationship to the recorded maps, deeds, or other supporting documents.
	Record maps, deeds, or supporting documents must be shown in the Legend. <i>Please provide copies when submitting map for checking.</i>
	Statements required by Section 8764.5 of the Professional Land Surveyor's Act to be on the map. (Surveyor's Statement, County Surveyor's Statement, Recorder's Statement)
	Closure calculations sheet of the survey.
	Two check prints of the map.
	Map check fee payable to "Solano County". The Record of Survey Map check fee is as follows: 1 st Sheet- \$831, for each additional Sheet-\$435.00. Filing fee is collected when map is ready for filing, and may vary based on the Assessor/Recorder Office current filing fee.
	(Note: Please submit email address with packet to send back corrected maps electronically.) Email: _____ Print Name of Applicant _____ Telephone: _____ Signature of Applicant _____

Building & Safety
 Saeed Iravani,
 Chief Building
 Official

Planning Services
 Mike Yankovich
 Program Manager

Environmental
 Health
 Jagjinder Sahota
 Program Manager

Administrative
 Services
 Suganthi Krishnan
 Staff Analyst

Public Works-
 Engineering
 Matt Tuggle
 Engineering Manager

Public Works-
 Operations
 Kacey Bowers
 Operations Manager