



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2740 Fax (909) 364-2795
www.chinohills.org

TDA No.: _____
Case No.: _____
Submittal Date: _____
Accepted By: _____

FINAL MAP APPLICATION

This application is required to complete the final step in the subdivision map process.

Map Type: ☐ Parcel Map ☐ Tract Map

MAP INFORMATION:

Development Name (if any): _____ Map Number: _____

Assessor Parcel Number(s): _____

Tentative Map Approval Date: _____ Tentative Map Expiration Date: _____

General Plan Land Use: _____ Zoning Designation: _____

Nearest Major Cross-Streets: _____

Gross Acres: _____ Net Acres: _____

Number of Addressed Lots: _____ Area of all Addressed Lots (in sq. ft.): _____

Number of Lettered Lots: _____ Area of all Lettered Lots (in sq. ft.): _____

Monumentation:

Number of Existing Monuments: _____ Number of Monuments to be set: _____

Proposed Subdivision Improvements:

☐ Road	☐ Public	☐ Private
☐ Drainage	☐ Public	☐ Private
☐ Sewer	☐ Public	☐ Private
☐ Domestic Water	☐ Public	☐ Private
☐ Recycled Water	☐ Public	☐ Private
☐ Landscape	☐ Public	☐ Private
☐ Other: _____	☐ Public	☐ Private
☐ Other: _____	☐ Public	☐ Private
☐ Other: _____	☐ Public	☐ Private

APPLICANT INFORMATION:

Firm/Company: _____

Address: _____

Phone No.: _____ Email: _____

Contact Person: _____

Phone No.: _____ Email: _____

ENGINEER OF RECORD:

Firm Name: _____

Address: _____

Phone No.: _____ Email: _____

Name of person who prepared the map: _____

Phone No.: _____ Email: _____

License Number: _____ License Expiration: _____

TITLE COMPANY INFORMATION:

Firm Name*: _____

Address: _____

Phone No.: _____ Email: _____

Contact Person: _____

Phone No.: _____ Email: _____

*The title company may be required to provide a subdivision guarantee. Please contact the San Bernardino County Recorder for additional Information. Phone (909) 387-8306 Email: mapdesk@arc.sbcounty.gov

APPLICANT CERTIFICATION

I/we certify under penalty of perjury that I/we am/are the Applicant for the project and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

APPLICANT SIGNATURE(S)

Print Name: _____ Signature: _____

PROPERTY OWNER CERTIFICATION

I/we, the undersigned owner(s) or authorized agent for the person/organization owning the land(s) for which this application is made, state that I/we am/are aware that the application is being filed with the City of Chino Hills Community Development Department, and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

When signing on behalf of the owner(s) as an "Authorized Agent", attach a notarized copy of the Power of Attorney or a notarized letter of authorization.

PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S)

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

The information provided on this form may be subject to disclosure pursuant to the California Public Records Act (Gov't Code 6250 et seq.) and, at the City's discretion, may be posted/published on the City's website.

Applications and fees are subject to change. Please visit our website for the most current version of this application. REV. 2/12/24

SUBMITTAL CHECKLIST

- ☐ **One (1) signed and dated** copy of the “Trust Deposit Account Procedures/ Agreement” Form.
- ☐ **Three (3) Sets** Final Tract Map or Parcel Map.
- ☐ **Two (2) Sets** Composite Development Plan – Appendix D, Article 5 of the Chino Hills Municipal Code.
- ☐ **One (1) Set** Preliminary Title Report (current within 60 days).
- ☐ **One (1) Set** Closure Calculations.
- ☐ **One (1) Set** Copies of all reference maps, deeds, easements or CC&R’s relative to final map.
- ☐ **One (1) Set** Stamped and Signed Engineer’s Cost Estimate for proposed subdivision improvements.
- ☐ **One (1) Copy** Stamped and Signed Monumentation letter from the surveyor stating the number of monuments to be set and cost per monument.
- ☐ **One (1) Digital Copy** Final Map, Composite Development Plan, Preliminary Title Report, Closure Calculations, Reference Documents, Engineer’s Cost Estimate.

Plan Review Checklist

Title Sheet:

- ☐ Map sheets shall be prepared with ink on 18"x26", 4-mil Mylar sheet. All inking shall be on front of sheet (no reverse read Mylars).
- ☐ All sheets shall have a 1-inch border.
- ☐ Tract or Parcel Map number.
- ☐ Legal description consistent with title report.
- ☐ "Sheet No. ____ of ____ Sheets" in upper right corner.
- ☐ Number of lots, gross area and net area in upper left corner.
- ☐ Name of company, person and registration number of preparer.
- ☐ Owners statement per Section 66436 and 66439 of the Subdivision Map Act and Preliminary Title Report.
- ☐ Notary acknowledgement for all signatures of record title interest holders (including trust deeds).
- ☐ Engineer’s or Surveyor’s statement per Section 66441 of the Subdivision Map Act.
- ☐ City Engineer’s and City Surveyor’s Certificate per Section 66442 of the Subdivision Map Act.
- ☐ City Acceptance Certificates.
- ☐ Auditor’s Certificate.
- ☐ Board of Supervisor’s Certificate.
- ☐ Signature Omissions per Section 66436 of the Subdivision Map Act and Preliminary Title Report.
- ☐ County Recorders Certificate in lower right-hand corner.
- ☐ Existing and proposed right-of-way shall be shown, labeled and dimensioned.
- ☐ Existing and proposed street names shall be shown.
- ☐ All dedications shall be shown, labeled and dimensioned.
- ☐ All existing and proposed easements shall be shown, labeled and dimensioned.
- ☐ Check improvement plans for easements required for proposed improvements.
- ☐ Label and dimension any non-vehicular access easements.
- ☐ For multiple sheet maps, no lot shall be split between sheets.
- ☐ Blue border shall be shall as a heavy solid line.
- ☐ Show in dashed or phantom line all surrounding tracts including tract number, map book and page number, lot lines, lot numbers, and property line distances.
- ☐ Partial distances shall add up to total overall distance.
- ☐ Curve data (radius, delta, length and tangent) shall be given for each curve and portion thereof. Data may be placed on the curve or in table format.
- ☐ Distances shall be provided for BCR’s and ECR’s perpendicular to centerline at all intersections.
- ☐ Verify that monuments found coincide with those shown on surround recorded maps.
- ☐ Character of all “found,” “not found” or “to be set” shall be noted on the map.
- ☐ Record data shall be shown anywhere available to justify boundary. Record course and distance shall be shown in parenthesis, brackets, etc. and identified in the legend with record map book and page.

Map Sheet(s):

- ☐ North arrow. (up or to the right preferred)
- ☐ Scale indicated on each sheet. Preferred scales: 1"=20' thru 1"=60'.
- ☐ Index map shall be provided for multiple sheet maps.
- ☐ Basis of bearing. Bearing and distance shall be given for all lines except for portions where an overall bearing and distance is shown.
- ☐ Existing and proposed monuments shall be per City standards.
- ☐ Each lot shall be identified with a number or letter as appropriate along with the square footage of each lot.