



**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
	Written verification from the Planning Division stating that all conditions of approval for the subdivision have been completed. <b>MUST ACCOMPANY SUBMITTAL.</b>
	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. (Sample: 5/8"x 24" iron pipe, tagged LSXXX).
	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". (Note: Please do not use grey scale on map due to color ineffective when scanned.)
	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. Please provide copies of all references used on map.
	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: <b>Board of Supervisors Statement, and a Dedication Statement.</b>
	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". Please refer to the Resource Management, Public Works Engineering Fee Schedule. <b>FEE MUST ACCOMPANY SUBMITTAL. Please see Fee Schedule for current fees.</b>
	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