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COUNTY SURVEYOR DEPARTMENT
COUNTY OF SAN BERNARDINO, CALIFORNIA
SECTION 1
GENERAL PROVISIONS

1.1 GENERAL: Engineers, surveyors, and subdividers engaged in activities pertaining to the subdivision of land in the unincorporated areas of San Bernardino County are referred to Division 7, San Bernardino County Development Code. This publication is not intended to be a repetition of a part of Division 7, San Bernardino County Development Code, it only amplifies certain requirements of the Development Code and gives examples of certificates and like matters. Close adherence to requirements and the use of standardized data and procedures will aid in the orderly and rapid processing of subdivision maps.

1.2 STANDARDS: The Standards required are based on:

A. Manuals of Surveying Instruction for the Survey of the Public Lands of the United States, prepared and published by the Bureau of Land Management.

B. Division 2, Title 7 of the Government Code, referred to herein as the Subdivision Map Act.

C. The Professional Land Surveyor's Act and Administrative Rules, State of California.

D. Division 7, San Bernardino County Development Code.

E. All requests for deviation from the above or from these Standards shall be submitted to the County Surveyor in writing.

1.3 MONUMENTS:

A. STREETS: (PRIVATE AND/OR PUBLIC)

(1) 1" (I.D.) iron pipe (minimum 18" in length) on street centerline, point of intersection or beginning of curve and ending of curve are required.

(2) In A.C. pavement the top of the pipe shall be 1/4" below the finished pavement surface. Permanent swing ties to P.C.C. curbs or other approved fixtures shall be established.

MONUMENTS: (continued)

A. STREETS: (Private and/or Public . . . . continued)

(3) Monuments shall be set 6" below surface when streets are not to be paved. Permanent swing ties shall be established if suitable monuments (telephone poles, trees, etc.) are within limits. If not, 1/2" re-bar (minimum) with tag, shall be set at the B.C. and E.C. of returns.

(4) Swing ties shall not be required for offers of dedication that are not improved.

(5) Where the tract boundary is on a street right-of-way line or center line, a 1" iron pipe may be set on the prolongation of the tract boundary at the street center line in lieu of a monument at the tract corner.

(6) Characteristics of the soil should dictate the type, length, and diameter of monument to be used at the tract boundary. In any case, a 1" iron pipe shall be the minimum monument used.

(7) Diagrams of center line tie Standards Nos. 1 and 2 show approved methods of tying out P.I.'s, P.O.S.T.'s and mid-points (see pages 7B and 7C). When P.O.S.T.'s are shown and tied out, mid-points and/or P.I.'s need not be tied out. When P.I.'s are set, the E.C. and B.C. are not required.

B. LOT CORNERS:

(1) All shall be monumented minimally with 2" x 2" redwood stakes, a minimum of 15" in length, painted (color), tagged or stamped with R.C.E. or L.S. number and set at the exact lot corner. The top of all lot stakes will be set 3" to 5" above surface of ground.

C. ALTERNATE MONUMENTS:

(1) The following shall be considered as acceptable alternative monuments for lot corners:

(a) Lead, tack, and engineers/surveyors tag, or nail and tag set in permanent concrete.

(b) 1/2" iron rod (minimum 18" long) with tag.

(c) 3/4" (I.D.) iron pipe (minimum 18" long) with tag.

MONUMENTS: (continued)

C. ALTERNATE MONUMENTS: (continued)

(2) Nail and tag in curb or sidewalk on prolongated lot lines may be set in lieu of front lot corners. P.I. of curve returns on road dedications may be monumented in lieu of B.C. and E.C.

(3) Type of monumentation shall be indicated in engineer's/surveyor's notes. When it is not practical to monument lot corners as noted above, alternate monumentation shall be approved by the County Surveyor prior to recordation of map.

(4) Right-of-way monuments will not be required to be set on curvilinear streets if a schedule of street centerline ties, as approved by the County Surveyor, is shown on the final map.

(5) When it is impractical to set lot stakes at lot corners, witness corners may be set on the lot lines in lieu of lot corner stakes. Witness corners shall be set if the lot corner is in a drainage easement. These witness corners will be tied in with a dimension on the effected lot lines and so shown in the engineer's notes or on the map. The same type of stakes used for lot staking will be assumed to be used for witness corners unless otherwise stipulated.

D. GOVERNMENT CORNERS:

(1) The following shall apply to sectional corners wherever set:

(a) 2" (I.D.) iron pipe, 24" in length with brass plate, shall be set at section corners and 1/4 corners. 1" (I.D.) iron pipe 18" in length (minimum), with brass plate or tag, shall be set at 1/16 corners.

(b) The brass plate shall be marked as shown in diagrams on Page 7A.

(c) All section and 1/4 corners directly used in the subdivision of a section will be marked with a permanent durable monument as specified above. 1/16 corners will be set when pertinent to the survey.

(d) The County Surveyor may approve alternate monumentation.

1.3 MONUMENTS: (continued)

E. MONUMENTATION INSPECTION:

Control boundary monuments shall be set and are subject to inspection prior to recordation (filing) of the subdivision. If proposed grading conditions prohibit the setting of monuments as noted above, information shall be submitted to the County Surveyor to insure that the boundary is adequately monumented or referenced before the map is recorded.

F. NOTES (TIE SHEETS):

For each centerline intersection monument set, and such other monuments as are deemed necessary by the County Surveyor, the engineer or surveyor under whose supervision the survey has been made, shall furnish the County Surveyor a set of notes showing clearly a sufficient number (normally four) of durable, distinctive reference points or monuments. Such reference points or monuments may be lead and tag in sidewalk or curbs, iron pipes, or such substitutes as appear unlikely to be disturbed. Such set of notes may be placed upon the map sheet in the form of a table of ties or sketch and properly indexed or these notes can be submitted in duplicate on an 8 1/2" x 14" (legal size) sheet with signature, seal and expiration date of the engineer/surveyor. In lieu of tie notes, a Corner Record can be filed showing the monuments, ties, and distances.

1.4 FINAL MAPS:

A. CHECKING PROCEDURES:

(1) A boundary plat may be submitted for each division of land. Our office will accept the boundary plat prior to the tentative map being conditionally approved by the County Planning Commission. Prior to submission of final map prints, two copies of a sketch of the boundary plat, together with a current preliminary title report plus checking deposit, shall be sent to the County Surveyor showing monuments upon which the survey of the tract is to be or has been based. All monuments should be identified and evidence presented upon the sketch to prove their acceptability. For example: If a single or double proportioning is required, then essential dimensions, both record and measured should be included.

1.4 FINAL MAPS: (continued)

A. CHECKING PROCEDURES: (continued)

(2) The engineer or surveyor shall submit a pdf copy of the final map to the County Surveyor for review, comments and distribution to other departments. Submittal should be made via the online submittal portal on the County Surveyor's web site.

(3) The engineer or surveyor shall obtain approvals from public utility companies and forward said companies' approvals and comments to the County Surveyor.

(4) All final maps being submitted to the County Surveyor for checking shall be accompanied by traverse sheets showing closures within acceptable limits. All maps not accompanied by this information will be subject to being returned without review. All maps shall be accompanied by; a copy of pertinent property deeds used in the interpretation of the property boundaries, a current preliminary title report and copy of recorded easements referenced within, and private survey maps or notes not on file with the County Surveyor.

(5) Notations of necessary changes and/or corrections shall be made by this office and returned to the engineer or surveyor. Corrections will be made, and revised prints as requested, together with the check sheet, shall be returned to the County Surveyor for further review.

(6) When the engineer or surveyor has furnished the County Surveyor with a check print of the final map which reflects all required changes and/or corrections, and after all approvals have been given and after all conditions of approval have been met, he will be notified that the map is ready to record. A distinctive symbol, being an opaque ink line three times as wide as the widest line on the map, excluding the 1" border line, shall be placed on the linen indicating the land being subdivided (See additional notes in Section 1.7, below, regarding line width and line types).

(7) Signatures and seals shall then be secured on the originals after which it shall be forwarded to the County Surveyor by the responsible title company, together with all other appurtenant data, for presentation to the Board of Supervisors.

B. FEES:

Please refer to the current fee schedule.

1.5 MAP SCALES AND LEGIBILITY:

A. Final Maps drawn at a scale of 1" = 200' will be accepted if lots are of a rectangular design and 2-1/2 acres or larger.

B. Final Maps drawn at a scale of 1" = 100' will be accepted if lots are of a curvilinear design and are less than 2-1/2 acres, but greater than 18,000 square feet.

C. Final Maps drawn at a scale from 1" = 40' to 1' = 80' will be accepted for lots less than 18,000 square feet.

D. Subdivision maps which, as determined by the County Surveyor, are not legible will be returned to the surveyor or engineer for corrective action.

E. Two or more map sheets are required; an index map showing the entire subdivision shall be placed on sheet two (2). It shall show the general plan including interior streets and street names, the relationship of each map sheet, the boundary and control used, and shall be drawn to a legible scale. No mapping shall appear on sheet one (1) unless otherwise approved by the County Surveyor. A vicinity map is optional.

F. Lettering and numbering shall be oriented as shown on Page 7D.

G. Each lot shall be shown in its entirety on one sheet. Large open space lots may be shown on the index map as approved by the County Surveyor.

1.6 SOIL TESTS:

Soil test report data shall be placed on the Composite Development Plan (CDP) as shown in Section 4.3 of this publication as required per Section 87.08.020 of the San Bernardino County Development Code.

1.7 MAP SHEETS:

The final map shall consist of a minimum of three (3) sheets; Title Sheet, Index and Boundary Control Sheet, and Detail Sheet(s) (The Index and Boundary Control Sheet can be combined with the Detail Sheet when approved). The first sheet in all instances will minimally contain the Owner's Statement, Notary Acknowledgement, Acceptance Certificate, and the Recorder's Certificate. The CDP Note shall be placed on the Index and all Detail Sheets. Also, the Final Map must be drafted using the following guidelines:

* Maps must be drawn with black permanent ink (not gray).
* Maps must be drawn on the top of the Mylar (not the back side).
* Maps must be drawn on white Mylar (Polyester)(No off-color) 3 mil or 4 mil thick.

* Adequate lettering (not thin). Smallest letters and numbers not less than 8 pt.
* No shading. (Shading does not show up on scanning or microphotography.)
* Line width and character stroke width must be between .014" and .020".
* Street centerlines should be centerline line type
    - If subdivision boundary (as noted above in Section 1.4.A(6) above) is along street centerline, line type should be centerline and line width should be 3 times as wide as widest line width on map, excluding 1" border.
* Parcel lines should be solid line type
* Lines that exist between centerline of road, subdivision boundary line (as noted above in Section 1.4.A(6) above), and/or parcel lines, line type should be dashed.
    - If this line is along subdivision boundary line, line width should be 3 times as wide as widest line width on map, excluding 1" border.
* Character width must be 80%-100% (do not use condensed or compressed at a rate of less than 80%).
* If an original is submitted in which portions of the map have been duplicated it must be a legible direct positive Mylar.
* Street names must be clearly shown.
* Map size is to be 18" x 26" with a 1" blank border.
* Maps must have the San Bernardino County Recorder's Certificate printed on them prior to submission for recordation. The certificate shall appear in the lower or upper right hand corner on the first map sheet.

SECTION 2
CERTIFICATES FOR FINAL MAPS

2.1 OWNER'S STATEMENTS:

Notary Acknowledgments and Signature Omissions should be on the same sheet as the Owner's Statement, and should be below or to one side of said Owner's Statement. Use only applicable portions of samples below:

A. I (we) hereby state I (we) am (are all and) the only party (parties) having any record title interest in the land subdivided as shown on this map, and I (we) consent to the preparation and recordation of this final map (parcel map). I (we) hereby irrevocably offer to dedicate to San Bernardino County, the public in general, and to any of the several public utility companies which are authorized to serve in said subdivision, an easement for public roads, county highways, and public utility purposes in, under, over, through, and across (streets by name, i.e., Sierra Way, Orange Street) as shown on this (the annexed) map. The expressed rights to the public in general and to the several utility companies shall be and shall remain inferior to the superior rights of San Bernardino County.

I (we) also irrevocably offer to dedicate to San Bernardino County:

RESERVE PARCELS (Lots A, B, C, etc. as reserve parcels)
[See Sec. (2.1) (F) (3)]
EASEMENTS (S.B. Co. Drainage Easements, open space)
[See Sec. (2.1) (B through E and G)]
RIGHTS (access, vehicular access, slope rights, etc. over and across lots ....) [See Sec. (2.1) (F)]

Private Easements:

I (we) hereby reserve to myself (ourselves), my (our) heirs and assigns, for the use and benefit of (name and specific easement), as delineated on said map.

B. The following shall be added when dedication of San Bernardino County Drainage Easement(s) is to be shown:

"... the San Bernardino County Drainage Easement(s) (S.B.C.D.E.) as shown on the map."

2.1 OWNER'S STATEMENTS: (continued)

B. (continued)

If right-of-way is being dedicated to the San Bernardino County Flood Control District in "Fee Simple", use the following:

"We hereby grant in fee simple to the San Bernardino County Flood Control District for flood control and water conservation purposes, lots X, Y, and Z as shown on said map within said subdivision."

C. If there are Public Utility Easements add:

"...and we hereby reserve to ourselves, our heirs and assigns, for the use and benefit of the several public utility companies, which are authorized to serve in said subdivision, easements for public utility purposes, delineated on said map as "Public Utility Easement", or "P.U.E.".

D. The following shall be added when "Open-Space Easements" are to be dedicated:

"...an open-space easement in perpetuity as a covenant running with the land over lot _____, being the common area, reserving to the Grantor, his successors and assigns, the right to use the underlying land for recreational purposes and vehicular access, provided, however, that said use shall not interfere with the open-space easement herein granted; and provided that no improvements other than landscaping or recreational facilities shall be placed upon said land without the approval of the Grantee; and provided further that the approval of the Grantee of any improvement shall not constitute an abandonment of the open-space easement."

E. For Condominium Maps:

The following shall be added when "Open-Space Easements" are to be dedicated:

"...an open-space easement in perpetuity as a covenant running with the land over lot _____, being the common area, except for areas required for those condominium buildings shown on plans recorded pursuant to Section 1351 of the Civil Code, reserving to the Grantor, his successors and assigns the right to use the underlying land for recreational purposes

2.1 OWNER'S STATEMENTS: (continued)

E. For Condominium Maps: (continued)

and vehicular access, provided however that said use shall not interfere with the open-space easement herein granted and provided that no improvements other than landscaping or recreational facilities shall be placed upon said land without the approval of the Grantee; and provided further that the approval of the Grantee of any improvement shall not constitute an abandonment of the open-space easement."

F. When dedication of access rights is to be made, the following shall be added: (See diagram on Page 7E)

(1) When outer highways are involved:

"...all rights of (vehicular) ingress to or egress from (name of street) over and across the (northerly, southerly, easterly, or westerly) line of the outer highway (name of street) lying adjacent to Lots No. _____."

Note: State Highways may require non-access. County Highways require non-vehicular access.

(2) When no outer highway is involved, but limited access:

"...all rights of (vehicular) ingress to or egress from Lots No.____,
over and across the (northerly, southerly, easterly, or westerly) line of said lots abutting (name of street) or (names of streets), respectively."

(3) When streets are to be extended in the future (reserve parcels), add the following:

"...all rights of (vehicular) ingress to or egress from Lots "_____" to "_____" inclusive, over and across the (appropriate direction being the side of lot towards the subdivision) line of said Lots abutting _____, _____, and _____ Streets respectively."

(4) The following shall be added when excavation and embankment slopes are required:

"...the privilege and right to extend and maintain drainage structures, 1-1/2 to 1 excavation slopes, 1-1/2 to 1 embankment slopes upon all of those certain lot areas where said slopes or embankments or drainage structures extend

2.1 OWNER'S STATMENTS: (continued)

F (4) (continued)

beyond the limits of the dedicated rights of way included within Tract No. _____, wherever required for the construction and maintenance of road beds occupying the full width of said portions, and the privilege and right to plant and maintain grass, plants, and/or trees on said slopes for soil erosion protection of same. (Modify wording to meet conditions.) Said privilege and right shall be superior to the right of the grantors and their heirs and assigns to lateral support."

Note: When slopes steeper than 1-1/2: 1 are permitted, a geologic report is required. Said report shall be included in the Composite Development Plan notes (see Section 4.3B).

G. For block walls and landscaping easements that are to be maintained by a County Service Area add:

"I (We) hereby reserve to ourselves, our heirs and assigns for the use and benefit of (applicable improvement zone and district) easements for walls, planting, and planting maintenance purposes as shown on said map."

H. The following statement will be used on parcel maps where no dedications are required:

"I (We) hereby state I (we) am (are all and) the only party (parties) having any record title interest in the land subdivided as shown on this map as required by Section 66445 (e) of the Subdivision Map Act, and I (we) consent to the preparation and recordation of this parcel map."

2.2 NOTARY ACKNOWLEDGEMENT:
FOR REFERENCE ONLY, CONSULT TITLE COMPANY (rev 12/07)

Subdivision Map Act 66436 (C) – A notary acknowledgment shall be deemed complete for recording without the official seal of the notary, so long as the name of the notary, the county of the notary's principal place of business, and the notary's commission expiration date are typed or printed below or immediately adjacent to the notary's signature in the acknowledgment.

The use of notary seal is no longer a requirement on maps (Government Code, Section 66436). However, the following template *must be adhered to*, or map will be rejected.

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA

COUNTY OF _____

On _____ before me, _____, a notary public, *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.

_____ Signature_____
Name Printed

My Commission No.: _____

My Commission Expires: _____

My principal place of business is in _____ County.

2.3 STATEMENTS

A. Surveyor's (Engineer's) Statement (Individual) (rev 01/01/06):

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 (name of person authorizing map) on (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 (date), and that the monuments are, or will be, sufficient to enable the survey to be retraced, and that this final map substantially conforms to the conditionally approved tentative map.

Date: _____
(Signed and Sealed)

_____
Professional Land Surveyor No._____
(or Registered Civil Engineer No. _____)

Note: If the engineer or surveyor does not fill in the date monuments are to be set (twenty-four [24] months maximum), this office will insert the date twenty-four [24] months after receipt date of cash deposit guaranteeing setting of final monuments.

B. San Bernardino County Recorders' Certificate. Effective January 3, 2011, all maps submitted for recording must follow these requirements. Failure to follow these requirements may adversely affect the recording process of your map. It shall be in the lower or upper right hand corner whenever practical.

San Bernardino County Recorder's Certificate

This map has been filed under Document Number _____,

this _____day of _____, 20____, at ____ .m. in Book____

of_____ at page(s)_____, at the request of_____,

in the amount of $_____.

Josie Gonzales

Assessor-Recorder

San Bernardino County

By: _____

Deputy Recorder

2.4 NOTES: (Notes shall appear on the Index and Boundary Control map sheet, and may show on all map sheets for clarity)

A. The following CDP Note shall be placed on the Index and all Detail Sheets, if applicable:

COMPOSITE DEVELOPMENT PLAN NOTE

A Composite Development Plan (CDP) affecting this map is on file in the San Bernardino County Office of Building and Safety.

B. ABANDONMENT NOTE (To be incorporated within the "ACCEPTANCE CERTIFICATE" when applicable. Titled as: "ACCEPTANCE AND ABANDONMENT CERTIFICATE" when applicable.

Pursuant to Section (66434 (g) and 66445 (j) 66499.20 1/4 66499.20 1/2) of the Subdivision Map Act, the recordation of this (Final/Parcel) Map constitutes abandonment of that certain (easement) acquired by San Bernardino County for (road) (drainage) purposes by (document) (Final/Parcel Map), recorded on (date) by (Inst. No.) (M.B.) (P.M.B.), Official Records of San Bernardino County.

C. Use only symbols and abbreviations applicable.

D. Character of monuments found or set (see 1.3 A, B, C, & D).

E. The following will be used in the notes when applicable and shall be placed on the Index map sheet.

Example: 2" x 2" redwood stakes tagged (or whatever is used), (X") long and painted (color) set on lot lines 'X' feet from edge of S.B.C.D.E. (or whatever) in lieu of rear lot stakes unless otherwise noted.

OR: Unless otherwise indicated on this map, a (type, character, dimensions, and L.S. tag number) has been set at all lot corners and at all points of curve along the sidelines of dedicated streets and private roads. In the event the above type of monument cannot be set due to unforeseen circumstances, then a tag marked "L.S. _____" will be affixed in concrete, stone, wood, or metal at the true position called for by this map.

- -Indicates monument found (give type and size); (or as noted here). Always give reference. The map in which the monument was set is preferable, also C.S. Field Books in which ties are placed.
- - - - Indicates monument set (give type and size: 2" (I.D.) (minimum) iron pipe shall be used at section corners and 1/4 corners and a 1" (I.D.) (minimum) iron pipe shall be used at 1/16 corners and at

street center line intersections (sizes given are minimum).

2.4 NOTES (continued):

E.(continued)

State in notes relationship of top of monument to surface; i.e., "Iron pipe set ¼" below surface or 1" iron pipe set 6" below finish grade".

N- - -Indicates monument tied out (indicate number of each monument) as shown on schedule of ties. Schedule of ties will be filed in the office of the County Surveyor.

PUE Indicates Public Utility Easement.

(RAD) Indicates a radial bearing as run from the radius point to the curve.

CSFB Indicates County Surveyor's Field Book.

CSM Indicates County Surveyor's Monument. (size and character)

BSL Indicates Building Setback Line.

GLO Indicates General Land Office.

SBCDE Indicates San Bernardino County Drainage Easement.

BLM Indicates Bureau of Land Management.

SBCFCDE Indicates San Bernardino County Flood Control District Easement.

USC & GS Indicates United States Coast & Geodetic Survey.

Alphabetical Lots indicate (Reserve Parcels) (Open Space Easements) or (S.B.C.F.C.D.E.)

This Tract has _____ lots.

Note: Any further standard abbreviations used should be clarified in these notes.

Basis of bearings (two monuments on the same line and shown on a recorded or filed map).

Include minor subdivision (or lot line adjustment) number for parcel maps (See Section 3.3H.)

2.5 COUNTY SURVEYOR'S CERTIFICATE:

A. I hereby certify that I have examined this map, and that the subdivision shown thereon is substantially the same as it appeared on the tentative map and any approved alterations thereto, and that all the provisions of the Subdivision Map Act and Division 7 of the San Bernardino County Development Code have been complied with, and I am satisfied that this map is technically correct.

Date:_____ James I. Stone, Deputy County Surveyor
San Bernardino County

By:_____
L. S. No. _____

B. The following certificate is to appear on <u>all city maps</u> reviewed by the County Surveyor's Office.

I hereby certify that I have examined this map and have found that all mapping provisions of the Subdivision Map Act have been complied with and I am satisfied said map is technically correct.

Date:_____ James I. Stone, Deputy County Surveyor
San Bernardino County

By:_____
L. S. No. _____

2.6 ACCEPTANCE CERTIFICATES: (Final Maps)

A. (When no dedications are offered or accepted:)

I hereby certify that the Board of Supervisors of San Bernardino County duly approved (this) map of Tract No. _____.

Date:_____

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By:_____, Deputy

B. (When dedications and improvements are offered and accepted, but San Bernardino County Drainage Easement, alleys, and reserve parcels (future streets to be extended) are rejected:)

I hereby certify that the Board of Supervisors of San Bernardino County duly approved this map of Tract No. _____ and accepted (name of item from Owner's Statement), subject to its (their) improvement in accordance with County Standards (name of item from Owner's Statement), but rejected (name of item from Owner's Statement).

Date: _____

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By:_____ Deputy

C. (When graded streets (Desert Subdivisions) are accepted:)

I hereby certify that the Board of Supervisors of San Bernardino County duly approved this map of Tract No. _____, and accepted (name of item from Owner's Statement), but without the obligation to maintain or improve the road(s) referred to herein, but rejected Lot(s) _____ (Reserve Parcels), and the San Bernardino County Drainage Easement(s).

Date: _____

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By:_____ Deputy

D. (When streets, San Bernardino County Flood Control District (easements) (fee simple, rights of way) are accepted but alleys are rejected.)

I hereby certify that the Board of Supervisors of San Bernardino County duly approved this map of Tract No. _____ and accepted the (name of item from Owner's Statement) subject to their improvement in accordance with County Standards, but rejected all alleys, and further, on behalf of the San Bernardino County Flood Control District, accepted Lot(s) X, Y, and Z in fee simple.

Date: _____

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By:_____ Deputy

2.7 TAX BOND REQUIREMENTS:

A. Annual Tax Bills: Bond from January 1st through the 1st week of October. Receipted tax bill from the 1st week in October through December 31st.

B. Supplemental Tax Bills: Receipt for extended Supplemental Tax Bills required January 1st through December 31st. Bond on un-extended Supplemental Tax Bills required January 1st through December 31st.

2.8 AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR'S CERTIFICATE

A. I hereby certify that according to the records of the office, as of this date, there are no liens against the real property shown upon this map for unpaid State, County, Municipal, or local taxes, or special assessments collected as taxes, except taxes or special assessments, not yet payable, estimated to be $_____.

Dated: _____

Ensen Mason
Auditor-Controller/Treasurer/Tax Collector
San Bernardino County

By:_____ Deputy

2.9 BOARD OF SUPERVISORS CERTIFICATE:

(When tax bond is required) (When tax bonds are not required, Board of Supervisor's Certificate is not necessary.)

I hereby certify that a bond in the sum of $_____ has been executed and filed with the Board of Supervisors of San Bernardino County, State of California, conditioned upon payment of all taxes (State, County, Municipal or local) and all special assessments, collected as taxes, which at the time of the filing of this map with the San Bernardino County Assessor-Recorder-County Clerk are a lien against said property, but not yet payable; and that the subdivider has filed with me a certificate by the proper officer giving his estimate of the amount of said taxes and special assessments, and said bond is hereby accepted.

Date:_____

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By:_____ Deputy

2.10 SIGNATURE OMISSIONS (Final Maps and Parcel Maps):

The signature(s) of (name of persons, corporations, or partnership) the owner(s) of an easement for (Nature of easement) as disclosed by (Instrument and O. R. Number) Records of San Bernardino County has/have been omitted under the provisions of Section 66436 of the Subdivision Map Act. Its interest cannot ripen into a fee. (The Easement must be definitely located or one of the following statements must be included in the above):

1. Said easement covers the entire area being subdivided.
2. Said easement cannot be located of record.

The above shall appear for each entity having a record title interest in the land being subdivided that falls within the purview of Section 66436, Subdivision Map Act, State of California.

Note: When easements are definite and locatable, the signature omission statement as hereinbefore outlined may be omitted provided that: the owners' names, the nature of their interest and the reference document are noted within or adjacent to the area so delineated on the map. Easements, if locatable, shall be shown with bearings and distances on each and every course, together with tie distances of crossings of division lines and boundary lines.

2.11 AMENDING MAPS (Refer to Section 66469, Subdivision Map Act and Section 87.03.120 of County Code):

A. A reproduction shall be made on linen or mylar of the map to be amended.
B. Remove M. B. (Book)/(Page) from margin of all sheets of recorded map.
C. Add San Bernardino County Recorder's Certificate (see page 13 & 28).
D. The words "Amending Map" shall appear prominently on each sheet above the tract number or parcel map number.
E. The subdivision will retain the same tract number, but the Recorder will reference the map book and page of the amending map on each sheet of the original map. The same reference will be made in the County Surveyor's files.
F. Pursuant to Section 66469 of the Subdivision Map Act, mathematical changes on the map will be checked. Private engineers shall indicate courses and distances changed or added when they submit prints.
G. An Amending Map Note shall prominently appear on the first map sheet or as approved by this office detailing the change made in compliance with provisions in Sections 66469 and 66470 of the Subdivision Map Act.
H. The following certificates will be added to the amending title sheet.

SURVEYOR'S (OR ENGINEER'S) STATEMENT (Amending Map)

I hereby state that I am a (Registered Civil Engineer or Professional Land Surveyor) of the State of California, and the only corrections shown on this amending map are those provided for in Section 66469 of the Subdivision Map Act, and the names of the fee owners of the real property affected by the correction or omission on the date of the filing or recording of the original recorded map are as follows:

Signature: _____

Date:_____ _____
(Signed and sealed) (Name of Engineer or Surveyor printed)
L.S. or R.C.E. No. _____

COUNTY SURVEYOR'S CERTIFICATE (Amending Map)

I hereby certify that I have examined the amendments made on the annexed amending map, and the only changes thereon from the original map are those provided for in Section 66469 of the Subdivision Map Act, and I am satisfied that this map is technically correct.

Date:_____ James I. Stone, Deputy County Surveyor
San Bernardino County

By:_____
L. S. No. _____

2.12 REVERSION TO ACREAGE MAPS:

(Refer to Chapter 6, Section 66499.11 to 66499.20 ¾ of the Subdivision Map Act and Section 87.04.070 of the County Development Code).

Auditor's and Board of Supervisors' Certificates, per Sections 2.8 and 2.9 (Tax Bond), are not required for a reversion to acreage map.

2.13 CONDOMINIUM MAPS:

Refer to Section 66427 of the Subdivision Map Act. Also see: Section 783, 1350, and 1351 of the Civil Code for definitions and other requirements.

2.14 CEMETERY MAPS:

Cemetery maps are governed by Chapter 3, Division 8 of the State of California Health and Safety Code and County Ordinance Number 615. Maps must be tied to survey monuments of record and mathematical data appearing on them must be correct. All approvals and conditions, as required by the Board of Supervisors, shall be met prior to filing of the cemetery map with the County Recorder.

The following statements shall appear on the map:

OWNER'S STATEMENT:

I (We) hereby state that I (we) am (are all and) the only party (parties) having any record title interest in the land subdivided as shown on the map and I (we) consent to the preparation and recordation of this cemetery map.

NOTARY ACKNOWLEDGEMENT(S), See Section 2.2

SURVEYOR'S (OR ENGINEER'S) STATEMENT:

This map was prepared by me or under my direction and is based on a field survey filed in conformance with the requirements of Division 8, Part 3, Chapter 3, Section 8550 Health and Safety Code of the State of California, at the request of _____in_____(month) _____, 20____: I hereby state that it is a true and complete representation of said survey.

(Signed and Sealed) Signature _____

(Name printed)

R.C.E. or L. S. No. _____

2.14 CEMETERY MAPS: (continued)

COUNTY SURVEYOR'S CERTIFICATE:

I hereby certify that I have examined the map, and that all the provisions of Chapter 3, Division 8 of the Health and Safety Code of the State of California and San Bernardino County Ordinance No. 615 have been complied with and I am satisfied that this map is technically correct.

Date:_____

James I. Stone, Deputy County Surveyor
San Bernardino County

By:_____
L. S. No. _____

ACCEPTANCE CERTIFICATE:

I hereby certify that the Board of Supervisors of San Bernardino County duly approved this map of Tract No. _____.

Date: _____

Lynna Monell
Clerk of the Board of Supervisors
of San Bernardino County

By:_____, Deputy

SECTION 3
PARCEL MAPS

3.1 Parcel maps may be submitted in this County for minor subdivisions as described in Section 66444 of the Subdivision Map Act. They shall follow the provisions of Chapter 87.03 of the San Bernardino County Development Code.

3.2 MAPS:

A. The parcel map shall be a map legibly drawn with black India Ink printed or reproduced by a process guaranteeing a permanent record in black on a linen or mylar 18"x 26", with a one-inch blank margin at all edges of the map.

B. The engineer or surveyor shall submit a pdf copy of the final map to the County Surveyor for review, comments and distribution to other departments. Submittal should be made via the online submittal portal on the County Surveyor's web site.

C. A current preliminary title report along with any schedule "B" documents and checking fee as prescribed by the County Fee Ordinance are required with first submission.

D. All maps shall be accompanied with pertinent deeds used in the interpretation of the property boundaries and location of any easement as specified by current title report, any private survey maps or notes not on file with the County Surveyor.

E. Parcel maps will not be recorded until all conditions outlined in the approved minor subdivision plot plan (tentative parcel map) have been met.

F. Field work is not advised until after conditional approval of the minor subdivision is received from the Planning Department.

3. 3 PARCEL MAPS SHALL SHOW:

A. All monuments found, set, reset, replaced, or removed, describing their kind, size, and location, and giving other data relating thereto.

B. Bearing or witness monuments, basis of bearings, bearing and length of lines, North indicator, and scale of map. Title description, dimensioning, and lettering shall be based upon the North arrow (see Page 7D).

C. Name and legal designation of tract or grant in which the survey is located, and ties to adjoining tracts.

D. Certificates required by Sections 66445(f), 66447, 66449, and 66450 of the Subdivision Map Act shall be placed on the map, except the Recorder's Certificate (see Section 3.4).

3. 3 PARCEL MAPS SHALL SHOW (continued):

E. Dedications may be made by a parcel map (Re: Section 66447 of the Subdivision Map Act). Existing easement(s) of record shall be delineated on the map, and the recording information shall be shown.

F. Each parcel shall be numbered according to the minor subdivision plot plan (tentative parcel map).

G. Pursuant to Section 66445 (d) of the Subdivision Map Act, effective March 1, 1975, county standards will require that the boundaries of all parcel maps be delineated by a line that is three times wider than any other line delineated on the map.

H. The minor subdivision number and/or certificate of compliance number and/or variance index number shall be included in the notes.

I. Notes required are the same as for final maps (Section 2.4), except for Section 3. 3 (H) above.

3. 4 CERTIFICATES:

A. 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 _____ (print) _____in _____20___. All monuments shown hereon are of the character and occupy the positions indicated. I hereby state that this Parcel Map substantially conforms to the approved or conditionally approved tentative map, if any.

Date:_____
(signed and sealed) Signature_____

L.S. (R.C.E.) No._____

3.4 CERTIFICATES: (continued)

B. 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 _____(print) _____(month) _____20____. All monuments shown hereon are of the character and occupy the positions indicated, or will be set in such positions on or before _____20___, in compliance with Sections 66495 and 66496 of the Subdivision Map Act. I hereby state that this Parcel Map substantially conforms to the approved or conditionally approved tentative map, if any.

Date:_____

(signed and sealed) Signature: _____

L. S. (R.C.E.) No. _____

NOTE: Cash staking deposit shall be required based upon the surveyor's or engineer's estimate as approved by the County Surveyor.

C. COUNTY SURVEYOR'S CERTIFICATE

I hereby certify that I have examined this map, and that the subdivision shown thereon is substantially the same as it appeared on the tentative map, if required, and any approved alterations thereof, and that all the provisions of the Subdivision Map Act and Division 7 of the San Bernardino County Development Code have been complied with, and I am satisfied that this map is technically correct.

Date:_____ James I. Stone, Deputy County Surveyor
San Bernardino County

By:_____

L. S. No. _____

3.4 CERTIFICATES: (continued):

C. (continued)

(The following certificate is to appear on all City maps reviewed by the County Surveyor's Office.)

COUNTY SURVEYOR'S CERTIFICATE
This map conforms with the mapping provisions of the Subdivision Map Act and I am satisfied said map is technically correct.

Date: _____ James I. Stone, Deputy County Surveyor
San Bernardino County

By: _____

L. S. No. _____

D. ACCEPTANCE CERTIFICATE

The undersigned officer on behalf of the Board of Supervisors, pursuant to authority conferred by Section 87.03.060 of the San Bernardino County Development Code, hereby approves this map and accepts the following as shown on this map:

1. For existing maintained roads – accept the dedication: (name of street from Owner's Statement).

2. For non-existing and/or non-public maintained roads – accept the dedication but without the obligation as to maintenance or improvement: "(name of street from Owner's Statement) but without the obligation to maintain or improve the roads referred to herein."

3. For roads that are to be built and brought into the County Maintained System – accept subject to their improvement: "(name of street from Owner's Statement) subject to its (their) improvement in accordance with county standards."

Date: _____ James I. Stone, Deputy County Surveyor
San Bernardino County

By: _____

L. S. No. _____

3.4 CERTIFICATES: (continued)

E. OWNER'S STATEMENT
See Section 2.1

F. See Section 2.2 for Notary Acknowledgment and Section 2.10 for Signature Omissions.

G. San Bernardino County Recorders' Certificate. Effective January 3, 2011, all maps submitted for recording must follow these requirements. Failure to follow these requirements may adversely affect the recording process of your map.

It shall be in the lower or upper right hand corner whenever practical.

San Bernardino County Recorder's Certificate

This map has been filed under Document Number _____,

this _____day of _____, 20____, at ____ .m. in Book____

of_____ at page_____, at the request of_____,

in the amount of $_____.

Josie Gonzales

Assessor-Recorder

San Bernardino County

By:_____

Deputy Recorder

H. AUDITOR'S & CLERK OF THE BOARD OF SUPERVISORS TAX CERTIFICATES
See Sections 2.8 and 2.9

SECTION 4
COMPOSITE DEVELOPMENT PLAN

4.1 A Composite Development Plan pursuant to Section 87.03.110 of the San Bernardino County Development Code shall be filed with the Office of Building & Safety to show information that may be required for a development that does not pertain to record title interest.

4.2 MAPS:

A. The Composite Development Plan shall be a duplicate Mylar of the approved map sheet(s) of the final map or parcel map. Each sheet shall be 18" x 26", with a one inch blank margin at all edges of the map.

B. Advance copies of the plan shall be submitted to the Final Map/Parcel Map Section for distribution to each office or section that requires review and approval, i.e. (2) copies to Planning for B.S.L.'s, (2) copies to Drainage for applicable drainage B.S.L.'s, (2) copies to Building & Safety for geological criteria.

C. The Composite Development Plan will be filed with the Office of Building & Safety concurrently with the acceptance of the final map by the Board of Supervisors or the acceptance of a parcel map by the County Surveyor.

4.3 COMPOSITE DEVELOPMENT PLANS SHALL SHOW:

A. The top margin of all map sheets shall be prominently labeled "Composite Development Plan" and include area location. Also add Section, Township and Range, if not already in the title heading.

B. The plan shall contain a section titled "Composite Development Plan Notes". The County may list here any conditions or mitigating measures stipulated for the development of the subject property. Any explanatory notes related to criteria delineated on the map shall also be listed within this section. In addition, any related reports regarding development criteria shall be listed, including the following information.

(I) Title and date of the report.
(II) Name and credentials of person or firm preparing report.

4.3 COMPOSITE DEVELOPMENT PLANS SHALL SHOW: (continued)

B. (continued)

(III) The location where the reports are on file.

Example:

A soils report was made by_____,
R.C.E. No. _____ on _____, 20____ and filed with the Office of Building & Safety.

C. The plan may delineate and note applicable criteria to the development of the subject property. These criteria are limited to:

(I) Building criteria (i.e., Building Setback Lines). Any street setback lines that are delineated on Composite Development Plans shall be the street and yard setback distances required on the property.
(II) Geological and Seismic Criteria.
(III) Grading Criteria
(IV) Flood Control Criteria (i.e. setbacks, hazard note).
(V) Environmental Criteria.
(VI) Incorporation of Special Map Requirements referred in General Regulations.
(VII) All easements of record shall be delineated on the plan.

D. (The following certificates shall be placed on the first map sheet if possible.)

ENGINEER'S (SURVEYOR'S) STATEMENT

Notes on this plan are for informational purposes, to indicate conditions of development that exist on this subdivision that are known and identified as of (date map filed) _____ and are not intended to affect record title interest. This information is derived from public records or reports and the undersigned is not responsible for the correctness or sufficiency of those records and reports.

Dated: _____

(signed and sealed) Signature _____

R.C.E. or L.S. No. _____

4.3 COMPOSITE DEVELOPMENT PLANS SHALL SHOW: (continued)

D. (continued)

COUNTY SURVEYOR'S STATEMENT:

This plan has been examined for conformance with the requirements of Section 66434.2 of the Subdivision Map Act and Section 87.03.110 of the County Code and is hereby approved.

Date:_____

James I. Stone, Deputy County Surveyor
San Bernardino County

By: _____

L. S. No. _____

SECTION 5
OFFICIAL MAPS

5.1 Official Maps may be submitted in this County as described in Section 66499.52(b) of the Subdivision Map Act and Section 87.04.050 of the San Bernardino County Development Code. Official Maps shall follow the provisions of Section 87.04.050(c) of the San Bernardino County Development Code. A tentative map application shall be filed with the Planning Department for conditional approval.

5.2 MAPS:

A. The Official Map shall be a map legibly drawn with black India Ink printed or reproduced by a process guaranteeing a permanent record in black on a linen or mylar 18" x 26" with a one-inch blank margin at all edges of the map. The map shall be drawn on the front of the mylar.

B. Two prints of the proposed Official Map shall be submitted to the County Surveyor for review purposes. Two additional copies of the Proposed shall be submitted for each County Division that has "Prior to Recordation" conditions.

C. A current preliminary title report and checking fee as prescribed by the County Fee Ordinance are required with the first submission.

D. All maps shall be accompanied by pertinent deeds used in the interpretation of the property boundaries and location of any easement as specified by the current title report and any private survey maps or notes not on file with the County Surveyor.

E. Official Maps shall not be recorded until all conditions outlined in the conditionally approved tentative map have been met.

F. All Official Maps shall be based upon a field survey performed by a Licensed Land Surveyor or Registered Civil Engineer authorized to perform land surveying.

5.3 OFFICIAL MAPS SHALL SHOW:

A. All monuments found, set, reset, replaced, or removed, describing their kind, size and location, and giving other data relating thereto.

B. Bearings or witness monuments, basis of bearings, bearing and length of lines, North indicator, and scale of map. Title description, dimensioning, and lettering shall be based upon the North arrow (see page 7D).

5.3 OFFICIAL MAPS SHALL SHOW: (continued)

C. Private road easements or grants of easement to each lot shall be made by separate instrument, or a note shall be placed on the map that dedication shall be required prior to building permits. Existing easement(s) of record shall be delineated on the map and the recording information shall be shown.

D. The boundary of the land of the illegal subdivision that encompasses the mapped parcels shall be shown by a line three times wider than any other line delineated on the map.

E. Notes required are the same as for Final Maps (see Section 2.4)

5.4 CERTIFICATES:

A. CERTIFICATE OF ADOPTION

I _____, Chairman of the Board of Supervisors of San Bernardino County, State of California, with the approval of a majority of the members of said Board of Supervisors, do hereby certify that the herein map was on the _____ day of _____ 20___, adopted by the said Board of Supervisors as the Official Map of the property therein described by a resolution of adoption as follows:

Be it resolved that Official Map No. _____ is hereby adopted as the Official Map of the property described as provided in Section 66499.52, et seq., of the Government Code of the State of California.

B. SURVEYOR'S (ENGINEER'S) CERTIFICATE (rev. 1/30/2002)

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 (name of person authorizing map) on (date). All monuments shown hereon are of the character and occupy the positions indicated in compliance with Section 66495 of the Subdivision Map Act and are sufficient to enable the survey to be retraced.

Date: _____
(Signed and Sealed)

Signature:_____
Professional Land Surveyor No._____
(or Registered Civil Engineer No. _____)

5.4 CERTIFICATES: (continued)

C. COUNTY SURVEYOR'S CERTIFICATE

I hereby certify that I have examined this map and that the subdivision shown hereon is substantially the same as it appeared on the tentative map and any approved alterations thereto, and that all the provisions of the Subdivision Map Act and Division 7 of the San Bernardino County Development Code have been complied with and I am satisfied that this map is technically correct.

Date:_____ James I. Stone, Deputy County Surveyor
San Bernardino County

By: _____

L. S. No. _____

6.0 RECORDER'S STANDARDS (See Sections 2.3C & 3.4G)

(Amended 07/11/2025)

In order to provide legible and reproducible recorded maps, in coordinated with the County Recorder in establishing the following requirements. These requirements are in addition to the State Subdivision Map Act Requirement, Land Surveyors Act or any other State statute that governs the filing of maps with the County Recorder.

* Maps must be drawn with black permanent ink (not gray).
* Maps must be drawn on the top of the Mylar (not the back side).
* Maps must be drawn on white Mylar (Polyester)(No off-color) 3 mil or 4 mil thick.
* Adequate lettering (not thin). Smallest letters and numbers not less than 8 pt.
* Signature must not obscure printed text. (See example below.)
* No shading. (Shading does not show up on scanning or microphotography.)
* Line width and character stroke width must be between .014" and .020".
* Character width must be 80%-100% (do not use condensed or compressed at a rate of less than 80%).
* If an original is submitted in which portions of the map have been duplicated it must be a legible direct positive Mylar.
* Street names must be clearly shown.
* Map size is to be 18" x 26" with a 1" blank border.
* Maps must have the San Bernardino County Recorder's Certificate printed on them prior to submission for recordation. The certificate shall appear in the lower or upper right hand corner on the first map sheet.

Effective July 7, 2025, all maps submitted for recording must follow these requirements. Failure to follow these requirements may adversely affect the recording process of your map.

Signature must not obscure printed text.

Acceptable

Not Acceptable