ORANGE COUNTY Survey
Our community. Our commitment.

Map Checking - Keys to a successful Map Check

1. **Tentative Map Review**
   - County Surveyor review of a Tentative Map will provide comments and recommendations prior to Agency Approvals.

2. **Boundary Establishment Sheet**
   - Filing a Record of Survey *(if appropriate for the project)* or Boundary Establishment sheet prior to Tentative Map Approval will allow County Surveyor to make comments and provide feedback on critical items that often cause time delays in the map checking process.

3. **Updated Title Reports & Non-Interference Letters**
   - Provide a current Title Report with all record documents, including vesting deeds and easements in electronic format.
   - Provide non-interference letters from utility companies early in the process.

4. **Submitting a Map that is as "complete" as possible**
   - Follow the Subdivision Code, the Subdivision Manual and consult with the County Surveyor staff prior to first submittal.
   - Submitting a complete map, one that the surveyor/engineer feels is ready to record, will eliminate a lot of unnecessary work and reduce the time to check a map. An incomplete map creates more work for the map checking staff and delays the recordation date as the surveyor/engineer responds to unnecessary requests for information that should have been provided from the onset.
   - Provide a response to all plan check comments, and notify plan checker when lots or easements have changed location from a previous submittal.
   - Ensure Final\Parcel Map is in substantial compliance with Tentative Map.
   - Provide a digital submission of the map with Ties to Geodetic Network early in the process.

5. **Traverse Closure Reports**
   - Make sure the traverse closure reports and the annotation/information shown on the map agree prior to submittal of map for checking.
   - Provide traverse closure reports for **all** lines and curves shown on the map.
   - Traverse closure reports should be a closed loop including Bearings and Distances for all line courses, and Delta, Radius and Arc Lengths, including Radial Bearings for all curves.
   - Identify the location of the Point of Beginning (POB) for each closure report.

6. **Tax History & Tax Bond**
   - Tax clearance is provided by Treasurer Tax Collector, so working on the Tax History and Bond amount early in the process will eliminate map recordation delays.

7. **County Recorder**
   - County Recorder may take up to 10 days to record a map, so coordination with Title Company is essential when the recordation time sensitive.

LMS - Keys to a successful Map Check

1. **Contact Information**
    - Make sure all Applicants and Financial Responsible Parties are listed and correct.

2. **Trust Information**
    - Required authorization letters are on file.

3. **All Submittals are Final**
    - After initial submission has been accepted for review, within two to five days we assign to AE Consultant for Map Check. Any revisions after assignment to AE will not be reviewed.

4. **Communicate with intake staff on all submissions**
    - During the submission process, make sure the intake staff is aware of the submission. This will ensure statuses and documents are in order and ready for review.

5. **Ensure all relevant information is included with submission**
    - During the submission process, make sure the maps and documents are submitted to the correct locations. Map submittals will be routed to Bluebeam Cloud, while other information will be routed to Salesforce.
    - Include checklist of items submitted to ensure we have all relevant information.
    - To reduce reviewers time searching for documents, hyperlinks to documents within the pdf are very helpful.
    - Include Digital Submission for every plan check.