



CITY OF VISTA

Certificate of Correction for Parcel Map and Final Map Submittal Requirements

Purpose of Certificate of Correction

To make minor changes to a recorded Parcel Maps or Final Map per Section 66469 of the Subdivision Map Act.

Incomplete submittals will not be accepted.

Planning Case Number: P _____ - _____

Date: _____

JOB ADDRESS, APN: _____

ENGINEER OF WORK (Name, Address, Phone, Email):

OWNER (Name, Address, Phone, Email):

PROVIDE COMPLETE DIGITAL SUBMITTAL of the following through file sharing link or USB drive, plus **HARD COPIES** as noted

- (Digital + 1 copy) **Transmittal Letter** from Engineer of Work listing all items been submitted
- (Digital + 1 copy) Letter from the engineer or surveyor of work listing all requested corrections and providing justification for each correction in compliance Subdivision Map Act Sections 66469 through 66472
- (Digital + 1 copy) City Certificate of Correction form signed and stamped by a Professional Land Surveyor (PLS) or Registered Civil Engineer (RCE) with registration number of 33965 or lower.
- (Digital + 1 copy) Copy of the recorded Parcel Map or Final Map showing the location of all requested corrections, cross referenced to the Certificate of Correction form
- (Digital Only) Map Check **Traverse calculations**, for changes in bearings and/or distances, with bearings shown in xxx°xx'xx" format and distances shown with two significant digits (xxx.xx'), with signature and seal.
- Fees - Plan check fees due upon the acceptance of 1st submittal.** Please contact city staff for initial fee invoice and acceptable payment methods before initial submittal. Please visit [city website](#) for fee schedule and forms as needed.
- (Digital Only) **Submittal Organization** - format digital submittal in a logical method.
 - o Document names representing type of document (PM 12345 Certificate of Correction, Surveyor list of requested corrections, etc.)
 - o Folders separating document types
- Clearly identify items on this checklist for easy identification upon submittal.**
- Other:**