



County Administration South  
601 North Ross Street  
Santa Ana, CA 92701

P.O. Box 4048  
Santa Ana, CA 92702

(714) 667-8800

info@ocpw.ocgov.com

OCPublicWorks.com



June 7, 2022

**City of La Habra**

**First Check**

In our examination of **Tract Map No. 19143** as provided by the Subdivision Map Act, refer to the following:

**General Comments:**

1. If for **any** reason this map is cancelled, a Record of Survey shall be filed with the County Surveyor if required, pursuant to Section 8762 of the Professional Land Surveyors' Act.
2. See the enclosed redlines for comments and corrections. Address all comments as noted on all sheets of the attached check print. Please note that some comments made for one particular map sheet may also be pertinent and applicable to the others.
3. Go to your Cart in your MyOCeServices to see if any additional monies were requested and pay the requested deposit through the cart or you may bring in a check, made payable to the County of Orange. This is only an estimate and additional funds may be requested prior to map recordation/filing. Any surplus of the deposit will be refunded after map recordation/filing.

**Additional Comments:**

**The County Surveyor has found this map to be technically correct** and acceptable for recordation **pursuant to a final mylar review**. Modifications and/or changes shown on the attached check print will be reviewed by the County at the **pre-mylar (see next paragraph) and mylar stages** and **does not affect the technical correctness of the map**. Corrections not completed prior to submittal of the originals for review will only delay our approval of the map.

After all of the map checking comments on this check letter and the corresponding check print have been addressed, submit a PDF file of the revised/corrected map sheets, along with any other documents requested, **to an upload button that will be created by OC Survey staff. If no upload button exists, contact OC Survey at 714-647-3997 for instructions. A pre-mylar review will be performed** and we will notify you if your map is ready to submit to us for the final linen/mylar review and recordation/filing process.

Unless the map **boundary, lot/parcel lines or easements are revised/modified**, it will not be necessary to submit map sheets to the County Surveyor for checking. **However, any** changes to dimensions or map closure data will require the submittal of closure reports of the affected area. **Significant changes will require an additional submittal to review these changes prior to submitting originals.**

Submit originals to our office, for final check, when all corrections have been complied with and signatures and certificates (including County Treasurer-Tax Collector’s Certificate) completed.

Submit an up-to-date title report when the originals are submitted to us for final linen/mylar review.

In accordance with Orange County Ordinance No. 3809, Sec. 7-9-337 submit a digital graphics file containing the boundary, street centerline, right-of-way, easement(s), and Lot/Parcel line data prior to or at the same time the original map is submitted for final linen review. **If the digital graphics file is not received by the time the mylar is reviewed, it will hold up the recording of the map.** Upload the digital graphics file (such as an AutoCAD drawing) to the appropriate application on your dashboard in [MyOCservices@ocgov.com](mailto:MyOCservices@ocgov.com) . For questions you can contact Susan Ruiz directly at (714) 647-3997.

All maps (tract, parcel and records of survey) shall be drafted on tracing cloth or polyester base film, the size of which shall be 18 X 26 inches with a 1-inch blank margin on all sides (SMA Section 66445 (a)).

All signatures and seals on tract maps, parcel maps and records of survey shall be in **black opaque ink** and all signatures and seals shall be clear and reproducible (an Orange County Clerk-Recorder Requirement).

A signed original Subdivision Guarantee, furnished by your title company, will be required and must be submitted directly to the Map Desk at the County Clerk-Recorder’s Office. Contact the appropriate title company regarding this requirement.

**County of Orange Clerk-Recorder’s Office**

Attention: Map Desk  
601 N. Ross Street  
Santa Ana, CA 92701


Upon recordation, the County Clerk-Recorders’ site will indicate the recording information on their website (<http://cr.ocgov.com/maps/> ).

Questions concerning this review should be directed to Susan Ruiz PLS at 714-647-3997 or at [Susan.Ruiz@ocpw.ocgov.com](mailto:Susan.Ruiz@ocpw.ocgov.com) or Raul Acosta at 714-967-0805 or at [Raul.Acosta@ocpw.ocgov.com](mailto:Raul.Acosta@ocpw.ocgov.com)

For submitted map status, please contact Margarita Espinoza at 714-967-0847 or [Margarita.Espinoza@ocpw.ocgov.com](mailto:Margarita.Espinoza@ocpw.ocgov.com)

Sincerely,

Kevin R. Hills,  
County Surveyor

By:   
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Susan Ruiz, P.L.S.  
Senior Land Surveyor

June 7, 2022  
Date



Cc: Albert Mendoza, R.C.E. [Amendoza@lahabra.ca.gov](mailto:Amendoza@lahabra.ca.gov)  
Deputy Director-PW/City Engineer, City of La Habra