



MLD Checklist

NUMBER	ITEMS	N/A	NOT SATISFIED	SATISFIED	MLD Checklist			
					REVIEW #			
					BY		DATE	
					Location in Engineering Design Standards & Policy Manual			
1	Any parcel, unit, phase or number which may apply need to be included in the name of the MLD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.2			
2	Following the name add Quarter Section, Township, Range & County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.3			
3	Drawing direction of north toward the top of the sheet or toward the right side. Include bar scale. North arrow on all sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.4			
4	Provide a vicinity map and show nearest existing or planned arterial streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.5			
5	Provide a legal description of the Parent property(s) and of the resulting property(s) (Child Parcel). Read and follow the Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.6			
6	The boundary lines of property shall be dimensioned completely with bearings and distances, curve lengths, central angles, radii, etc. The boundary lines shall be shown together with ties to a minimum of 2 Quarter Section monuments. The Quarter Section monuments are to be used as the basis of bearing. All Quarter Section monuments must be identified and notes must indicate whether they were found or set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.7			
7	Show and identify all abutting ROW, easements, subdivision, property lines, tracts, lots, adjacent recorded plats, street names and prefixes, PUE's, and SVT's within 150 feet of the property boundary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.8			
8	Provide a table on the Coversheet that identifies the following: <ul style="list-style-type: none"> Property Identification Property Area Property Ownership Party(s) responsible for maintenance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.9			
9	Indicate on the MLD if the property is to have or be part of an HOA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.10			
10	Provide an Acknowledgement signed by the Property Owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.11			
11	Provide title report for property to be subdivided prepared not sooner than 30 days of the City's receipt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.12			
12	If the property is encumbered by a Deed of Trust, mortgage, and/or agreement, the Lender must ratify the MLD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.13			
13	Provide Surveyor Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.14			
14	Provide the following on coversheet: <ul style="list-style-type: none"> Land Surveyor's name and address Project name Date prepared and job number Scale "Sheet __ of __ sheet" 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.1.8.A.15			