

LPO GUIDELINES

APPRAISAL MAP PREPARATION CHECKLIST

The Appraisal Map consists of a modified Base Map. Some components of the Base Map, most notably the right of way line, are modified to depict the post-project condition. Several components are added to the Base Map (e.g., the parcels required for the project, parcel numbers, Grantor Box, etc.). Certain components of the Base Map are not shown on the Appraisal Map (e.g., Monument Boxes).

This checklist is divided into four sections: Prerequisites, Appraisal Map Index Sheets, Appraisal Map Individual Sheets, and Supplemental Requirements. Items that are unchanged from the Base Map are shown in regular text. Items that are new to the Appraisal Map are shown in **BOLD CAPS**. Items that are modified for or removed from the Appraisal Map are shown as underlined. See *LPO Guidelines: Appraisal Map Checklist Definitions* for additional detail.

Prerequisites

- ACCEPTED BASE MAP**

Appraisal Map Index Sheets

Sheet and Border

- Map Sheet Layout
- Drafting Template
- Sheet Size
- North Arrow
- Scale
- Graphic Scale
- Vicinity Map
- Sheet Index

Title Blocks and Information Boxes

- Title Block (upper right corner of sheet)
- Title Block (lower right corner of sheet)
- Reference Block (along bottom edge of sheet)
- Revision Block
- MAP SHEET NUMBER (ALL SHEETS)**
- Map Set Number
- Coordinate System Box
- Benchmark Statement (Hide)
- Monument Box (Hide)
- GRANTOR BOX - APPRAISAL MAP**
- PARCEL INDEX**

Location and Orientation

- Section and Rancho Information
- City and County Limits
- State Route(s) and Corridor Name(s)
- Street Names
- Landmarks
- Postmiles on Face of Map
- Reference Pointers

Land Net

- RIGHT OF WAY – POST-PROJECT (INDEX SHEETS)**
- Property Lines
- Land Net Features
- MONUMENTS**

Appraisal Map Individual Sheets

Sheet and Border

- Map Sheet Layout
- Drafting Template
- Sheet Size
- North Arrow
- Scale
- Graphic Scale
- Legend
- Record Map References

Title Blocks and Information Boxes

- Title Block (upper right corner of sheet)
- Title Block (lower right corner of sheet)
- Reference Block (along bottom edge of sheet)
- MAP SHEET NUMBER (ALL SHEETS)**
- Map Number
- Coordinate System Box
- Benchmark Statement (Hide)
- Monument Box (Hide)

Location and Orientation

- Grid
- Match Line References
- Land Net Features
- Section And Rancho Information
- City And County Limits
- State Route(S) And Corridor Name(S)
- Street Names
- TOPOGRAPHIC MAPPING (NO CONTOURS)**

Land Net

- MONUMENTS**
- RIGHT OF WAY –POST-PROJECT (INDIVIDUAL SHEETS)**
- RIGHT OF WAY – PRE-PROJECT RECORD DIMENSIONS**
- Design Lines
- Assessor's Parcel Numbers
- PROPERTY LINES**
- PROPERTY LINE ANNOTATION**
- EASEMENTS**
- Parcel and Lot Numbers
- PARCEL NUMBERS**
- PARENT PARCEL LABELS (INDIVIDUAL SHEETS)**
- RECORD DOCUMENT REFERENCES**
- Ownership Information
- COORDINATES**

Supplemental Requirements

- Parcel List (Spreadsheet)
- Reference Maps and Deeds
- Traverse Reports -Design Lines (See *LPO Guidelines: Traverse Reports*)
- TRAVERSE REPORTS -POST PROJECT RIGHT OF WAY LINES (SEE *LPO GUIDELINES: TRAVERSE REPORTS*)**
- TRAVERSE REPORTS -PARENT PARCELS (SEE *LPO GUIDELINES: TRAVERSE REPORTS*)**
- TRAVERSE REPORTS -SUB-PARCELS (SEE *LPO GUIDELINES: TRAVERSE REPORTS*)**