

LPO GUIDELINES

BASE MAP PREPARATION CHECKLIST

The Base Map depicts existing, pre-project conditions within the project limits. In addition to existing right of way lines, property lines, and monuments, the Base Map shows topographic mapping, record document references, ownership, easements, etc. This checklist is divided into four sections: Prerequisites, Base Map Index Sheets, Base Map Individual Sheets, and Supplemental Requirements. See *Base Map Checklist Definitions* for additional detail.

Prerequisites

- Project Control Report (refer to Section 9.5-2 of the *CALTRANS SURVEYS MANUAL*)
- Topographic Mapping – (refer to Sections 11 and 13 of the *CALTRANS SURVEYS MANUAL*) If the topographic mapping is by photogrammetric methods, an ABC Acceptance Letter is required.

Base Map Index Sheets

Sheet and Border

- Map Sheet Layout
- Drafting Template
- Sheet Size
- North Arrow
- Scale
- Graphic Scale
- Legend, if monuments are shown on Index Sheet
- 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 Set Number
- Map Sheet Number (Index Sheets)
- Coordinate System Box
- Benchmark Statement
- Monument Box (see Base Map Checklist Definitions)
- Grantor Box (see Base Map Checklist Definitions)

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 – Pre-Project (Index Sheets)
- Property Lines
- Land Net Features
- Land Net Monuments

Base 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 (Individual Sheets)
- Map Number
- Coordinate System Box and Benchmark Statement
- Hanging File Number (See Base Map Checklist Definitions)

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

Land Net

- Land Net Monuments
- Right of Way – Pre-Project (Individual Sheets)
- Right of Way – Pre-Project Record Dimensions (Individual Sheets)
- Design Lines (See Base Map Checklist Definitions)
- Assessor’s Parcel Numbers
- Property Lines
- Property Line Annotation
- Easements
- Parcel and Lot Numbers
- Ownership Information
- Coordinates
- Space for Parcel Numbers

Supplemental Requirements

- Reference Maps and Deeds
- Traverse Reports – Design Lines (See *LPO Guidelines: Traverse Reports*)
- Traverse Reports – Pre-project Right of Way Lines (See *LPO Guidelines: Traverse Reports*)
- Land Net Adjustment Report
- Right of Way Retracement Narrative
- Record of Survey – Pre-Project