



**CITY OF SANTA CLARITA  
DEVELOPMENT SERVICES DIVISION**

**MONUMENTATION SECURITY CASH DEPOSIT  
RELEASE PROCESS**

1. The Surveyor or Engineer of record shall submit the following to the Engineering Counter:
  - A signed and stamped letter stating that all monuments have been set per the Final Map.
  - 8 ½" x 11" Centerline Tie Notes (swing tie notes) for all set centerline monuments, per Los Angeles County standards.
2. City staff will review and approve the Centerline Tie Notes; after which the Surveyor or Engineer of record, or his/her authorized representative, shall:
  - Call (661) 255-4993 to schedule a monumentation field inspection.
  - Meet with City staff in field at the appointed time (The number of monuments inspected will be at the discretion of the staff member).
3. The City shall release the deposit upon completion of the above steps.

**Note:** The Surveyor, Engineer, or his/her authorized representative meeting with City staff for the monumentation field inspection shall know the location of all set monuments.