

CORNER RECORD SUBMITTAL REQUIREMENTS

(Rev.09/15)

Please submit the following items at the time of your initial submittal to San Mateo County Public Works Department, Attention: Liliya Latman, 555 County Center, 5th Floor, Redwood City, CA 94063:

- 1. _____ Two Copies of your corner record. The original Corner Record can be submitted at this time, or at the final submittal. See note below.
- 2. _____ Copy of the filed retracement map used to establish corners.
- 3. _____ Copy of the government notes if filing for government corners, and filed map if applicable. Copies of all documents used to prepare map (including Filed Maps, minimum size **11"x17" or 12"x18"**).
- 4. _____ Copy of current assessors map and assessor parcel number for the property being surveyed.
- 5. _____ Completed and signed copy of this checklist.
- 6. _____ 20-day examination agreement signed and dated the day of complete submittal.
- 7. _____ Filing fee of \$10.00. Check made payable to "County of San Mateo".
- 8. a) _____ To obtain a copy of the filing data for your filed Corner Record, please provide a postage-paid, self-addressed envelope. Section 8773.2 (f) P.L.S. Act.
- 8. b) _____ To obtain an electronic copy of your filed Corner Record, please provide an e-mail address. _____

NOTE: When you submit your corner record, it will be given an initial review to determine if it can be accepted for examination pursuant to section 8773.2 (a). Failure to substantially comply with all items listed above will result in your corner record submittal package being returned to you for further preparation. In those cases where matters appearing on the corner record cannot be agreed upon, an explanation of differences will be noted pursuant to section 8773.2 (c). Please use the corner record form prescribed by the State Board of Registration, BPELSG-2016. For the final Corner Record, a Xerox copy is acceptable if it is on comparable card stock: Regular Xerox paper is not acceptable for an Original Corner Record.

Survey requested by: _____ Date: _____

Road Name: _____ Assessors Parcel Number: _____

The map accompanying this checklist has been reviewed by me for completeness and consistency with the items listed on this checklist, and is in conformance with all requirements of the Professional Land Surveyors' Act.

Signature: _____ Date: _____
P.L.S. (or R.C.E.) No.

After the examination by the County Surveyor, you will be notified pursuant to Section 8773.2 of the Professional Land Surveyor's Act. Please list your current address and telephone number.

Mailing Address: _____

Telephone Number: _____

All submitted reference documents will be returned to you, if so requested. If you have any questions regarding this form, or corner records, please contact the County at 650-599-1456

For this and other forms, visit the San Mateo County web site: