RECORD OF SURVEY MAP CHECKLIST

COUNTY OF SAN MATEO

RECORD OF SURVEY MAP NO._________________

References: [ ]\(^1\) is Gov. Code, [ ]\(^2\) is BP Code, [ ]\(^3\) is S.M.Co. Ord.,
[ CEAC ]\(^4\) is Guide to the Preparation of Record of Survey by County Engineers Association of California

INITIAL SUBMISSION - Record of Survey Map

☐ Map checking fees: Single sheet survey- $400 which shall include the review of the original submittal and one re-submittal.

Multiple sheet survey map- $400 for the first sheet and $200 per sheet for each additional sheet, which shall include the review of the original submittal and one re-submittal.

Additional reviews- The County shall collect an additional $100 per sheet for every additional re-review of a Record of Survey beyond the original submittal, and the first re-submittal. [8766.5]\(^2\) [7010.5.b.(2)]\(^3\)

☐ Two (2) copies of Record of Survey Map (check prints) [7010.5.b.(1)]\(^3\)

☐ Computer closures for all circuits shown on map [7010.5.b.(1)]\(^3\)

☐ 20-day examination agreement signed and dated the day of complete submittal.

☐ Copies of all documents used to prepare map (including Filed Maps, \textit{min size 11”x17” or 12”x18”}). Include copy of vesting deed and deeds to adjacent properties. [7010.5.b.(1)]\(^3\)

☐ Does not create new property line – Unless it reflects a Lot Line Adjustment (L.L.A.) [8762.5]\(^2\)

☐ Surveyors contact information including email

THE ABOVE TO BE COMPLETED PRIOR TO THE COUNTY ACCEPTING THE MAP FOR CHECKING

RECORD OF SURVEY MAP

The following to be checked when completed:

☐ Map size: 18” x 26” overall size, blank margin: 1” on all margins [8763]\(^2\)

☐ Size of letters and numbers: Mechanical - 1/10”, Freehand - 1/8” legibly drawn [8763]\(^2\) [7014.2.(g)]\(^3\)

☐ Title Block: “RECORD OF SURVEY” or “RECORD OF SURVEY NO. ____” (On all sheets) [accepted practice]

“R/S NO. ____”

☐ Subtitle: Brief legal description of what is being surveyed: to include Owner’s Name & Document Number (for Recorder’s indexing) and Lot, Block, Subdivision Name, Vol. & Page (if any). [8764.c]\(^2\)

☐ Divider Bar: \textit{(CITY,) SAN MATEO COUNTY CALIFORNIA}

Scale: 1” = 00’ Month, Year [accepted practice]

☐ Scale: suitable engineering scale; check scale [8764.b]\(^2\)
RECORD OF SURVEY MAP CHECKLIST

☐ North Arrow [8764.b]
Pointing up the page, or towards the left - [accepted practice]

☐ Graphic Scale shown  [accepted practice]

☐ Legend (with symbols), References and Notes (if necessary) on all sheets being referenced. [accepted practice]

☐ The relationship to those portions of adjacent tracts, streets or senior conveyances which have common lines with the survey [8764.d]

☐ Reference to other filed maps to be: Subdivision maps “(__MAPS__)”, Parcel Maps “(__P.M.__)” and Record of Survey maps “(__L.L.S.__)” [accepted practice]

☐ Reference to Recorded Documents to be: Official Records “(__O.R.__)” or “(O.R.82123456)” or for the year of 1981 “(O.R.12345 AS or AT)” or for Book of DEEDS “(__D__)”. [SMC Recorder]

☐ No other abbreviations except as noted  [accepted practice]

☐ Vicinity map on first sheet if there are no street intersections shown [accepted practice]

☐ Sheet numbering - "Sheet 1 of 1" if map is only one sheet [accepted practice]

☐ Reference to adjoining sheets [accepted practice]

☐ Map index to be included for a map of four (4) or more sheets [accepted practice]

SURVEY INFORMATION

☐ Found monuments: Use solid symbols [accepted practice]

☐ "Found Monuments" – Described characteristics to include: type, size and tag (type & size), and any stampings shown and referenced to recorded map. [8764.a] [7014.1.d]

☐ Label "U.O." for Unknown Origin, “NRF” for No References Found, for tagged monuments that have no reference [County Engineer's Assoc.]

☐ Monuments set – Use open symbols - Described characteristics: type, size and tag (size & type) [8764.a, 8772] [7014.1d] [accepted practice]

☐ Basis of bearings: Reference two found monuments of record for monument line, or describe method to establish from found points shown. [8764.(b)] [8764.(d)] [CEAC]

☐ Curve data complete with “R= “, “Δ= “, & “L= “ [8766.a] [7014.1.(b)]

☐ Radial bearings shown at end of non-tangent curves [8766.a] [7014.1.(b)]

☐ Bearings and distances on all surveyed lines [8764.b, 8764.a] [7014.1.(b)]

☐ Widths, types and recording data of all easements that are shown [8764.d]

☐ R/W widths and names of adjacent streets and roads [8764.d]

☐ City and/or County boundaries shown and verified [accepted practice]

☐ Ties to streets and easements shown [7014.1.(c)]

☐ Material evidence which show alternate positions of lines and points [8762.c]
RECORD OF SURVEY MAP CHECKLIST

☐ Record data shown when different from survey data [8762.b & 8764]2 “(the record data being placed in parentheses)” [accepted practice]

MATHEMATICAL REVIEW

☐ Computer sheet closures for subject property and on all circuits shown on map (closure within 0.02’) [8766.a]2 [7010.5.(b)1]3 [7014.1.(e)]3

☐ Sums of parts equal total distance or delta [8766.a]2 [7014.1(b)]3

☐ Area of parcel shown, Net and Gross if required [8764.(g)]2

☐ California Coordinate System – State Plane Coordinates (CCS83) (if used) [8817] Public Resources Code
  - Control Scheme shown through which coordinates were determined. [8771.5]2
  - Epoch (date) shown – NGS published epoch [8815.1] [8815.2] Public Resources Code
  - FGCS order of accuracy shown for station purporting second order or better accuracy. [8815.4] Public Resources Code
  - “θ” Mapping angle shown and location taken from survey. [accepted practice]
  - Combination Factor for ground / grid conversion. [accepted practice]

STATEMENTS (see page 4)

☐ Surveyor's Statement [8764.5 & 8764.c]2, check current status of license (RCE No. 33965 is the last pre 1982 No.)

☐ County Surveyor's Statement [8764.5 & 8767]2

☐ County Recorder's Statement [8764.5]2

FINAL REVIEW

☐ Requested revisions made

☐ One (1) prints of revised map

☐ If a L.L.A., send copies of corrected descriptions with memo to Planning. [8762.5]2 [66412.d]1

☐ If a L.L.A. or Certificate of Compliance, get condition check O.K. from Planning. [8762.5]2 [66412.d]1

☐ Tracings of map on mylar (18"x26" overall size) completely signed and sealed (1" margin all around) (no ammonia mylar) with permanent black ink [8763]2

☐ Surveyor's Statement signed, dated and sealed (with expiration date). [8761.c]2

☐ Filing fee**Beginning January 1st, 2018** ($84.00 first sheet and $2.00 each for additional sheets) [8769]2

☐ Final review of map prior to obtaining the County Surveyor’s signature
Submit mylar to County Surveyor for seal and signature, after map is complete and correct

Transmit mylar and filing fee to County Recorder for filing [8767]^2

**REQUIRED STATEMENTS**

[8764.5]^2

**SURVEYOR'S STATEMENT**

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Professional Land Surveyors Act at the request of (Name of Person Authorizing Survey) in _____,____ 20__.

(SEAL) (8761.d)^2 (Signature) (Date) (8761.d)^2
(Exp. Date) [Bd. Rule 411] LS Number or (RCE Number) (8761.d)^2
(Expiration date) (8761.d)^2 'Optional per AB645'

**COUNTY SURVEYOR'S STATEMENT**

This map has been examined in accordance with Section 8766 of the Professional Land Surveyors Act this ___ day of ___, 20__.

Adrian VerHagen, L.S. 9189
County Surveyor

(Signature Here) STAMP
(Save space for seal minimum 1 ½” square)

**COUNTY RECORDER'S STATEMENT**

Filed this ______ day of ____________, 20__, at ___ ___M. in Book _____ of L.L.S. Maps at Page ______, at the request of (Surveyor or Firm Name)_____

File No. ______ (11 digits) ___________________________ Fee___________

MARK CHURCH, COUNTY RECORDER

By: ___________________________
Deputy