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, 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]

☐ 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: (CITY,) SAN MATEO COUNTY CALIFORNIA

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

☐ Scale: suitable engineering scale; check scale [8764.b]²
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☐ North Arrow [8764.b]² 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]²

☐ 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]² [7014.1.d]³

☐ 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]² [7014.1.d]³ [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)]² [8764.(d)]² [CEAC]⁴

☐ Curve data complete with “R= “, “Δ= “, & “L= “ [8766.a]²[7014.1.(b)]³

☐ Radial bearings shown at end of non-tangent curves [8766.a]² [7014.1.(b)]³

☐ Bearings and distances on all surveyed lines [8764.b, 8766.a]² [7014.1.(b)]³

☐ Widths, types and recording data of all easements that are shown [8764.d]²

☐ R/W widths and names of adjacent streets and roads [8764.d]²

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

☐ Ties to streets and easements shown [7014.1.(c)]³
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☐ Material evidence which show alternate positions of lines and points [8762.c]²

☐ 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** (S84.00 first sheet and $2.00 each for additional sheets) [8769]²
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☐ 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___.

John T. May Interim County Surveyor
L.S. No. 8570 exp.3/31/2021

(Signature Here) STAMP

(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: ________________________________