RECORD OF SURVEY MAP CHECKLIST
COUNTY OF SAN MATEO

(Rev. 5-19)

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]

“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: (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]^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
- Material evidence which show alternate positions of lines and points [8762.c]^2
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☐ 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
RECORD OF SURVEY MAP CHECKLIST

☐ 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]^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__.  

(Signature Here) STAMP
D. Ian Wilson, PLS County Surveyor
L.S. No. 7010

(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