

RECORD OF SURVEY MAP CHECKLIST

COUNTY OF SAN MATEO

(Rev. 07-22)

RECORD OF SURVEY MAP NO. \_\_\_\_\_

**References:** [ ]<sup>1</sup> is Gov. Code, [ ]<sup>2</sup> is BP Code, [ ]<sup>3</sup> is S.M.Co. Ord.,  
[ CEAC ]<sup>4</sup> 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- \$500 which shall include the review of the original submittal and one re-submittal.

Multiple sheet survey map- \$500 for the first sheet and \$100 per second sheet, \$200 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]<sup>2</sup> [7010.5.b.(2)]<sup>3</sup>

Two (2) copies of Record of Survey Map (check prints) [7010.5.b.(1)]<sup>3</sup>

Computer closures for all circuits shown on map [7010.5.b.(1)]<sup>3</sup>

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)]<sup>3</sup>

Does not create new property line – Unless it reflects a Lot Line Adjustment (L.L.A.) [8762.5]<sup>2</sup>

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]<sup>2</sup>

Size of letters and numbers: Mechanical - 1/10", Freehand - 1/8" legibly drawn [8763]<sup>2</sup> [7014.2.(g)]<sup>3</sup>

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]<sup>2</sup>

Divider Bar: (CITY,) SAN MATEO COUNTY CALIFORNIA  
Scale: 1" = 00' Month, Year [accepted practice]

Scale: suitable engineering scale; check scale [8764.b]<sup>2</sup>

## RECORD OF SURVEY MAP CHECKLIST

- North Arrow [8764.b]<sup>2</sup> 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]<sup>2</sup>
- 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]<sup>2</sup> [7014.1.d]<sup>3</sup>
- 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]<sup>2</sup> [7014.1d]<sup>3</sup> [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)]<sup>2</sup> [8764.(d)]<sup>2</sup> [CEAC]<sup>4</sup>
- Curve data complete with “R= “, “Δ= “, & “L= “ [8766.a]<sup>2</sup>[7014.1.(b)]<sup>3</sup>
- Radial bearings shown at end of non-tangent curves [8766.a]<sup>2</sup> [7014.1.(b)]<sup>3</sup>
- Bearings and distances on all surveyed lines [8764.b, 8766.a]<sup>2</sup> [7014.1.(b)]<sup>3</sup>
- Widths, types and recording data of all easements that are shown [8764.d]<sup>2</sup>
- R/W widths and names of adjacent streets and roads [8764.d]<sup>2</sup>
- City and/or County boundaries shown and verified [accepted practice]
- Ties to streets and easements shown [7014.1.(c)]<sup>3</sup>
- Material evidence which show alternate positions of lines and points [8762.c]<sup>2</sup>

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- Record data shown when different from survey data [8762.b & 8764]<sup>2</sup> “ (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]<sup>2</sup> [7010.5.(b)1]<sup>3</sup> [7014.1.(e)]<sup>3</sup>
- Sums of parts equal total distance or delta [8766.a]<sup>2</sup> [7014.1(b)]<sup>3</sup>
- Area of parcel shown, Net and Gross if required [8764.(g)]<sup>2</sup>
  
- California Coordinate System – State Plane Coordinates (CCS83) (if used) [8817] Public Resources Code
  - Control Scheme shown through which coordinates were determined. [8771.5]<sup>2</sup>
  - 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]<sup>2</sup>, check current status of license (RCE No. 33965 is the last pre 1982 No.)
- County Surveyor's Statement [8764.5 & 8767]<sup>2</sup>
- County Recorder's Statement [8764.5]<sup>2</sup>

### 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]<sup>2</sup> [66412.d]<sup>1</sup>
- If a L.L.A. or Certificate of Compliance, get condition check O.K. from Planning. [8762.5]<sup>2</sup> [66412.d]<sup>1</sup>
- 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]<sup>2</sup>
- Surveyor's Statement signed, dated and sealed (with expiration date). [8761.c]<sup>2</sup>
- Filing fee\*\*Beginning January 1<sup>st</sup>, 2018\*\* (\$84.00 first sheet and \$2.00 each for additional sheets) [8769]<sup>2</sup>**
  
- Final review of map prior to obtaining the County Surveyor's signature

RECORD OF SURVEY MAP CHECKLIST

- 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]<sup>2</sup>

REQUIRED STATEMENTS

[8764.5]<sup>2</sup>

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]<sup>2</sup>  
(Exp. Date) [Bd. Rule 411]

(Signature) (Date) [8761.d]<sup>2</sup>  
LS Number or (RCE Number) [8761.d]<sup>2</sup>  
(Expiration date) [8761.d]<sup>2</sup> (Optional per AB645)

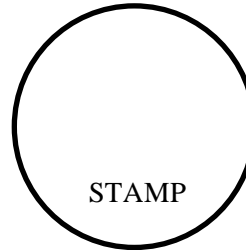
COUNTY SURVEYOR'S STATEMENT

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)

(Save space for seal  
minimum 1 1/2" 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