

**SAN MATEO COUNTY**  
**Corner Record Checklist**

(Rev. 9/09)

The purpose of this checklist is to strive for the standardization of data shown on corner records to expedite review by the County Surveyor. Prior to submittal, please review your corner record for compliance with the applicable items on this checklist for completeness. The ultimate goal being that the initial receipt of corner records are acceptable for signing and filing without any revisions, satisfying Board Rule 464 (g). See corner record submittal requirements on the backside of this checklist.

ALL MONUMENTS MUST BE SET PRIOR TO CORNER RECORD SUBMITTAL

**WRITTEN INFORMATION REQUIRED ON FRONT SIDE OF CORNER RECORD FORM**

	ITEM	OK	NA	COMMENTS
1.	Title Block: City when appropriate; County in which the survey is located: brief legal description.			
2.	Corner Type: Check appropriate type. Give date of survey.			
3.	California Coordinates: Optional – Complete if known.			
4.	Corner: Check appropriate box.			
5.	Identification and Type of Corners Found A) Give evidence used to identify section corner, if appropriate, or B) Describe in detail existing monumentation that was used to precisely establish or reestablish corner with the Recorder's Office map book and page of the survey being retraced.			
6.	Physical Condition: Describe condition of found, set or reset monuments. (Size, Type, Tag No., etc.)			
7.	Surveyor's Statement: Date; signed and sealed; license number: expiration date.			

**DRAWING – BACK SIDE OF CORNER RECORD FORM**

8.	Bearings and distances of all lines shown; curve data to include Radius, Delta, Length & Radial Bearings, if appropriate.			
9.	Monuments found or replaced, described as to kind, size, type, Tag No., location and other data relating thereto. Give reference to record map. For public land corners, a sketch showing site recovery information (Topo Calls, Bearing Trees, etc.)			
10.	Legend: Found monuments, solid symbol; set monuments, open symbol; all ( ) record data identified by Volume & Page or document number; other symbols defined.			
11.	Identify all record data shown with document number, or Volume and Page. Adjoiners may use APN.			
12.	Streets: Name complete, spelling correct, width shown, both R/W lines shown.			
13.	Scale and north arrow.			
14.	Drafting suitable for microfilming; minimum size lettering 0.1".			

**SEE OTHER SIDE FOR CORNER RECORD SUBMITTAL REQUIREMENTS**