

**CORNER RECORD SUBMITTAL REQUIREMENTS**

(Rev.11/2021)

Please submit the following items at the time of your initial submittal to San Mateo County Public Works Department, Attention: Liliya Latman, 555 County Center, 5<sup>th</sup> Floor, Redwood City, CA 94063:

- 1. \_\_\_\_\_ Two Copies of your corner record. The original Corner Record can be submitted at this time, or at the final submittal. See note below.
- 2. \_\_\_\_\_ Copy of the filed retracement map used to establish corners.
- 3. \_\_\_\_\_ Copy of the government notes if filing for government corners and filed map if applicable. Copies of all documents used to prepare map (including Filed Maps, minimum size **11"x17" or 12"x18"**).
- 4. \_\_\_\_\_ Copy of current assessor's map and assessor parcel number for the property being surveyed.
- 5. \_\_\_\_\_ Completed and signed copy of this checklist.
- 6. \_\_\_\_\_ 20-day examination agreement signed and dated the day of complete submittal.
- 7. \_\_\_\_\_ Starting **5/11/2020** filing fee will be **\$17.00**. Check made payable to "County of San Mateo".
- 8. a) \_\_\_\_\_ To obtain a copy of the filing data for your filed Corner Record, please provide a postage-paid, self-addressed envelope. Section 8773.2 (f) P.L.S. Act.
- 8. b) \_\_\_\_\_ To obtain an electronic copy of your filed Corner Record, please provide an e-mail address. \_\_\_\_\_

NOTE: When you submit your corner record, it will be given an initial review to determine if it can be accepted for examination pursuant to section 8773.2 (a). Failure to substantially comply with all items listed above will result in your corner record submittal package being returned to you for further preparation. In those cases where matters appearing on the corner record cannot be agreed upon, an explanation of differences will be noted pursuant to section 8773.2 (c). Please use the corner record form prescribed by the State Board of Registration, BPELSG-2016. For the final Corner Record, a Xerox copy is acceptable if it is on comparable card stock: Regular Xerox paper is not acceptable for an Original Corner Record. Always refer to the latest version of applicable state code, including but not limited to: CA Business and Professions Code sub-sections 8765; 8773 et seq.; and CA Code of Regulations sub-section 464.

Survey requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Road Name: \_\_\_\_\_ Assessors Parcel Number: \_\_\_\_\_

The map accompanying this checklist has been reviewed by me for completeness and consistency with the items listed on this checklist and is in conformance with all requirements of the Professional Land Surveyors' Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
P.L.S. (or R.C.E.) No. \_\_\_\_\_

After the examination by the County Surveyor, you will be notified pursuant to Section 8773.2 of the Professional Land Surveyor's Act. Please list your current address and telephone number.

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

All submitted reference documents will be returned to you, if so requested. If you have any questions regarding this form, or corner records, please contact the County at 650-363-4100

For this and other forms, visit the San Mateo County web site: <https://publicworks.smcgov.org/surveying-and-map-checking>

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

(Rev. 11/2021)

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).

**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.	Minimum size lettering 0.1".			
15.	Include a "Basis of Bearings" statement when bearings are shown. (Per CCR 464(a)(7)(B))			