

SANTA CLARA COUNTY SURVEYOR'S OFFICE
Corner Record Check List

The purpose of this checklist is to strive for the standardization of data shown on corner records and to expedite review by the County Surveyor. Prior to submittal, please review your corner record for compliance with the applicable items on this checklist. See map submittal requirements on the back side of this check list.

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 Coordinate: Optional – Fill in if known.			
4. PLS Act Ref: Check appropriate box.			
5. Corner: Check appropriate box.			
6. Narrative of corners found, set, reset, replaced. A) Give evidence used to identify section corner, if appropriate, or B) Describe in detail existing monumentation that was used to precisely establish or re-establish corner with the Recorder's Office map book and page of the survey being retraced. C) Physical Condition: Describe condition of found, set or reset monuments. (Size, Tag No., etc.)			
7. Surveyor's Statement: Date; signature and sealed; license number.			

DRAWING – BACK SIDE OF CORNER RECORD FORM

8. Bearing and distances of all lines shown; curve data to include Radius, Delta, Length and Radial Bearings if appropriate.			
9. Monuments found or replaced, described as to kind, size, location, Tag No., and other data relating there to. Give reference to record map. For public land corners, a sketch showing site recovery information (Topo Calls, Bearing Trees, etc.)			
10. Legends: Found monuments, solid symbol; set monuments, open symbol; all () record data identified by recorders Book & Page; other used symbols defined			
11. Identify all record data shown with recorded Map Book and Page.			
12. Streets: name complete, spelling correct, width shown, both R/W lines shown.			
13. Scale and north arrow			
14. Drafting suitable for scanning, minimum size lettering 3/32"			
15. Assessor's parcel number of parcel surveyed shown.			

CORNER RECORD SUBMITTAL REQUIREMENTS

Please submit the following items at the time of submittal to the County Surveyors Office:

1. _____ Two Copies of you corner record. The original Corner Record can be submitted at this time, or at final submittal. See note below.
2. _____ Copy of the recorded retracement map used to establish.
3. _____ Copy of the government notes if filing for government corners and filed map if applicable.
4. _____ Copy of current assessors map and assessor parcel number.
5. _____ Completed and signed copy of this check list
6. _____ 20 day examination agreement signed and dated.
7. _____ Filing fee of \$15.00. Check made payable to "County of Santa Clara".
8. _____ To obtain a copy of your filed Corner Record, please provide a postage-paid, self addressed envelope.

NOTE: Please use the corner record form prescribed by the State Board of Registration. For the final Corner Record, a copy is acceptable if it is on comparable card stock: Regular paper is not acceptable for an original Corner Record.

Survey requested by: _____ Date: _____

Road Name: _____ County File No: _____

The map accompanying this check list has been reviewed by me for completeness and consistency with the items listed in the above check list, 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(f) of the Professional Land Surveyor's Act. Please list you current address and telephone number.

Please list your current mailing address, telephone number and e-mail.

Mailing address: _____

Telephone number: _____

E-Mail Address: _____

Please check if you want to correspond via e-mail. I will allow the County Surveyor to correspond via e-mail.

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 Surveyor's Office at 408-299-5730.

For this and other forms, visit the Santa Clara County web site: <http://www.sccgov.org/sccsurveyor> (Map Review).