

**SANTA CLARA COUNTY SURVEYOR'S OFFICE**

Record of Survey Check List

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

**LEGEND**

**(8764)** Refers to the Professional Land Surveyor's Act.

[8815.1] Refers to Public Resources Code

OK: OK

NA: Not Applicable

**X:** See note at bottom of reverse side.

Items	OK	NA	Comments-Attach Additional Sheets as Required.
1. (A) Map does not show more parcels than are shown on the latest adopted assessment roll, ..... OR (B) A Certificate for County Surveyor (or City Surveyor if land is within a city), is provided signifying compliance with the Sub-division Map Act,..... AND (C) Show City limits line when appropriate.(8762.5)			
2. Map size, permanent record, one-inch blank margin (8763)			
3. Map drafting suitable for scanning, minimum size lettering 3/32". (8763)			<b>X</b>
4. Monuments found or replaced, described as to kind, size, location, Tag No., and other data relating thereto. Give reference to a record map or field book where the monument was set or accepted. If none, state no map of record or origin unknown.(8764a)			<b>X</b>
5. Legend: Found monuments, solid symbol; set monuments, open symbol; all ( ) record data identified by Book & Page; other symbols or record maps defined. (8764 a, g)			<b>X</b>
6. Basis of Bearings: Two found monuments on map of record, Deed; celestial observation; California Coordinate System; Datum i.e. WGS84, NAD83, NAD27, Tie to Basis of Bearings: (8764b)(g)			
7. Scale, north arrow (8764b)			
8. Bearings and distances of all lines shown (8764b)			
9. Sum of the parts equals the total distance or delta angle (8764b)			
10. Curve data shown (Δ, R, L.) (8764b)			
11. Radial bearings of non-tangent curves shown (8764b)			<b>X</b>
12. Math closure (8764b) & (8766a)			
13. Title Block: "Record of Survey" - name and legal designation of property in which the survey is located, city, county, state, date of survey, firm name, sheet No. (8764c)			
14. Show relationship by survey to existing monuments, of adjacent lands, streets, or senior conveyances (8764d)			<b>X</b>
15. Show lines of possession such as fences, and encroachments such as buildings. (8764d, g)			
16. Book and Page of the property you are surveying, and Book & Page of the adjoining record maps and deeds (8764d)			<b>X</b>
17. Identify all record data shown with recorded Book and Page. (8764d & g)			<b>X</b>
18. Memorandum of Oaths (8764e)			
19. Area, net and gross shown (8764g)			<b>X</b>
20. Sectionalized land breakdown shown (8764g)			
21. Streets: Name complete, spelling correct, width shown, both R/W lines shown. Map tie to next street intersection. (8764g)			
22. Details as required for clarity. (8764g)			

(Continued on reverse side)

Items (con't	OK	NA	Comments-Attach Additional Sheets as Required
23. Legal access shown with recorded Book and Page. Street name when appropriate. Other easements when appropriate.(8764g)			
24. Note reasons for mandatory filing from 8762. (8764)			X
25. Surveyor's Statement, signed and sealed.(8764.5)			
26. County Surveyor's Statement (8764.5)			
27. Recorder's Statement (8764.5)			
28. No other certificates or statements may appear on map except as required. (8764.5)			
29. Note explanation of differences when appropriate.(8768)			
30. California Coordinate control scheme shown from which the coordinates were determined. (8771.5); CCS Accuracy, Reference, Epoch [8813.2, 8813.3, 8815.1]			
31. Monuments shown as set, have been set, described, and permanently tagged (8772)			X
32. County cadastral map and grid numbers shown (8774.5)			X
33. Assessor's parcel numbers shown (8774.5)			

Note: Items 32 and 33 are used for indexing your map.

### MAP SUBMITTAL REQUIREMENTS

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

1. \_\_\_\_\_ Three prints of your record of survey map being submitted.
2. \_\_\_\_\_ Copy of current deed for the property surveyed.
3. \_\_\_\_\_ Copies of all adjoining deeds, and senior conveyances/deeds called for in the surveyed property's deed.
4. \_\_\_\_\_ Copies of unrecorded documents or maps when they are used in the map preparation, such as State R/W Maps, Herrmann Maps, McMillan Maps, Viewers Maps, etc.
5. \_\_\_\_\_ Copies of all reference/adjoiner maps or any other document used to prepare your map.
6. \_\_\_\_\_ Complete copy of electronic closure calculations used to prepare this map.
7. \_\_\_\_\_ Copy of the latest assessors map for the property being surveyed.
8. \_\_\_\_\_ Completed and signed copy of this check list.
9. \_\_\_\_\_ The fee for examination of a record of survey is \$600.00 (per County Ordinance Section C12-161.). Additional map checking fee may be required if cost exceeds the fee. All submitted reference documents will be returned to you if so requested.
10. \_\_\_\_\_ 20 day examination agreement, signed and dated on the day of initial submittal.(memo)
11. \_\_\_\_\_ To obtain the County Recorder's Map Book & Page after filing, include a postage-paid, self addressed envelope or postcard. After filing, the County Recorder will mail it to you.

A County Recorder's filing fee of \$85.00 for the first sheet (Government section 27372), plus \$2.00 for each additional sheet will be required at the time of final submittal. If you want a conformed copy please provide a bond or mylar copy and an additional \$5.00 fee. Please submit a separate check made payable to the County Recorder for the appropriate amount.

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

Road Name: \_\_\_\_\_ County File No: \_\_\_\_\_  
(If Applicable)

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: \_\_\_\_\_  
PLS (or RCE) No. \_\_\_\_\_

After the examination by the County Surveyor, you will be notified pursuant to Section 8767. Please list your current address and telephone number.

Mailing Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

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

**NOTE: Those items marked at the right end of the comments column with an "X" are those items most often found to be incomplete during the County Surveyor's examination. Please double check to see that these items are complete. Thank You.**

