

Record of Survey Submittal Requirements Checklist

SUR-003

Applicant Information

Surveyor Name _____

Mailing Address _____

City/Town _____ State/Zip _____

Phone _____ Fax _____

Project Site Information

Record of Survey Title _____

Owner's Name _____

Assessor's Parcel Number(s) _____

Date _____

- Submit:**
- Two (2) blueline or blackline copies of map (18" x 26"), stapled and folded.
 - Supporting Data (e.g. Deeds, Maps, Unrecorded surveys, etc.). This will be returned.
 - Method and Reasoning statement
 - Calculations
 - Map Check Fee

- Map Data**
- Basis of Bearings; between two monuments of record, celestial observation or Zone Two Coordinates.
 - Ties to all found monuments.
 - All bearings and overall bearings shown.
 - All distances and overall distances shown.
 - Show adjoining with name and Official Record number.
 - North arrow. (North arrow shall be oriented to the top of the page.)
 - Scale (written and graphic). Scale shall be as shown on an engineering scale.
 - Location map (optional)
 - One inch blank margin around the sheet edges.
 - Key map (if more than two map sheets).
 - Legend with symbols
 - Non-standard abbreviations defined.
 - Note: All distances shown are in feet and decimals thereof.
 - Note: All ties shown hereon are perpendicular unless shown otherwise. (when applicable)

- Map Title**
- Title block in lower right corner if possible.
 - Owner's name and legal designation of the property as recorded
 - Description of what is being surveyed (right of way, sewer easement, north line of ?, etc.)
 - Name of city, County of Sonoma, State of California.
 - Location: Rancho or Township/Range and Section, or city.
 - Sheet number and number of sheets.
 - Assessor's parcel number in lower right corner.
 - Date of survey.

- Certificates**
- Engineer's or surveyor's statement and seal with expiration date.
 - County Surveyor's statement.
 - County Recorder's certificate.

----- ☪ DO NOT WRITE BELOW THIS LINE - To Be Completed by PRMD Staff ☪ -----

Date Received _____ Received by _____ Submitted by _____

Sonoma County Permit and Resource Management Department

2550 Ventura Avenue ❖ Santa Rosa, CA ❖ 95403-2829 ❖ (707) 565-1900 ❖ Fax (707) 565-1103