

CONTRA COSTA COUNTY
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. The ultimate goal is the initial receipt of corner records which are acceptable for signing and filing without any changes. The current corner record form prescribed by the board is BPELSG-2016, per Board Rule 464 (h). Corner records submitted on prior versions will be returned without further checking. Prior to submittal, please review your corner record for compliance with the applicable items on this checklist. See submittal requirements on the back side of this check list.

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, or "unincorporated"; 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 boxes; add citation as needed | | | |
| 5. Corner/Monument: Check appropriate boxes | | | |
| 6. Narrative: A) Give evidence used to identify section and/ or aliquot 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) Describe condition of found, set or reset monuments (size, tag number, etc). D) Check box if sheet #2 provides sufficient information, including a legend, in lieu of a narrative | | | |
| 7. Surveyor's Statement: Date; signature and seal; license number | | | |

DRAWING – BACK SIDE OF CORNER RECORD FORM

| | | | |
|---|--|--|--|
| 8. Bearing and distances of all pertinent lines shown; ties from monument basis to property shown; curve data to include Radius, Delta, Length and Radial Bearings, if appropriate. May not be germane for Monument Conservation Corner Records. | | | |
| 9. Monuments found or replaced, described as to kind, size, location, Tag No., 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. Legends: Found monuments, solid symbol; set monuments, open symbol; all record data in () if different from measured; Define other symbols or abbreviations used | | | |
| 11. Identify all record data shown with recorded Map Book and Page. "Page" citation is the first sheet. | | | |
| 12. Streets: name complete, spelling correct, width shown, both R/W lines shown. | | | |
| 13. Scale (or note "not to scale") and north arrow | | | |
| 14. Drafting suitable for scanning, minimum size lettering 3/32 " | | | |

CORNER RECORD SUBMITTAL REQUIREMENTS

At this time, Contra Costa County is not able to accept electronic submittals. BPELSG provides the corner record form in a fillable version online, but this must be printed out for submittal to the County. Please provide hardcopy versions of the following items at the time of submittal to the County Surveyors Office:

1. _____ Completed corner record on cardstock, stamped, signed and dated. Leave enough space for County Surveyor's stamp.
2. _____ Two copies of your corner record (copies **not** on cardstock). The final stamped and signed cardstock Corner Record may be submitted at this time, or you may submit a preliminary paper version, but all submittals must be substantively correct. See note below.
3. _____ Copy of the recorded retracement map used for establishing property corners or line points.
4. _____ Copy of the government notes if filing for government corners and filed map if applicable.
5. _____ Closure report of property surveyed plus any mathematical calculations of ties from monuments held to property surveyed.
6. _____ Completed and signed copy of this check list
7. _____ Filing fee of \$14.00. Check made payable to "County of Contra Costa".
8. _____ To obtain a copy of your filed Corner Record, please provide a postage-paid, self-addressed envelope.

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 editing or further preparation. **It is the responsibility of the submitting professional to ensure documents provided to the County for filing are substantively correct.** 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 current corner record form prescribed by the State Board of Registration (BPELSG-2016). For the final Corner Record submittal, a copy of the form is acceptable if it is on card stock. Regular paper is not acceptable for filing an original Corner Record.

Survey requested by: _____ Date: _____

Assessor's Parcel Number _____ (For indexing purposes)

The corner record 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. _____

You can be notified by the County Surveyor of corrections or edits needed before filing this corner record either by mail or by email.

Please check if you want to correspond via e-mail concerning corrections or edit. This correspondence is not applicable to item 8 (above).

Current e-mail address: _____