



Contra Costa County  
**Public Works**  
Department

CONTRA COSTA COUNTY  
CHECK LIST FOR  
**RECORD OF SURVEY**

- First Submittal  
 \$700 Check Fee Deposit  
 2 Copies of Map  
 Check List Filled Out and Signed  
 (Please Read Each Item Before Checking It Off)  
 Closure Calculations, Deeds, Copies of Record  
 Maps, Other Pertinent Information

First Submittal Date: \_\_\_\_\_  
 Surveyor/Engineer: \_\_\_\_\_  
 Survey Requested By: \_\_\_\_\_  
 Assessor's Parcel No. \_\_\_\_\_  
 Property Address (Street) \_\_\_\_\_  
 (City) \_\_\_\_\_

The Record of Survey accompanying this check list has been checked by me or under my direction for compliance with the Professional Land Surveyor's Act (Business and Professions Code, Chapter 15, Division 3, section 8700 et seq.) and for completeness and consistency with the items in the following check list, and is submitted for review.

SIGNATURE of LS or RCE: \_\_\_\_\_ Date \_\_\_\_\_ LS/RCE Number: \_\_\_\_\_

INSTRUCTIONS: In the spaces to the left of the checklist, place  to indicate you have complied or N/A to indicate that particular item does not apply.

**A. GENERAL**

- 1. If map appears to create a division of land; Subdivision or Parcel Map required.
- 2. After establishing points or lines, pursuant to Section 8762 (b) of the Professional Land Surveyors' Act a "RECORD OF SURVEY" shall be filed with the County Surveyor. If the corners set are of a temporary nature, they shall have sufficient controlling monuments or witness points to enable the property line or points to be re-established with facility. The Record of Survey Map has to be filed within 90 days of the survey in the field.

**B. MAP TITLE**

- 1. Place map title in upper center or upper right.
- 2. "RECORD OF SURVEY" and "RS \_\_\_\_\_" below (for county RS numbering).
- 3. General description of land surveyed including legal subdivision in which located. See deed preamble.
- 4. Name of City, if within city limits.
- 5. Name of County: CONTRA COSTA COUNTY, CALIFORNIA
- 6. Date of survey and scale below subtitle
- 7. Firm name or Surveyor's or Engineer's name and license number.

**C. STATEMENTS**

- 1. County Recorder's Statement, which includes OWNERS name, County Recorder is **Deborah Cooper**.
- 2. Surveyor's Statement, which includes requesting party name, must also include surveyor's signature, date of signature and license number.
- 3. Signed, sealed and dated.
- 4. County Surveyor's Statement, which includes L.S. number **6571**, County Surveyor is **James A. Stein**.
- 5. Certificate per Sec. 8762.5, if applicable.
- 6. For a commercial split (only within a City Limit), a modified City Engineers Certificate is needed in addition to a County Surveyor's Statement.
- 7. No non-technical certificates or statements on map.

**D. SURVEYOR'S NOTES**

- 1. Basis of Bearings: Must appear in a statement and be labeled on map. "Basis of Bearings" shall be taken between TWO FOUND DURABLE MONUMENTS OF RECORD, curb split, or other appropriate method, the adequacy of which is subject to approval by the Public Works Department.
- 2. Found monuments: solid symbol.
- 3. Set monuments: open symbol.
- 4. Symbols, **non-standard** abbreviations and line styles defined in legend.

**E. MATHEMATICAL ACCURACY**

- 1. Map loop closures less than 1/20,000, all interior and exterior distances, curve data and areas must all compute accurately.
- 2. Closure Calculation sheets enclosed.
- 3. All bearings shown.
- 4. All distances shown.
- 5. All overall distances shown.
- 6. Sum of parts equal total distance or delta.
- 7. All curve data shown. (Minimum: Delta, Radius, Arc Length).
- 8. All radial bearings shown for non-tangent curves.

**F. MAP BODY**

- 1. Make sure ink being used is black permanent ink, that it adheres adequately to the map and that it reproduces adequately, or map will not be recorded. Ballpoint pen or felt tip pen ink is not acceptable.
- 2. Map material: mylar.
- 3. Map size: 18"x26" (1/16" Tolerance). (Check before submitting original of map).
- 4. Margin: 1" all around, completely blank, dimension inside margin 16"x 24".
- 5. North arrow, preferably pointing to TOP of map.
- 6. All ink stamped LS/RCE seals must be readily legible and adhering permanently.
- 7. Scale in subtitle.
- 8. City or County boundary lines.
- 9. Reference to adjacent tracts or other maps of record must be shown as Lot 1, Lot 2, parcel A, etc. with map recording information. If no record map then show deed references of adjacent property using **official record numbers** and **names of owners**.
- 10. Legibility of map data – minimum 1/8" letter and symbol size, Shape and Weight of lettering must be readily legible. NO GRAYSCALE.
- 11. Ties to and names of adjoining streets, or a vicinity map, must be shown.
- 12. Street widths shown and any setback lines or required widening.
- 13. **Record reference** for all found monuments and statement of acceptance if used as a control monument.
- 14. Reference to deeds or official records if necessary for the establishment of lines or points.
- 15. Record measurements in parentheses to be shown when beneficial to the interpretation of lines or points or when substantially different from measured.
- 16. Purpose indicated for all easements shown. All easements shown must be fully dimensioned and grantee names and recording information must be shown.

**F. MAP BODY continued**

- \_\_\_ 17. Details required for clarity when necessary.
- \_\_\_ 18. Arrows needed to clarify dimensions.
- \_\_\_ 19. Spelling.
- \_\_\_ 20. Show Assessor's Parcel Number at bottom center of sheets
- \_\_\_ 21. Sheet number and cross references at bottom right of each sheet inside border.
- \_\_\_ 22. No stick-on seals or lettering.

**G. SURVEY PROCEDURES**

- \_\_\_ 1. Prorations correct.
- \_\_\_ 2. Sectional breakdown correct.
- \_\_\_ 3. Deed interpretations correct.
- \_\_\_ 4. Durable monuments sufficient in number.
- \_\_\_ 5. Monuments tagged and size stated.
- \_\_\_ 6. Ties to adjacent surveys and lines of record when pertinent.
- \_\_\_ 7. Survey based upon proper control.
- \_\_\_ 8. Methods of establishment of lines or points shown where necessary or narrative of resolution.

**H. FEES**

- \_\_\_ 1. Checking fee for Record of Survey: Actual time used billed at current rate per hour. A **\$700 deposit** is required. Check made payable to "**Contra Costa County**". Minimum charge is \$200. Refund made on unused portion of deposit. If checking fee exceeds deposit the amount due must be paid before the Record of Survey will be allowed to record.
- \_\_\_ 2. Recording fee **by separate check** made payable to "**Contra Costa County or Contra Costa County Clerk-Recorder**". If you wish to include an address, it's "555 Escobar Street Martinez CA 94553". **However** the check will be mailed (with mylar) to the Public Works Department at 255 Glacier Drive Martinez CA 94553. Fee is \$9.00 first sheet, \$3.00 each additional sheet, plus the State mandated **SB2 fee** of \$75.00. We will notify you of the total amount due when we request the mylars.

To the Surveyor/Engineer: Pursuant to Section 8767 of The Professional Land Surveyors' Act, the subject map should be corrected as indicated on the red-lined check print and returned to this office with:

- \_\_\_ Two Corrected prints together with our red-line check print.
- \_\_\_ The corrected mylar and the recording fee (Payable to Contra Costa County), WHEN REQUESTED. See Section H-2.