

# 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
  - 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

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