



SECTION 8765(d) CORNER RECORDS ELECTRONIC APPLICATION FORM

From the Office of the Alameda County Surveyor.

Corner Records submitted for compliance with CA Business and Professions Code section 8765 (d) (Land Surveyor's Act) shall conform with the following:

- A retracement of lines shown on a subdivision map, official map, or a record of survey, where no material discrepancies with those records are found...
- ...Sufficient monumentation is found to establish the precise location of property corners thereon, provided that a corner record is filed for any property corners which are set or reset or found to be of a different character than indicated by prior records.

From BORPELS Board Rule 464

- All monuments found, set, reset, replaced, or removed, describing their kind, size, and location, and giving other data relating thereto.
- Bearing or witness monuments, basis of bearings, bearing and length of lines, scale of map, and north arrow.
- The relationship to those portions of adjacent tracts, streets, or senior conveyances which have common lines with the survey.
- Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, and areas shown, or convenient for the identification of the survey or the surveyor, as may be determined by the licensee preparing the corner record.

County of Alameda 8765(d) Corner Record ELECTRONIC APPLICATION FORM Date: _____

APN(S) of subject property (Must be shown on Corner Record) _____

Property Address: _____ **City** _____

Firm or Agent Preparing the Corner Record

Name: _____

Address: _____

Phone: _____ Email: _____

Application Contact (If Different from Above)

Name: _____

Address: _____

Phone: _____ Email: _____

Payment method: Check No. _____ Cashiers Check No. _____ I Request review of this submittal within 20 days: Yes ___ No ___

	Item Description and Order	E-File Naming	Paper Original
1	Application	Application_YYYYMMDD.pdf	
2	Corner Record Fee: For Fee, See Here: http://www.acgov.org/surveyor/submit.htm Please add the APN and Property Address to the Memo line of the check. Include a scan of the check. Payable to: Alameda County Treasurer. <i>Fee is non-refundable.</i>	Processing Fee_YYYYMMDD.pdf	Yes
3	Corner Record – 8.5” x 11”	Corner Record_YYYYMMDD.pdf	
4	Record Map of subject property by map type: Book of Maps, Parcel Maps, Records of Survey.	XXMapsXXX.pdf, XXPMXX.pdf, XXROSXXX.pdf	
5	Grant Deeds and Other Recorded Documents: <input type="checkbox"/> <u>Subject Site Deed</u> <input type="checkbox"/> <u>Adjoiner Deeds</u> Combine all deeds to a single document.pdf, with subject property as first document, all others in chronological order of document date. Include deeds of all adjoining properties.	Deeds.pdf	
6	Any information not referenced above.	Misc.pdf	

Please read through the following instructions for the *Corner Record Electronic Application* carefully.

Tip: Naming your files properly will greatly expedite the processing of your application.

- A. **Download and complete application.** Create .pdf copies of all items listed in the above checklist.
- B. **Name each .pdf according to the “E-File Naming” convention in the checklist.**
- C. **Prepare files for electronic submittal.** Create the following submittal folders:

-  APPLICATION
-  CHECKPRINT REVIEW
-  RESEARCH

Insert the required PDF’s in the following submittal folders:

- 1. Application_YYYYMMDD.pdf _____ APPLICATION Folder
- 2. Processing Fee_YYYYMMDD.pdf _____ APPLICATION Folder
- 3. Corner Record_YYYYMMDD.pdf _____ CHECKPRINT REVIEW Folder
- 4. XXMapXXX.pdf _____ RESEARCH Folder
- 5. Deeds.pdf _____ RESEARCH Folder
- 6. Misc.pdf _____ RESEARCH Folder

IMPORTANT-Corner Record submittal electronic folders:

- Complete an APPLICATION FORM for the submittal.
- Complete submittal folders.

Combine all submittal folders to a single “ZIP” folder. Optional: Add the APN after “APP-CR”



APP-CR



APP-CR-APNXXXX-XXX-XX-XX

If the file size is small (**less than 100mb**), email to: mapsub@acpwa.org. If the file size is too large to email, save to a USB flash drive and submit application to:

Office of the Alameda County Surveyor, 399 Elmhurst Street, Hayward, Ca 94544.

See fee schedule for submittal fee. Fee may be submitted in check form and mailed separately. Be sure to include the subject property address and/or Assessor Parcel Number in the memo line of the check. Submittal will not be considered complete without this information. Fee can also be paid in person at Alameda County Public Works Agency located at 399 Elmhurst Street, Hayward, Room No. 113.

ATTN: ALAMEDA COUNTY SURVEYOR

Thank you,
D. Ian Wilson, PLS
Alameda County Surveyor