

County of Alameda Record of Survey ELECTRONIC APPLICATION FORM Date: _____

Assessor's Parcel Number: _____

Property Address: _____, City _____

Firm or Agent Preparing the Record of Survey

Name: _____

Address: _____

Phone: _____ Email: _____

Application Contact (If Different from Above) Name(s): _____

Address: _____

Phone: _____ Email: _____

Payment method: Check No. _____ Cashiers Check _____ 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	Record of Survey 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. Fee is non-refundable.	Processing Fee_YYYYMMDD.pdf	Yes
3	Record of Survey	ROS_YYYYMMDD.pdf	
4	Closure Calculations-for non-rectangular figures.	Closure1.pdf, Closure2.pdf, etc.	
5	Preliminary Title Report (not required), if available.	PTR_DATE of ISSUE (YYYYMMDD).pdf	
6	Grant Deeds and Other Recorded Documents: <input type="checkbox"/> <u>Subject Site Deed</u> <input type="checkbox"/> <u>Adjoinder Deeds</u> Combine all deeds to a single document, with <u>subject property</u> as first document, all others by reference number as shown on the ROS, or in chronological order of document date. Include deeds of <u>all</u> adjoining properties and deeds mentioned within those deeds.	Deeds.pdf	
7	Recorded Maps used to establish subject and adjoinder boundary (recorded maps, historic diagrams, or private records). Name .pdf with recorded document reference, e.g. 11Maps20, 2ROS25, 6PM14, etc.	XXMapsXX.pdf, XXROSXX.pdf, XXPMXX.pdf, etc.	
8	Additional information not referenced above.	Misc.pdf	
9	Completed Record of Survey Checklist.	Checklist.pdf	

Please read through the following instructions for the *Record of Survey Map Electronic Application* carefully.

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

- A. **Download and complete application.** Download referenced documents, maps and 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 folders and nested folders:

-  APPLICATION
-  CHECKPRINT REVIEW
-  RESEARCH

Each of these folders has “nested” folders:

- | | |
|---|--|
|  APPLICATION |  CHECKPRINT SUBMITTAL |
| |  CORRESPONDENCE |
|  CHECKPRINT REVIEW |  ARCHIVE |
| |  CALCULATIONS |
|  RESEARCH |  DEEDS |
| |  MAPS |

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

- | | |
|--------------------------------------|-----------------------------|
| 1. Application_YYYYMMDD.pdf _____ | CORRESPONDENCE Folder |
| 2. Processing Fee_YYYYMMDD.pdf _____ | CORRESPONDENCE Folder |
| 3. ROS_YYYYMMDD.pdf _____ | CHECKPRINT SUBMITTAL Folder |
| 4. Closure1, Closure2, etc. _____ | CALCULATIONS Folder |
| 5. PTR_YYYYMMDD _____ | DEEDS Folder |
| 6. Deeds.pdf _____ | DEEDS Folder |
| 7. XXMapsXX.pdf, XXROSXX, etc. _____ | MAPS Folder |
| 8. Misc.pdf _____ | RESEARCH Folder |
| 9. Completed Checklist _____ | CHECKPRINT SUBMITTAL Folder |

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

 APP-ROS

 APP-ROS-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, burn 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. Project 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, Room No. 113. ATTN: ALAMEDA COUNTY SURVEYOR

Complete the following RECORD OF SURVEY CHECKLIST and attach to submittal.

Business and Professions Code, Chapter 15, Division 3, Section 8700 et seq.

MAP TITLE

_____ Name of City, if applicable _____ Alameda County, California _____ "RECORD OF SURVEY _____,"
_____ General description of land surveyed. (8764(c)) *Reference recorded document or recorded map of subject property in title block.*
_____ Date(s) of survey. (8764(c)) _____ Sheet number, e.g. *Sheet 1 of 1, Sheet 1 of 2, etc.*

CERTIFICATES

_____ County Recorder's Certificate (8764.5) _____ Surveyor's Statement (8764.5)
_____ County Surveyor's Statement (8764.5) _____ Certificate per Sec. 8762.5, if applicable.
_____ Memorandum of oaths, if applicable (8760)

SURVEYOR'S NOTES

_____ Basis of Bearings: map of record, celestial observation, State Plane Coordinates, or County Surveyor's Records. _____ BoB shown between two fixed, recoverable monuments and tied to subject boundary.
_____ Found or Set monuments shown with distinguishing symbols and include type, size, LS/RCE No. (8764).
_____ Minimum size for symbols 0.10. _____ Symbols and abbreviations defined. (8764)

MATHEMATICAL ACCURACY

_____ Map loop minimum accuracy closures: number of closed boundary lines or survey traverse "legs" x 0.01'.
_____ Bearings shown (8764) _____ Distances shown. (8764) _____ Sum of parts equal total distance or delta.*
_____ Curve data shown. (Min. =Delta, Radius, Arc length). _____ Radial bearings shown where appropriate.
_____ Area(s) shown (Optional).

MAP BODY

_____ Map size: 18" x 26" or 460 x 660 mm (8763) _____ Margin: 1" or 025 mm all around. (8763)
_____ North arrow. (8764) _____ Scale. (8764) Please indicate mapping scale with a graphic bar scale.
_____ City, County or State boundary lines as required.
_____ Reference to adjacent tracts or other maps of record which have common lines with the survey. (8764(d))
_____ Legibility of map data. (8763) _____ Street names and widths shown.
_____ Reference for all found monuments or **statement of acceptance** if used as a control monument (8764).
_____ Reference to deeds of adjoining properties or official records for the establishment of lines or points (8764).
_____ Record measurements shown for comparison of lines or points substantially different from measured.
_____ Purpose indicated for all easements shown. *Include recorded document reference.*
_____ Detail(s) for clarity. _____ Leaders/Arrows/dimension tics to clarity dimensions.
_____ No ditto marks. _____ Spelling

SURVEY PROCEDURES

_____ Survey based upon sufficient control. _____ Prorations correct.
_____ Sectional breakdowns correct. _____ Deed interpretations correct.
_____ Durable monuments set, sufficient in number. (8771) _____ Monuments tagged. (8772)
_____ All monuments found, set, reset, replaced, or removed, describing their kind, size, and location.
_____ Relationship to adjacent lines of record. (8764)
_____ **Highly encouraged:** A "Methods/Reasoning" Statement describing the process and reasoning for the boundary determination where necessary for clarity. (8764 (g)).
_____ show, either graphically or by note, the reason or reasons, if any, why the mandatory filing provisions of paragraphs (1) to (5), inclusive, of subdivision (b) of Section 8762 apply
Other (8764(g)) _____
