



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Raul M. Rojas
DIRECTOR

COUNTY OF MARIN Corner Record Submittal Checklist

Administration
PO Box 4186
San Rafael, CA 94913-4186
415 473 6528 T
415 473 3799 F
415 473 3232 TTY
CRS Dial 711
www.marincounty.org/pw

Accounting

Airport

Building Maintenance

Capital Projects

Certified Unified Program
Agency (CUPA)

Communications
Maintenance

County Garage

Disability Access

Engineering & Survey

Flood Control &
Water Resources

Land Development

Purchasing

Real Estate

Reprographic Services

Road Maintenance

Stormwater Program

Transportation &
Traffic Operations

Waste Management

Prepare the corner record to be compliant with the PLS Act, using the form prescribed by BPELSG. A helpful reference in addition to this is the CEAC "Guide to the Preparation of Records of Survey and Corner Records" pamphlet available here: <https://www.ceaccounties.org/policy/surveyor/>

Check in the amount pursuant to Marin County Code 3.50.010, made payable to County of Marin – DPW.

Submit **copies** of all reference materials (record maps, unrecorded materials, etc.) that show existing monuments used to establish the specific corners. All submitted maps must include ALL pages of the map and be full size or 11" x 17" minimum. Note that submitted materials are subject to PRA requests.

Submitted materials will not be returned.

Submit copy of current Assessor's Map and Assessor's Parcel Number

Submit two (2) 8.5" x 11" copies of your record of survey for review. One copy will be returned with our comments; the other will be maintained for our records.

Package all above items and send to:

John Semerad, PLS
County of Marin
Department of Public Works
3501 Civic Center Drive, Suite 404
San Rafael, CA 94903