



Raul M. Rojas
DIRECTOR

COUNTY OF MARIN

Record of Survey Submittal Checklist

Administration
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www.marincounty.org/pw

If you have not previously submitted a record of survey to my office for review and filing, or have questions regarding record of survey submittals, contact either of us listed below.

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 record of survey ensuring compliance with the requirements for records of survey listed in the PLS Act. A helpful reference in addition to the PLS Act is the CEAC “Guide to the Preparation of Records of Survey and Corner Records” pamphlet available at <https://www.ceaccounties.org/policy/surveyor/>
- Create a folder in your “_Records of Survey” folder, located in your main Sharepoint folder, and give the new folder the same name or APN as your Record of Survey. Upload all reference materials (title report, chain of title, deeds, record maps, unrecorded materials, etc.) used in preparing your Record of Survey, along with a preliminary copy of the map itself, to the folder you just created. Do not upload your files directly into the “_Records of Survey” folder, create a folder inside the “_Records of Survey” folder for each specific survey/project you upload. You need to upload everything as separate files. Do NOT scan all your references into one .pdf and upload that. When applicable, mark your references on the document image or in the file name (R1, R2, R3, etc. etc.). Most surveyors just put the R# at the beginning of the file name itself, i.e. R1_2022M001 or something similar. All submitted maps must include ALL pages of the map. Note that all materials submitted to the County of Marin are subject to PRA requests.
- Include with your uploaded Record of Survey a method-and-reasoning statement. This can be by separate instrument, or it can be a statement on the face of the map (preferred), see 8764(a)(7).
- Include with your uploaded Record of Survey map check reports used in the preparation of the map which shows closure data for the subject parcels, rights-of-way, basis of bearings, and other figures.

- Once you have uploaded your files, pay the required review fee here:
<https://paydirect.link2gov.com/MarinCoDPWSurvey>
- We will be notified by email from Sharepoint that your files were uploaded. , you do not need to notify us that you have uploaded a Record of Survey but you can if you wish. Once your map has been downloaded and logged, you will be sent an email informing you that it has been received, it is in the queue for review, and an approximate timeline as to when you can expect to receive back from us the first check print of your map.
- Comments and revisions will be exchanged via email, not through Sharepoint.
- Upon completion of the map review, you will be asked to submit mylar copies of your map to my office, along with a hard copy check to cover recording fees, for presentation to and filing with the County Recorder. A Surveyor's Copy of the map can be submitted as well, either in mylar or bond format. Once the map has been filed, the Surveyor's Copy of the map, if submitted, will be mailed to you.

Tracy W. Park, PLS

County Surveyor

County of Marin, Department of Public Works

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San Rafael, CA 94903

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Keith Vincent, PLS

Deputy County Surveyor

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