



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Raul M. Rojas
DIRECTOR

COUNTY OF MARIN Corner Record Submittal Checklist

Administration
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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

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

- Prepare the corner record ensuring compliance with the PLS Act and Board Rules, using the form prescribed by BPELSG.* A helpful reference in addition to these is the CEAC "Guide to the Preparation of Records of Survey and Corner Records" pamphlet available here: <https://www.ceaccounties.org/policy/surveyor/>
- Create a new folder in the "Corner Records" folder, located in your main Sharepoint folder, and give the new folder the same APN as your Corner Record. Upload all reference material and the initial corner record to the folder you just created. *If you have prepared your corner record in conformance with the PLS Act, Board Rules, and CEAC guide as suggested above, consider uploading a stamped/signed/dated final version of your corner record in lieu of a preliminary copy.* Note that all materials submitted to the County of Marin are subject to PRA requests.
- 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 corner record but can if you choose.
- There is no fee for the review and filing of corner records.
- Comments will be returned to you via email.
- A copy of your corner record will be emailed to you once it has been filed.

Tracy W. Park, PLS **County Surveyor**

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Keith Vincent, PLS **Deputy County Surveyor**

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