



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Raul M. Rojas
DIRECTOR

COUNTY OF MARIN

Subdivision Map Submittal Package Checklist

Administration
PO Box 4186
San Rafael, CA 94913-4186
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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

- Include a copy of this checklist with your submittal.
- Prepare the map so that it is compliant with the PLS Act. 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 (deeds, record maps, unrecorded materials, etc.) used to support your resolution, with the reference number noted on the submitted subdivision map written on the face of the reference document. All submitted reference maps must include ALL pages of the map and be full size or 11" x 17" minimum. Submit a copy of a preliminary title report not more than six (6) months old. Note that submitted materials are subject to PRA requests.

Submitted materials will not be returned.

- Highlight within submitted documents (grant deed, easements, etc.) the portions of the legal description(s) referenced or shown on your map.
- Include a method-and-reasoning statement with your submittal. This can be by separate instrument, or can be a statement on the face of the map.
- Provide map check reports used in the preparation of the map which shows closure data for the existing subject parcel(s), proposed parcels, rights-of-way, proposed rights-of-way, easements, proposed easements, and basis of bearings.
- Submit one (1) 18" x 26" (**full-size**) paper copy of your subdivision map for review.

Contact the County Surveyor if you wish to submit electronically.

Package all above items and send to:

Tracy W. Park, PLS
County Surveyor
County of Marin Department of
Public Works
3501 Civic Center Drive, Suite 404
San Rafael, CA 94903