



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Rosemarie R. Gaglione
DIRECTOR

COUNTY OF MARIN Corner Record Submittal Checklist

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

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.

Accounting

- 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/>

Administrative Services

- 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.

Airport

Building Maintenance

Capital Projects

Certified Unified Program
Agency (CUPA)

Communications
Maintenance

- 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.

Disability Access

Engineering & Survey

- There is no fee for the review and filing of corner records.

Fleet Operations

- Comments will be returned to you via email.

Flood Control &
Water Resources

- A copy of your corner record will be emailed to you once it has been filed.

Land Development

Procurement

Tracy W. Park, PLS County Surveyor

County of Marin, Department of Public Works
3501 Civic Center Drive, Suite 304 San Rafael, CA 94903
TPark@marincounty.org

Real Estate

Reprographic Services

Road Maintenance

Keith Vincent, PLS

Deputy County Surveyor

County of Marin, Department of Public Works
3501 Civic Center Drive, Suite 304
San Rafael, CA 94903

Stormwater Program

Transportation &
Traffic Operations

Kvincent@marincounty.org

Waste Management