

**OFFICE OF THE COUNTY SURVEYOR
County of Monterey**

Corner Record Checklist

The purpose of this checklist is to strive for the standardization of data shown on corner records and to expedite review by the County Surveyor. Prior to submittal, please review your corner record for compliance with the applicable items on this checklist. See map submittal requirements on the second page of this checklist.

WRITTEN INFORMATION REQUIRED ON FRONT SIDE OF CORNER RECORD FORM

ITEM		OK	NA	COMMENTS
1	Title Block: City when appropriate; County in which the survey is located; brief legal description			
2	Corner Type: Check appropriate type. Give date of Survey			
3	Coordinates: Optional but requested for indexing purposes			
4	PLS Act Ref: Check appropriate box			
5	Narrative of corners found, set, reset or replaced A) Give evidence used to identify section corner, if appropriate, or B) Describe in detail existing monumentation that was used to precisely establish or re-establish corner with the Recorder's Office map Volume and Page of the survey being retraced. C) Physical Condition: Describe condition of found, set or reset monuments. (Size, Tag No., etc.)			
6	Surveyor's Statement: Signature and sealed; license number; date signed			

DRAWING – BACK SIDE OF CORNER RECORD FORM

7	Bearing and distances of all lines shown; curve data to include Radius, Delta, Length and Radial Bearings, if appropriate.			
8	Monuments found or replaced, described as to kind, size, location, Tag No., and other data relating thereto. Set monuments conform to County minimum standard. Give reference to record map. For public land corners, a sketch showing site recovery information (Topo Calls, Bearing Trees, etc.)			
9	Legend: Found monuments, solid symbol; set monuments, open symbol; all () record data identified by Recorders Volume & Page; other used symbols defined			
10	Identify all record data shown with Recorders Volume & Page			
11	Streets: name complete, spelling correct, width shown, both R/W lines shown.			
12	Scale, north arrow, and Basis of Bearings			
13	Drafting suitable for scanning, minimum size lettering 3/32"			

CORNER RECORD SUBMITTAL REQUIREMENTS

Please submit the following items at the time of submittal to the County Surveyors Office:

1. _____ Two copies the corner record. See note below for final Corner Record submittal requirements.
2. _____ Copy of the recorded map(s) used for retracement survey.
3. _____ Copy of the government notes, if filing for government corners and filed map, if applicable.
4. _____ Completed and signed copy of this check list
5. _____ Filing fee of \$24.00. Check made payable to "County of Monterey."
6. _____ To obtain a copy of your filed Corner Record, please provide a postage-paid, self-addressed envelope.

NOTE: Please use the corner record form prescribed by the State Board of Registration. For the final Corner Record, please use **smooth finish card stock (80lb Cover Weight)**. Regular paper is not acceptable for an original Corner Record.

The map accompanying this check list has been reviewed by me for completeness and consistency with the items listed in the above check list and is in conformance with all requirements of the Professional Land Surveyors' Act.

Signature: _____ Date: _____

P.L.S (or R.C.E) No. _____

After the examination by the County Surveyor, you will be notified pursuant to Section 8773.2(f) of the Professional Land Surveyor's Act. Please list your current address and telephone number.

Please list your current mailing address, telephone number and e-mail.

Mailing address: _____

Telephone number: _____

E-Mail Address: _____

Please check if you want to correspond via e-mail. It will allow the County Surveyor to correspond via e-mail.

Mail corner records and check to:

Gerry Camacho
Monterey County PWF
1441 Schilling Place, 2nd Floor
Salinas, CA 93901

If you have any questions regarding this form, or corner records, please contact the County Surveyor's Office at 831-755-4835.