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DEPARTMENT OF RESOURCE MANAGEMENT



SOLANO COUNTY

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Public Works – Engineering Services Division

RECORD OF SURVEY CHECK LIST TO BE ATTACHED WITH SUBMITTAL FOR CHECKING:

Check Items Below	Items Required when submitting record of survey map for Review and approval: (Please note: Map for review and its supporting documents can be submitted by email)
	Map size:18"x26" original, includes 1"marginal border around each sheet (Submission for review is 11"x17" map).
	North arrow and scale with a measure bar on the map.
	Basis of Bearings stated on the map and its tie to the survey.
	Area of map to be identified in Sections, Township, Range or by legal description of the property in the title block of all sheets of the map.
	Lines and symbols clearly defined in Legend (Note: Refrain from using gray scale on the map. When map is scanned with gray scale, poor quality on map will result in unreadable pertinent information on map).
	Monuments and other symbols must be shown in proper size in relation to what is stated in the Legend.
	Monuments found, set, or reset must be clearly identified with adequate description and stated in legend or otherwise noted on map. Monuments set within right-of-way must be encased in monument well.
	Bearings and distances must be labeled on the map accordingly which could include radial data, and show how the survey is related to the filed maps, deeds, and other supporting documents.
	Record maps, deeds, or supporting documents must be shown in the Legend.
	Statements required by Section 8764.5 of the Professional Land Surveyor's Act to be on the map. (Surveyor's Statement, County Surveyor's Statement, Recorder's Statement)
	Closure Calculations.
Opt-1	When submitting electronically, the following items are required: 1. Survey map (11"x 17") in pdf. Format. 2. References stated on the map. 3. Closure calculations. 4. Copy of the submittal and a copy of the map check fee you are sending for the map to be reviewed. (Send the map check fee with the record of survey checklist signed and address to mail the receipt.) Send to the email for map check submission: cppalomer@solanocounty.com
Opt-2	When submitting hardcopy: 1. Survey map (2-hardcopies)//size: 18"x 26" 2. Copies of references stated on the map. 3. Closure calculations. 4. Map check fee with the record of survey checklist signed and address to mail the receipt.
	Map check Fee payable to "Solano County". Check Current Fee in Solano County Website: https://www.solanocounty.com/depts/rm/public_works/engineering_surveying_division/forms_(fee_schedules_permits_other_docs).asp Please note: The Filing Fee is paid separately from the map check fee, and is collected after the map is ready for filing. You must contact the Solano County Assessor-Recorder office for the current fee in filing the map.
	Email: _____
	Print Name of Applicant _____ Telephone: _____
	Signature of Applicant _____

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