

Guide to processing a Record of Survey

When Required

- 1) When a material evidence or physical change, which in whole or in part does not appear on any previously recorded subdivision map, official map, record of survey, or any map or survey record maintained by the Bureau of Land Management. PLS Act 8762(a)
- 2) A material discrepancy with the information contained in any previously recorded subdivision map, official map, record of survey, or any map or survey record maintained by the Bureau of Land Management. Material discrepancy is limited to the position of points or in lines, or in dimensions. PLS Act 8762(b)
- 3) Evidence that, by reasonable analysis, might result in materially alternate positions of points or lines shown on any previously recorded subdivision map, official map, record of survey, or any map or survey record maintained by the Bureau of Land Management. PLS Act 8762(c)
- 4) The establishment of one or more points or lines not shown on previously recorded subdivision map, official map, record of survey, the positions of which are not ascertainable from an inspection of said maps or record of survey. PLS Act 8762(d)
- 5) The points or lines set during the performance of a field survey of any parcel described in any deed or other instrument of title not shown on any previously recorded subdivision map, official map, or record of survey. PLS Act 8762(e)

Time Limit

The record of survey shall be filed within 90 days after the setting of the boundary monuments or the completion of a field survey. If this time limit cannot be complied with, a letter, submitted to the County Surveyor's Office within the 90 day limit, will state the reasons for non-compliance, and estimated time of completion, the general location of the survey, and the assessor's parcel number(s). PLS Act 8762

Exemption from filing a Record of Survey

- 1) When it has been made by a public officer in his or her official capacity and a reproducible copy is filed with the County Surveyor. The Recorder's Statement will be omitted. PLS Act 8765(a)
- 2) When made by the Bureau of Land Management. PLS Act 8765(b)
- 3) When a Tract or Parcel map is in preparation under the provisions of the Subdivision Map Act. PLS Act 8765(c)
- 4) When the survey is a retracement of lines shown on a previously recorded subdivision map, official map, or record of survey, where no material discrepancies with those records are found and sufficient monuments are found to establish the precise location of property corners thereon, provided that a Corner Record is filed for any property corners which are set or reset or found to be of a different character. PLS Act 8765(d)

Examination Time Limit and Fee

- 1) The record of survey shall be examined within 20 working days after receipt thereof, or within a mutually agreed upon time extension between the surveyor and the County Surveyor, it shall be examined with respect to: PLS Act 8766
 - a) Its accuracy of mathematical data and substantial compliance with Section 8764 of the PLS Act. PLS Act 8766(a)
 - b) Its compliance with Sections 8762.5, 8763, 8764.5, 8771.5 and 8772 of the PLS Act. PLS Act 8766(b)
- 2) Once the County Surveyor has reviewed the record of survey and returned it to the surveyor, the surveyor may make the changes requested (if any) and must resubmit the record of survey to the County Surveyor for review/filing within 60 days. PLS Act 8767
- 3) If matters cannot be agreed upon between the surveyor and the County Surveyor within 10 working days after submittal and request for recordation without further changes, an explanation of the differences shall be noted on the map and filed with the County Recorder. PLS Act 8768
- 4) Nothing shall limit the County Surveyor from including notes expressing opinions regarding methods or procedures utilized in the performance of the survey. PLS Act 8766
- 5) The examination of the record of survey shall be performed by or under the supervision of a Licensed Land Surveyor. PLS Act 8766
- 6) The Santa Barbara County Board of Supervisors sets this fee. Please see current fee schedule or the Public Works/County Surveyor website at www.countyofsb.org for details. PLS Act 8766.5

Sheet Requirements

- 1) The map shall be legibly drawn, printed, or reproduced by a process guaranteeing a permanent record in black on tracing cloth, or polyester base film, 18 x 26 inches. A 1 inch margin line shall be drawn completely around each sheet, leaving a blank 1 inch margin. PLS Act 8763

Technical Requirements

Monuments

All monuments found, set, reset, replaced, or removed, describing their kind, size, and location, and giving other data relating thereto. PLS Act 8764(a)

Found - All monuments “found” shall be described as to size, type, material, height relative to the ground surface, stamping/tagging with markings, with a reference to a record map. Monuments “found” and accepted will be labeled as “Accepted as”. Monuments “found” with no previous record shall be labeled as “No Record”. Monuments “found” and not accepted will be labeled

with bearing and distance from true corner. Licensed surveyors/engineers accepting “found” open pipes will be encouraged to tag them with their tags.

Set - All set monuments will be described as to size, type, material, height relative to the ground surface, and stamping/tagging with markings. Use of plastic caps or plugs is discouraged due to the lack of durability with regards to fire.

Bearing or Witness - All monuments found, set, reset, replaced, or removed, describing their kind, size, and location, and giving other data relating thereto. PLS Act 8764(b)

Basis of Bearings

The basis of bearing shall be labeled on the record of survey. PLS Act 8764(b)

There are 5 accepted methods for establishing a basis of bearing:

- 1) By astronomic observation, stating the date of the observation
- 2) Between 2 found and accepted monuments of record preferably from the same reference source (i.e. map, deed)
- 3) A calculated basis of bearings from two separate sources must be made to monuments of sufficient character and location so that misinterpretation is eliminated
- 4) Based on CCS83 monumentation in compliance with Section 8813 of the PLS Act
- 5) Coordinates derived by GPS observations must state the datum, epoch date, coordinate values, conversion factors, and CGPS identification (if applicable)

Bearing and Distance

The bearing and length of lines, including the measured data and the record data of the lines, will be shown on the record of survey. Record data calculated from record maps or documents will be labeled as “calculated from”. Lines where no record information is available will be labeled “No Record”. Actual field measurements will be labeled as “measured”. Preference is that bearings be labeled in a consistent direction, preferably clockwise. PLS Act 8764(b) and 8771.5

Scale of Map

The scale of the map shall be labeled. Graphic scales will be encouraged, as reduced copies of the record of survey are stored on microfiche. PLS Act 8764(b)

North Arrow

A North arrow shall appear on the record of survey. PLS Act 8764(b)

Legal Designation and/or Description

Name and legal designation and/or description of the property in which the survey is located, and the date or time period of the survey, is required. Sectionalized descriptions shall include the area of the section(s), township(s), range(s) and base and meridian. All designations and/or descriptions shall include reference to deeds or to maps which have been recorded or to official United States Surveys. PLS Act 8764(c)

Adjacent Property

Reference will be made to those portions of adjacent tracts, lots, streets or senior conveyances which have common lines with the survey. PLS Act 8764(d)

Memorandum of Oaths

In compliance with section 8760 of the Land Surveyors Act, a memorandum of oaths shall be made on the record of survey. PLS Act 8764(e)

Statements

For a listing of the statements required on the record of survey and their terminology, refer to the end of this chapter or the County of Santa Barbara Standard Statements and Certificates booklet. PLS Act 8764(f)

Pertinent Data

Data necessary for the intelligent interpretation of the various items and locations of the points, lines and areas shown, as may be determined by the civil engineer or land surveyor preparing the record of survey. PLS Act 8764(g)

Purpose of Survey

Either graphically or by note, note preferred, the reason for the mandatory filing of the record of survey is required, subject to the provisions of sections 8762 and 8764 of the Land Surveyors Act. PLS Act 8764(g)

Methods and Reasonings Statement

Although not required by the PLS Act, a statement which describes the establishment methods employed and the reasons by which the surveyor made his or her decisions would be considered a useful addition to the map and may help to expedite the review. Record of survey maps that are clearly detailed with such statements create a legacy of important historical value.

Corrections Allowed

Amendments to show any course or distance that was omitted, or to correct any error in:

- 1) course or distance
- 2) the description
- 3) lot numbers
- 4) street names
- 5) acreages
- 6) identification of adjacent record maps
- 7) character of monuments being set
- 8) minor errors as approved by the County Surveyor amended under the provisions of the Subdivision Map Act, Division 2

Vicinity Map

A vicinity map, though not required by the PLS Act, is requested to aide in identifying the location of the subject property for indexing purposes.

Submittal Requirements

The following items are required to deem a record of survey submittal as complete for review purposes:

- 1) 2 full-size prints of the record of survey
- 2) Methods and reasonings statement
- 3) Legible copy of all documents used with labeled reference numbers (if applicable)
- 4) Legible copy of all maps with labeled reference numbers (if applicable)
- 5) Closure calculations of measured data shown on record of survey
- 6) Other pertinent information as to facilitate the review of the record of survey
- 7) Review fee as determined by the Board of Supervisors of Santa Barbara County

County Engineers Association of California

RECORD OF SURVEY CHECK SHEET

First Check
Recheck No. Fee Paid \$ Date Paid
Surveyor
Survey Requested By

File No.
Date
Checked By
Location

Circle (0) indicates deficiency - Check (V) indicates no deficiency

Business and Professions Code, Chapter 15, Division 3, Section 8700 et seq.

Map appears to create a division of land; Subdivision or Parcel Map required. (8762.5)

MAP TITLE

Name of City, if applicable
Name of County, California
'RECORD OF SURVEY,'
General description of land surveyed. (8764)
Date of survey.
Sheet number, when two or more sheets.

Margin: 1" or 025 mm all around. (8763)
Map orientation, title and map body to read from bottom or right side of sheet when north arrow points away from reader where practicable.
North arrow. (8764)
Scale. (8764)
City, County or State boundary lines as required.
Reference to adjacent tracts or other maps of record when pertinent. (8764(d))

CERTIFICATES

County Recorder's Certificate or space for same (8764.5)
Surveyor's Statement (8764.5)
Signed, dated and sealed (8764.5 & 411(h))
County Surveyor's Statement (8764.5)
Certificate per Sec. 8762.5, if applicable.
Memorandum of oaths, if applicable (8760)
No nontechnical certificates or statements on map. (8764.5)

Legibility of map data. (8763)
Street names and widths shown.
Reference for all found monuments or statement of acceptance if used as a control monument (8764)
Reference to deeds or official records if necessary for the establishment of lines or points (8764).
Record measurements in parenthesis to be shown when beneficial to the interpretation of lines or points or substantially different from measured.
Purpose indicated for all easements shown.
Detail required for clarity.
Arrows needed to clarify dimensions.
No ditto marks.
Spelling

SURVEYOR'S NOTES

Basis of Bearings: map of record, celestial observation, State Plane Coordinates, or County Surveyor's Records.
Found or Set monuments should be shown with distinguishing symbols and include type, size, LS or RCE No. (8764)
Symbols and nonstandard abbreviations defined. (8764)

SURVEY PROCEDURES

Survey based upon sufficient control.
Additional survey information required (8762)
Prorations correct.
Sectional breakdowns correct.
Deed interpretations correct.
Durable monuments sufficient in number. (8771)
Monuments tagged. (8772)
Relationship to adjacent lines of record when pertinent. (8764)
Methods of establishment of lines or points shown where necessary. (8764)
Other

MATHEMATICAL ACCURACY

Map loop closures less than 0.02 ft*
Bearings shown (8764)
Distances shown. (8764)*
Overall bearings shown
Sum of parts equal total distance or delta.*
Curve data shown. (Minimum = Delta, Radius, Arc length)*
radial bearings shown where appropriate.
Areas shown if required for survey
Others

* Allowable tolerances for rounding are to be expected.

MAP BODY

Map material; tracing cloth or polyester base film; black ink. (8763)
Map size: 18" x 26" or 460 x 660 mm (8763)

To the Surveyor:

Pursuant to Section 8767 of the land Surveyor's Act, the deficient items signified by a Circle (0) as indicated on the above check list and / or check print shall be addressed and returned to this office with:

- Corrected Prints (2 ea.)
The original (or corrected original) and the filing fee (Payable to County Recorder)

Michael B. Emmons
County Surveyor

(SEAL)

By: Deputy

EXAMPLES

Standard Statements and Certificates

Surveyor's/Engineer's Statement *(on face of map per PLS 8764.5)*

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Professional Land Surveyor's Act at the request of (Name of person authorizing survey) in (Month) , 20 .

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

SEAL

County Surveyor's Statement *(on face of map per PLS 8764.5)*

This map has been examined in accordance with Section 8766 of the Professional Land Surveyor's Act this (Day) day of (Month) , 20 .

Michael B. Emmons
P.L.S. 5899

SEAL

Recorder's Statement *(on face of map per PLS 8764.5)*

Filed this day of , 20 , at m. in book of Records of Surveys at page(s) , at the request of (Land Surveyor) .

Fee: _____

Joseph E. Holland
County Clerk – Recorder - Assessor

By: _____
Deputy

For use when land conveyed to a governmental agency is not shown on the latest Assessor roll lying within a City

City Engineer's Certificate or **County Surveyor's Certificate** *(on face of map or by separate document per PLS 8762.5)*

I hereby certify that this map is in compliance with the provisions of the Subdivision Map Act, Division 2, (commencing with section 66410) of Title 7 of the Government Code and any applicable local ordinance enacted pursuant thereto.

Name Printed
City Engineer R.C.E No./County Surveyor P.L.S. No.

SEAL

For use when an Amending Record of Survey is submitted

County Surveyor's Statement *(Amending Record of Survey per 8770.5)*

This amended map has been examined for conformance with the requirements of Section 8770.5 of the Professional Land Surveyor's Act.

Michael B. Emmons
P.L.S. 5899

SEAL

Surveyor's /Engineer's Statement *(Amending Maps) (PLS 8770.5)*

I hereby state that I have prepared this amending map or it was prepared under my direction on _____ (Date) _____, (Year) _____, and the changes shown hereon are as provided for in Section 8770.5 of the Professional Land Surveyor's Act.

Name Printed
P.L.S. No. _____

SEAL

RECORDING REQUESTED BY:

(Land Surveying/Engineering Firm Name)

(Mailing Address)

(City)(St)(Zip)

WHEN RECORDED RETURN TO:

County Surveyor's Office

123 East Anapamu Street

Santa Barbara, Ca. 93101

Certificate of Correction

COUNTY OF SANTA BARBARA
STATE OF CALIFORNIA

The following corrections or additions are hereby made to the Record of Survey filed in Book _____, Page(s) _____ of Records of Survey in the office of the Recorder of Santa Barbara County, State of California.

(List owners or requesting party/surveyor)

Insert description corrections

Surveyor's/Engineer's Statement

I hereby state that I prepared this Certificate of Correction or it was prepared under my direction on *(Day/Month)* , 20 , and the changes shown hereon are as provided for in Section 8770.5 of the Professional Land Surveyors Act.

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

SEAL

County Surveyor's Statement

I hereby state that I have examined this certificate of correction and the only changes made are those set forth in Section 8770.5 of the Professional Land Surveyors Act.

Michael B. Emmons
County Surveyor
P.L.S. 5899

SEAL