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DEPARTMENT OF RESOURCE MANAGEMENT



**SOLANO
COUNTY**

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Public Works – Engineering / Surveying Services Division

RECORD OF SURVEY CHECKLIST

TO BE INCLUDED WITH SUBMITTAL:

✓	Minimum requirements when submitting Record of Survey Map for Review, Approval & Recording
	18"x26" map with a 1" marginal border around each sheet with North Arrow and Scale Bar.
	RS24-xxx (Solano County Record of Survey Number) in the Map Title, to be provided upon submittal.
	Project location to be identified by Section, Township, Range, M.D.M. and/or Legal Description of the Subject Parcel(s) in the Map Title of all sheets of the Map.
	Basis of Bearings statement with adequate ties to the survey.
	Lines and symbols clearly defined in Legend (Note: No grayscale on the map. This does not reproduce well.)
	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 a Public 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.
	Statements as required by §8764.5 of the Professional Land Surveyors' Act to be on the map. (Engineer's/Surveyor's Statement, County Surveyor's Statement, and Solano County Recorder's Statement)
	Referenced Record Maps, Deeds, and/or supporting documents must be shown in the Legend. Include copies of said documents.
	Closure calculations (Signed and Sealed)
	When submitting your Record of Survey, the following items are required: <ul style="list-style-type: none"> 1. Record of Survey Map in pdf format (sealed and noted as preliminary) 2. All references stated on the Map. (pdf, jpeg or tiff) 3. Closure calculations. 4. Record of Survey Checklist. 5. Map Check Fee Payment. <ul style="list-style-type: none"> a. If by check, email a copy of the check. b. If paying online, please indicate and we will send you a RS Number to reference and instructions. 6. Email the above Record of Survey package to: survey@solanocounty.com <p>**Digital submittals are preferred; however hard copies and Checks may be mailed to Attn: County Surveyor. **</p>
	The Map Check Fee is payable to "Solano County". Current Fee Schedule is available at the Solano County Website: https://www.solanocounty.com/depts/rm/public_works/engineering_surveying_division/forms_(fee_schedules_permits_others_docs).asp Please note the Recording Fee is paid separately from the Map Check Fee and will be collected when the Record of Survey is approved for recording. Please refer to the Solano County Assessor-Recorder's office for the current map recording fee.
	Applicant Email: _____ Applicant Telephone: _____ Applicant Name: _____ PLS or RCE No.: _____ Applicant Signature: _____ Date Submitted: _____

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Building & Safety

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