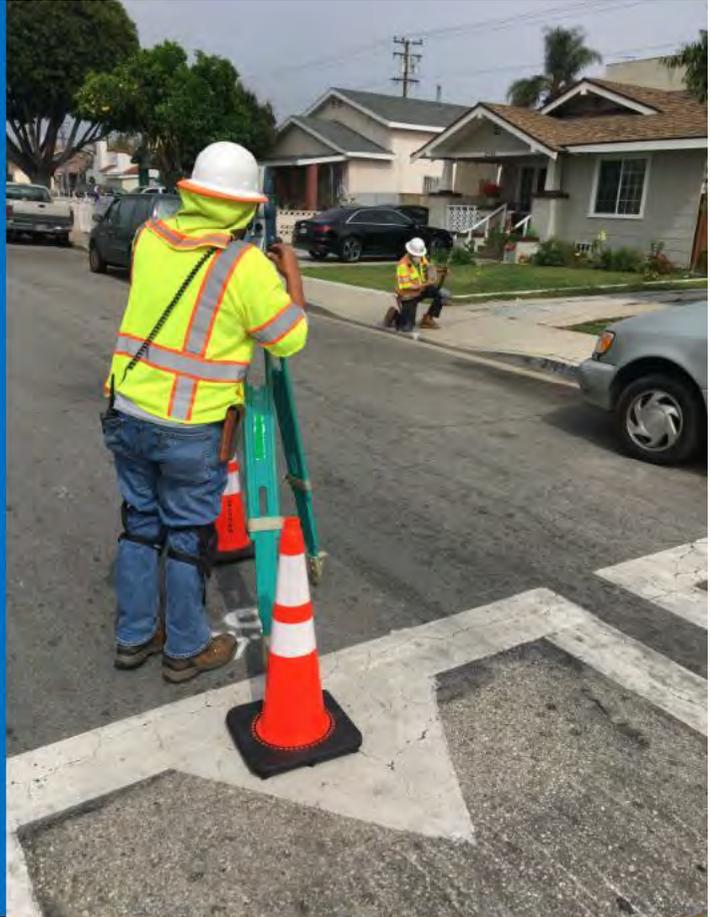




GUIDE TO THE
PREPARATION OF
RECORDS
OF
SURVEYS
AND CORNER
RECORDS

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CALIFORNIA ENGINEERS ASSOCIATION OF CALIFORNIA
GUIDE TO THE PREPARATION OF RECORDS OF SURVEY AND CORNER RECORDS

PREFACE

In writing this, it was the purpose of the County Engineers Association of California to develop a statement of procedure for filing records of survey and corner records which, if followed by the surveyor or engineer, would result in the document being filed with a minimum of difficulty in all of the counties. The materials presented here represent the results of this effort.

Recognizing that the land surveyor or civil engineer is a professional practitioner and that the Professional Land Surveyors' Act allows great flexibility in the preparation of the record of survey map, these materials are presented as guidelines which are believed to reflect good professional practice without being unduly restrictive. These guidelines are NOT to be construed as representing one method which is acceptable in all circumstances. It is important to note that the goal of the final product (record of survey or corner record) is to effectively communicate to an unknown future surveyor the location of property corners.

This Guide is current and conforms to the Professional Land Surveyors' Act through January 1, 2025. As such, the Professional Land Surveyors' Act is extensively quoted. It is not our intent to update it annually.

This Guide was revised in June 1991 to include GPS records of survey guidelines (1st Revision). These guidelines were developed with the participation of the following agencies/ organizations:

County Engineers Association of California, League of California Surveying Organizations, Caltrans, California Land Surveyors Association.

Prepared by: Lou Hall, San Diego County and E. Art Varon, Ventura County
Submitted by: John Canas, Chair *Surveying and Land Use Committee* – March 10, 1989

2nd Revision by: John Canas, Orange County - January 1, 1995

3rd Revision by: John Canas, Orange County - January 1, 2000
With input from: *The League of California Surveying Organizations - Revision Committee*
Daniel Moye, San Bernardino County,
Chair Michael Emmons, Santa Barbara County
Robert Chacon, Ventura County
Paul Smith, Los Angeles County
Robert Vasquez, Orange County

4th Revision by: Michael B. Emmons, Santa Barbara County - January 1, 2009
With input from: *The League of California Surveying Organizations - Revision committee*
Ray Mathe, Orange County, Chair
Michael Raihle, San Bernardino County
Jon Hornecker, Orange County *California Land Surveyors Association*

5th Revision by: John Canas, CSRC - June 22, 2015
With input from: Greg Helmer

Rich Maher
Kimberly Holtz

6th Revision by: Aleksandar Jevremovic, Santa Barbara County - July 30, 2020
With input from: Warren Smith, Tuolumne County
Ray Mathe, San Diego County
Pat Minturn, Shasta County
Ian Wilson, Alameda County

7th Revision by: Steve Hennessee, Los Angeles – December 5, 2025
With input from: Robert Bronkall, Humboldt County
Robert Pachinger, Calaveras County
Joseph DeChellis, Ventura County
Aleksandar Jevremovic, Santa Barbara County
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1.0 LAND SURVEYOR DEFINED

Surveyor as used in this guide shall refer to a licensed land surveyor or registered civil engineer authorized to practice land surveying in accordance with Section 8731 of the Professional Land Surveyors' Act (California Business and Professions Code, Chapter 15, Division 3, Section 8700 et seq.). Business and Professions Code Section 8731 allows civil engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).

Code section references in this guide refer to State of California Business and Professions Code unless noted otherwise.

2.0 CORNER RECORDS

2.1 Purposes and requirements for a corner record

The corner record is the means by which the re-establishment or rehabilitation of public land survey corners or other property corners may be made of record and brought to public attention. The Professional Land Surveyors' Act provides that:

1. A corner record shall be filed for every public land survey corner or accessory, except a "lost corner", which is found, set, reset or used as control in any survey by a land surveyor. (8773(a))

After the establishment of a lost corner, as defined by the *Manual of Instructions for the Survey of the Public Lands of the United States*, a record of survey shall be filed as set forth in Section 8764. (8773(b))

A land surveyor may file a corner record as to any property corners, property controlling corners, reference monuments or accessories to a property corner. (8773(c))

The filing of a corner record with the county surveyor does not relieve the land surveyor of the responsibility to file a record of survey if required by Section 8762

A record of survey may be filed in lieu of a corner record.

2. A corner record shall be filed in cases where a record of survey is not required per 8765(d) when the survey is a retracement of lines shown on a subdivision map, official map or record of survey, where no material discrepancies with such record are found and sufficient monumentation is recovered to precisely locate the record corner positions and any property corners set, reset or found to be of a different character than indicated by prior records are shown thereon. (8765(d))
3. No corner record needs to be filed (8773.4) when:
 - (a) A corner record is on file and the monument marking the corner is found as described in the existing corner record.
 - (b) All conditions of Section 8773 are complied with by proper notation on a record of survey or subdivision map filed in compliance with the Professional Land Surveyors' Act or Subdivision Map Act.

- (c) When the survey is a survey of a mobile home park interior lot as defined in Section 18210 of the Health and Safety Code, provided that no subdivision map, official map, or record of survey has been previously filed for the interior lot or no conversion to residential ownership has occurred pursuant to Section 66428.1 of the Government Code.

Corner records may be submitted in lieu of a record of survey to document routine surveys provided certain conditions are met. The intent is to expedite the entry of survey information into the public record. The following guidelines are presented pursuant to that goal:

1. The corner record should be legible, clear, with sufficient contrast and dark enough for archival and reproduction purposes. All signatures to be in ink.
2. A corner record shall be a single 8.5 x 11-inch sheet which may consist of a front and back page.
3. When monuments are recovered, their record, status and description should be identified. Monuments that are not of record should be identified as such.
4. The corner record should clearly indicate the method(s) used to determine the location of all monuments set.
5. A corner record may be used when monuments are set at points previously shown on a subdivision map, official map or record of survey.
6. More than one monument may be shown on a corner record provided the sketch is adequate to indicate how each monument was set and its relationship to other monuments.
7. A record of survey shall be filed for the survey of a parcel described by a "metes and bounds" description and not shown on a previously filed or recorded subdivision map, official map or record of survey.
8. A corner record may be filed in lieu of a record of survey on lots within a subdivision where no original monuments are shown to have been set, provided there is no material discrepancy with record and sufficient monumentation is found to establish the precise location of property corners thereon. (8765(d))
9. Sections 8762(b) and 8765(d) of the Professional Land Surveyors' Act limits "material discrepancy" to the material discrepancy in the position of points, lines, or in dimensions.
10. California Coordinate System references may be included at the discretion of the submitting surveyor. In this event, field measured ties to CCS83 or CCS2022 points shall be shown. (Public Resources Code Sections 8813 through 8817).
11. Any survey based upon the metric system should be clearly identified as such. It is recommended that a bold note and/or metric logo be placed on the drawing.
12. A corner record or record of survey shall be filed to perpetuate existing monuments as referenced in Section 8771(b) & (c) of the Professional Land Surveyors' Act.

13. Corner records may also be filed to document monuments set in subdivisions. See the sample corner record (Public Works Field Book 2714, Page 615) in the County of Los Angeles. The tract ties are indicated as, “Δ = FOUND S & W TAGGED PLS 7781 PER R1 & R2”. The accessory monuments are indicated as, “o = SET LEAD, TACK & TAG PLS 7781”. Reference R1 refers to the approved tract map which indicates ‘SPIKE AND WASHER STAMPED RCE 16913 TO BE SET”. Unfortunately, the RCE passed away, so PLS 7881 set the tract ties and the accessory monuments. Reference R2 refers to the certificate of correction for the tract map which indicates, “Due to the death of Ronald R. Horn RCE 16913, the engineer of record on this tract map, all survey monuments shown as “to be set” will be tagged “LS7781”. In this case, the City of Santa Clarita was provided with the corner records that were filed by the county surveyor before releasing the developer’s bonds. Doing so eliminated the need for the city to store the tract tie field books in their cabinets and avail copies in the future to the public or post them online. It also eliminated the inconvenience for future surveyor/engineers of having to drive their office obtain copies, assuming the clerical staff doesn’t mistakenly throw them away. It is encouraged that the surveyors/engineers work with developers to have tract ties completed on corner records filed with the county surveyor and availed to the city for release of bonds.
14. Corner records may also be submitted in conjunction with records of survey for work performed by a consultant for the agency. See the sample corner record (Los Angeles County_PWFB1031-2464) in which accessory monuments were set at the intersection of Bellorita Street and Doubletree Lane. Also see the corresponding sample records of survey, sheet 3 of 7 (Los Angeles County RS315-026). The record of survey was filed first and shows the alignment of the street centerlines and other information. The sample corner record and others were subsequently filed and show the location of monuments at specific locations.
15. When a monument is found to be in a less than permanent and durable condition, the land surveyor using that monument as control shall reconstruct or rehabilitate the monument so it is in a condition that it remains a permanent monument and it may be located with reasonable facility. (8771.6 in effect until January 1, 2029)

2.2 Responsibilities of the surveyor/engineer filing a corner record

1. It is the surveyor’s responsibility to understand the conditions under which a corner record may be filed in compliance with the Professional Land Surveyors’ Act.
2. The surveyor shall complete, sign, date and stamp with his/her seal, and file with the county surveyor of the county in which the corner is located, a corner record when required. (Board Rules 411(h))
3. The sketch prepared as part of the corner record shall be sufficiently complete and in accordance with Board Rules 464 to allow another surveyor to determine the method used to establish the corner. The drawing shall show measurements which relate the corner to other identifiable monuments. (Board Rules 464 (a)(10))
4. The surveyor shall reconstruct or rehabilitate the corner monuments shown on a corner record and accessories to such corners, so that in every case where any monument is found in physical condition that is less than permanent and durable, the same shall be left by them

in such physical condition that it remains as permanent a monument as is reasonably possible. (8773.3 & 8771.6 in effect until January 1, 2029)

5. The surveyor shall file the corner record within 90 days from the date a corner was found, set, reset or used as control on any survey, when required. (Board Rules 464(13)(d), 8762 PLS Act)

2.3 State of California, Business & Professions Code

8771. Setting of monuments in general; monument perpetuation

(a) Monuments set shall be sufficient in number and durability and efficiently placed so as not to be readily disturbed, to ensure, together with monuments already existing, the perpetuation or facile reestablishment of any point or line of the survey.

(b) When monuments exist that control the location of subdivisions, tracts, boundaries, roads, streets, or highways, or provide horizontal or vertical survey control, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying prior to the time when any streets, highways, other rights-of-way, or easements are improved, constructed, reconstructed, maintained, resurfaced, or relocated, and a corner record or record of survey of the references shall be filed with the county surveyor.

(c) A permanent monument shall be reset in the surface of the new construction or a witness monument or monuments set to perpetuate the location if any monument could be destroyed, damaged, covered, disturbed, or otherwise obliterated, and a corner record or record of survey shall be filed with the county surveyor prior to the recording of a certificate of completion for the project. Sufficient controlling monuments shall be retained or replaced in their original positions to enable property, right-of-way and easement lines, property corners, and subdivision and tract boundaries to be reestablished without devious surveys necessarily originating on monuments differing from those that currently control the area.

(d) The governmental agency performing or permitting construction or maintenance work is responsible for ensuring that either the governmental agency or landowner performing the construction or maintenance work provides for monument perpetuation required by this section.

(e) It shall be the duty of every licensed land surveyor or licensed civil engineer legally authorized to practice land surveying to assist the governmental agency in matters of maps, field notes, and other pertinent records. Monuments set to mark the limiting lines of highways, roads, streets or right-of-way or easement lines shall not be deemed adequate for this purpose unless specifically noted on the corner record or record of survey of the improvement works with direct ties in bearing or azimuth and distance between these and other monuments of record.

(f) The decision to file either a corner record or a record of survey as required by subdivision (b) or (c) shall be at the election of the licensed land surveyor or licensed civil engineer legally authorized to practice land surveying submitting the document.

8771.6. Monument rehabilitation

(a) In every case where any monument is found with a physical condition that is less than permanent and durable, the licensed land surveyor or registered civil engineer using that monument as control in any survey shall reconstruct or rehabilitate the monument so that the same shall be left by them in such physical condition that it remains as permanent a monument as is reasonably possible and so that the same may be reasonably expected to be located with facility at all times in the future.

(b) This section shall remain in effect only until January 1, 2029, and as of that date is repealed.

{Amended by Ch. 588, Statutes. 2024}

2.4 California Code of Regulations, Title 16, Division 5 (Board Rules)

464. Corner Record

(a) The corner record provided for in Section 8773.1 of the Code shall contain the following information consistent with each corner identified therein:

(1) The county and, if applicable, the city in which the corner is located.

(2) A brief legal description of the section, township, range, base, and meridian or the Rancho in which the corner is located, if applicable.

(3) Identification of the corner type (e.g., government corner, control corner, property corner, etc.).

(4) Identification of the reference of the related statute (i.e., Section 8765(d), Section 8771, Section 8773, or other relevant sections of the Code).

(5) Description of the physical condition of any monument(s) found, set, reset, replaced, or removed.

(6) The date of the visit to the monument when the information for the corner record was obtained.

(7) For corners for which the corner record is filed in accordance with Section 8765(d) of the Code, the corner record shall show the applicable provisions of the following, consistent with the purpose of the survey:

(A) All monuments found, set, reset, replaced, or removed, describing their kind, size, and location, and giving other data relating

thereto.

(B) Bearing or witness monuments, basis of bearings, bearing and length of lines, scale of map, and north arrow.

(C) The relationship to those portions of adjacent tracts, streets, or senior conveyances which have common lines with the survey.

(D) Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, and areas shown, or convenient for the identification of the survey or the surveyor, as may be determined by the licensee preparing the corner record.

(8) For corners for which the corner record is filed in accordance with any subdivision of Section 8771 of the Code, the information shown on the corner record shall also show the applicable provisions of Section 8771 of the Code.

(9) For Public Land Corners for which a corner record is required by Section 8773(a) of the Code, a sketch shall be made showing site recovery information that was used for the corner.

(10) Except for those corners referenced in subdivision (9), a drawing shall be made which shows measurements that relate the corner to other identifiable monuments.

(11) The date of preparation of the corner record and, as prescribed by Section 8773.4 of the Code, the signature and title of the chief of the survey party if the corner record is prepared by a United States Government or a California State agency or the signature and seal of the land surveyor or civil engineer, as defined in Section 8731 of the Code, preparing the corner record.

(12) The date the corner record was filed and the signature of the county surveyor.

(13) A document or filing number and/or Agency Index information.

(b) A reference to the California Coordinate System is optional at the discretion of the preparer of the record.

(c) A corner record shall be filed for each public land survey corner which is found, reset, or used as control in any survey by a land surveyor or a civil engineer. Exceptions to this rule are identified in Section 8773.4 of the Code.

(d) The corner record shall be filed within 90 days from the date a corner was found, set, reset, or used as control in any survey. The provisions for extending the time limit shall be the same as provided for a record of survey in Section 8762 of the Code.

(e) A corner record may be filed for any property corner, property controlling

corner, reference monument, or accessory to a property corner, together with reference to record information. Such corner record may show one or more property corners, property controlling corners, reference monuments, or accessories to property corners.

(f) A corner record is limited to a single corner record document, in accordance with Section 8773.1 of the Code, and shall be legible, clear, and understandable. A corner record may be submitted in an electronic medium if the county surveyor has a system to provide for the submittal, archiving, and distribution to the public in an electronic or hard copy format.

(g) The standard markings and standard abbreviations used by the Bureau of Land Management (formerly the General Land Office) of the United States Department of the Interior shall be used in the corner record.

(h) The corner record shall be filed on a form prescribed by the Board. The approved form is "Corner Record Form", (BPELSG2016 revised 06/2016), incorporated herein by reference.

The corner record form is available as a fillable PDF from the Board's website (see the following link): https://www.bpelsg.ca.gov/pubs/forms/corner_record.pdf

2.5 Responsibilities of the county surveyor when examining a corner record

1. The county surveyor shall, by examination, assure that the corner record does not indicate a division of land nor require a record of survey, after which he/she shall file the corner record.
2. The county surveyor of the county containing the corner shall receive and file the completed corner record by assigning a document number to the corner record and securing it in a book for that purpose. (8773.2)
3. Corner records shall be filed and cross-indexed in such a manner to be readily available to the public for research purposes. (8774.5)
4. The county surveyor shall examine the corner record within 20 working days after receipt for conformance with the Professional Land Surveyors' Act. (8773.2)
5. Should the county surveyor discover that a problem exists with the corner record, as submitted, he/she shall return it to the surveyor or engineer authorized to practice land surveying who submitted it, with a full written explanation of the problem. The surveyor or engineer who submitted the corner record has the option of correcting the corner record or asking the county surveyor to file it as originally submitted. If the surveyor or engineer requests the county surveyor to file the corner record as originally submitted, the county surveyor shall describe the problem in the county surveyor's comment on the form and file it as requested within 10 working days after receipt. When the county surveyor places an explanatory note on a corner, he/she shall transmit a copy of the filed document within 10 working days of the filing to the submitting land surveyor or registered civil engineer. (8773.2)

6. The regulatory authority of the county surveyor as defined by Section 8773.2(a) provides no authorization for them to review or otherwise examine the submitted corner record for compliance with 8771.6.¹
7. The required form for corner records is available on the Board’s website per the following link: https://www.bpelsg.ca.gov/pubs/forms/corner_record.pdf
8. Sample corner records are available in Section 4.0 of this guide.

3.0 RECORDS OF SURVEY

3.1 Purpose and requirements for a record of survey

The record of survey is the means by which field surveys relating to property lines, land boundaries or other subjects are revealed to the public. The Professional Land Surveyors’ Act (Business and Professions Code, Chapter 15, Division 3, Section 8700 et. Seq.) provides that a record of survey made in conformance with the practice of land surveying as defined therein may be filed with the county surveyor of the county in which the survey was made. It further provides that a record of all surveys relating to land boundaries or property lines shall be filed when certain conditions exist.

A record of survey is required of any field survey relating to land boundaries or property lines whenever the survey discloses any of the following:

Material evidence or physical change which in whole or in part does not appear on any previously filed or recorded subdivision map, official map or record of survey or survey record maintained by the Bureau of Land Management of the United States. (8762(a))

1. “Material evidence” has been defined as evidence of sufficient import as to affect the outcome of a court case, and includes, but is not limited to, the particular items mentioned in Section 8764 of the Professional Land Surveyors’ Act. This section requires that the record of survey show monuments both “found” and “set”, however, the resetting of a previously recorded monument which has become dilapidated would not in and of itself require the filing of a new record of survey but merely a corner record. As long as the purpose and functional identity of the previously recorded monument is maintained by the new monument, and as long as the record (of the monument) is not abolished by the new monument, there would be no need for a new record of survey.

“Physical change” would apply to topographic or landmark features of importance to the survey which, if not noted, may adversely affect the interpretation of the survey. In regard to monuments, physical change would include the discovery of any evidence pertinent to a monument (except as discussed above) which differs from the previous existing record of said monument.

¹ Dallas Sweeney PLS, *Board for Professional Engineers, Land Surveyors, and Geologists Bulletin*, Spring 2025, Pages 11 & 12.

When the monument to any corner of the Public Survey of the United States or any accessory thereto, (or any other survey corner or control point at the option of the land surveyor or civil engineer) is found, reset, or used as control in a survey and the same is not shown on a previously recorded record of survey, official map, or subdivision map, such corner or control point shall be reported by means of a corner record or record of survey, as required by the Professional Land Surveyors' Act.

2. Material discrepancy with a map of prior record as specified in Section 8762, or other evidence that, by reasonable analysis, might result in alternate positions of lines or points. Sections 8762(b) and 8765(d) of the Professional Land Surveyors' Act limits "material discrepancy" to material discrepancy in the position of points or lines, or in dimensions.

Here, "material discrepancy" would be any discrepancy in dimensions or positions occurring between the current survey and a survey or map of prior record such that alternate or varying conclusions or interpretations might arise between the two. Factors such as the date(s) of the survey(s), the survey methods and equipment contemporary with said date(s), land values and the requirements of the survey(s), would combine to determine the seriousness of the discrepancy, at which time a professional judgment would be rendered to justify the course of action.

3. Any line or lines not shown on a map of prior record, the positions of which are not ascertainable from an inspection of such map.
4. The points or lines set during a survey of any parcel described in any deed or other instrument of title recorded in the county recorder's Office and not shown on any subdivision map, official map, or record of survey. This includes new lines created by lot line adjustments that are monumented or established during the course of a field survey.
5. After the establishment of a lost corner, as defined by the Manual of Instructions for the Survey of the Public Lands of the United States. (8773 (b))

A record of survey is not required per Section (8765) if any of the following conditions exist:

1. The survey was made by a public officer or under his direction, in his official capacity and a reproducible copy thereof, showing all the data required by Section 8764 with the exception of the recorder's statement, has been filed with the county surveyor of the county in which the land is located.
2. The survey was made by the U.S. Bureau of Land Management.
3. A Final Map or Parcel Map is in preparation for recording under the provisions of the Subdivision Map Act.
4. When the survey is a retracement of lines shown on a subdivision map, official map, or a record of survey, where no material discrepancies with those records are found and sufficient monumentation is found to establish the accurate location of any property corner shown 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 than indicated by prior records.
5. When the survey is of interior lots in a mobile home park provided that the park has not

converted to residential ownership or no subdivision map, official map or record of survey has been previously filed of record.

6. A record of survey cannot cause a division of land. Parcels may only be created through the Subdivision Map Act process and the exemptions therein.
7. Any line shown on a record of survey map which does not represent an existing title line and which appears to create a new parcel of land should be clearly labeled as to its purpose.

3.2 Responsibilities of the surveyor/engineer filing a record of survey

1. It is the surveyor's responsibility to recognize the need to file a record of survey in accordance with Section 8762 of the Professional Land Surveyors' Act.
2. The surveyor shall verify that the record of survey is not in violation with the provisions of the Subdivision Map Act.
3. The survey shall be made in conformance with the accepted practices of land surveying in the State of California and the latest edition of the Professional Land Surveyors' Act and of Board Rules 465.
4. The survey shall be made under the direct supervision of a licensed land surveyor or registered civil engineer authorized to practice land surveying, and in accordance with Section 8762 of the Professional Land Surveyors' Act.
5. All information pertinent to the establishment of land boundary lines shall be clearly shown or referenced on the map of the survey. It shall be the responsibility of the surveyor to examine available records in analyzing his or her survey.
6. Lines of occupation or features near corners should be shown if they assist in determining the location of boundary lines and shall be shown if they indicate possible alternate locations.
7. The surveyor shall administer and certify oaths when necessary, in accordance with Section 8760(a) of the Professional Land Surveyors' Act and so indicate on his/her map.
8. The surveyor shall supply the county surveyor with copies of pertinent deeds, field notes, closure reports, and other such evidence not readily available in the office of the county surveyor to aid in the examination of the map.
9. The surveyor shall deliver to the county surveyor the completed tracings and the required number of prints of each sheet and shall deposit with them the required examination and filing fees when or as required.
10. Upon the filing of a record of survey or amended record of survey the surveyor who prepared the map shall transmit a copy of the map, including all recording information, to the county surveyor, who shall maintain an index, by geographic location, of the maps. The county surveyor may charge a fee equal to the cost of recording the maps for the purpose of maintaining an index of the maps. This requirement shall not apply to any county which requires these documents to be transmitted to the county surveyor and requires that official to maintain an index of those documents.

11. The surveyor should encourage the filing of record of survey maps in other situations where a public record would be desirable but not necessarily mandatory under Section 8762 of the Professional Land Surveyors' Act.

3.3 Responsibilities of the county surveyor when examining a record of survey

1. The Professional Land Surveyors' Act requires the county surveyor to examine the map for conformance with the requirements of Section 8766 .
2. Section 8766 states that the county surveyor shall examine the map within 20 working days or such additional time as may be mutually agreed upon, with respect to:
 - a. Its accuracy of mathematical data and substantial compliance with the information required by Section 8764 of the Professional Land Surveyors' Act.
 - b. Its compliance with Sections 8762.5, 8763, 8764.5, 8771.5, and 8772.

The land surveyor submitting the record of survey shall not be required to change the methods or procedures utilized or employed in the performance of the survey, nor is a field survey required for the county surveyor to verify the data shown on the record of survey. The county surveyor may add notes to the record of survey expressing opinions regarding the methods or procedures used.

The county surveyor's examination shall be performed by, or under the direct supervision of a licensed land surveyor or registered civil engineer authorized to practice land surveying.

3. County surveyor endorsement - If the county surveyor finds that the record of survey complies with the examination in Section 8766, the county surveyor shall endorse a statement on it of his or her examination and shall present it to the county recorder for filing. Otherwise, the county surveyor shall return it to the person who presented it, together with a written statement of the changes necessary to make it conform to the requirements of Section 8766. The licensed land surveyor submitting the record of survey may then make the agreed changes and note those matters which cannot be agreed upon in accordance with the provisions of Section 8768 and shall resubmit the record of survey within 60 days or within a time that is mutually agreed upon. (8767)
4. Record of survey explanations of differences: If the matters appearing on the record of survey cannot be agreed upon by the licensed land surveyor and the county surveyor within 10 working days after the licensed land surveyor resubmits and requests the record of survey be filed without further change, an explanation of the differences shall be noted on the map and it shall be presented by the county surveyor to the county recorder for filing, and the county recorder shall file the record of survey. The parties shall attempt to reach agreement regarding the language for explanation of the differences and if an agreement cannot be reached, then both shall add a notation explaining the differences. The explanation shall be specific to identify the factual basis for the difference. (8768)
5. Upon completion of his examination of the map, the county surveyor shall endorse a statement on the map showing his or her stamp or seal and present it to the county recorder for filing.

6. The statutory authority of the county surveyor as defined by Section 8766 provides no authorization for them to review or otherwise examine the submitted record of survey for compliance with 8771.6.²

Note: The following page is a guideline endorsed by the County Engineers Association for the examination of records of survey by the county surveyor. The guideline is based upon the provisions of the Business and Professions Code and is intended to provide consistency in map checking statewide.

² Dallas Sweeney PLS, *Board for Professional Engineers, Land Surveyors, and Geologists Bulletin*, Spring 2025, Pages 11 & 12.

3.4 Record of survey check list

**County Engineers Association of California
RECORD OF SURVEY CHECK SHEET**

First Check _____ File No. _____
 Recheck No. _____ Fee Paid \$ _____ Date Paid _____ Date _____
 Surveyor/Engineer _____ Checked By _____
 Survey Requested By _____ Location _____

Circle (0) indicates deficiency – Check (✓) 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)

(8763)
 _____ Map size: 18" x 26" or 460 x 660 mm (8763)
 _____ 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. (8766(c))
 _____ North arrow. (8764(a)(2))
 _____ Scale. (8764(a)(2))
 _____ City, county or state boundary lines as required. (8764(a)(7))
 _____ Reference to adjacent tracts or other maps of record when pertinent. (8764(a)(4))
 _____ Legibility of map data. (8763)
 _____ Street names and widths shown. (8764(a)(7))
 _____ Reference for all found monuments or statement of acceptance establishment of lines or points. (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. (8766(c))
 _____ Purpose indicated for all easements shown. (8766(c))
 _____ Detail required for clarity. (8764(a)(7))
 _____ Arrows needed to clarify dimensions. (8764(a)(7))
 _____ No ditto marks. (8766(c))
 _____ Spelling. (8766(c))

MAP TITLE

_____ Name of City, if applicable. (8764(a)(3))
 _____ Name of County, California. (8764(a)(3))
 _____ "RECORD OF SURVEY,". (8766(c))
 _____ General description of land surveyed. (8764)
 _____ Date of Survey. (8764(a)(3))
 _____ Sheet number, when two or more sheets. (8766(c))

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. (8764(a)(5))
 _____ No nontechnical certificates or statements on map. (8764.5)

SURVEYOR'S NOTES

_____ Basis of Bearings: maps of record, celestial observation, State Plane Coordinates, or County Surveyor's Records. (8766(c))
 _____ 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)

MATHEMATICAL ACCURACY

_____ Map loop closures less than 0.02 feet or 1/10,000 or by local requirement.*+ (8766(c))
 _____ Bearings shown. (8764)
 _____ Distances shown.* (8764)
 _____ Overall bearings shown. (8764)
 _____ Sum of parts equal total distances or delta.* (8764)
 _____ Curve data shown. (Minimum = Delta, Radius, Arc Length).* (8766(c))
 _____ Radial bearings shown where appropriate. (8766(c))
 _____ Areas shown if required for survey. (8766(c))
 _____ Others _____ (8766(c))

SURVEY PROCEDURES

_____ Survey based upon sufficient control. (8766(c))
 _____ Additional survey information required. (8762)
 _____ Prorations correct. (8766(c))
 _____ Sectional breakdowns correct. (8766(c))
 _____ Deed interpretations correct. (8766(c))
 _____ 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 _____ (8766(c))

*Allowable tolerances for rounding are to be expected.
 +Does not apply to GNSS observations

MAP BODY

_____ Map material: tracing cloth or polyester base film; black ink.

To the Surveyor / Engineer:

Pursuant to Section 8767 of the Professional Land Surveyors' Act, the subject map should be corrected as indicated on the above check list and / or check print and returned to this office with:

- Corrected Prints
- The corrected original and the _____ filing fee (Payable to County Recorder)

 (Name), County Surveyor

 Deputy

3.5 Explanatory notes for record of survey check sheet

The notes below apply to the stated items on the Check Sheet. The remaining items are (hopefully) self-explanatory.

A. MAP TITLE: The recommended title block for the map sheet should contain the essential items listed on the Check Sheet and should, for the sake of conformity, follow the basic format shown on the sample sheet.

B. SURVEYOR'S NOTES:

1. Basis of Bearings: The Basis of Bearings serves as a calibration tool for surveys that follow. It provides both the reference bearing and distance to equate the record survey with subsequent surveys. The Basis of Bearings shall be a line between two fixed points referenced by monuments or the coordinates of two or more published geodetic control points in accordance with the provisions of the Public Resources Code (see Section B.2.c.). This applies universally to all surveying technologies (conventional, stellar or solar observations, GNSS, etc.).

2. The bearings shown on the map should be defined in terms of one of the following:

a. A line appearing shown or described on an existing map or title document of record. The reference line shall be a line between any two existing monuments which have been made a part of the current survey and have been shown on the map. The bearing and distance of the reference line shall be shown on the map, and if the distance is also of record, it shall be so stated. Acceptable for reference purposes are final maps, parcel maps (based on a field survey), records of survey maps, city or county surveyor or engineer maps, State Highway Department Coordinate Control maps and those Deeds with calls to or for monuments having been previously set.

The form of the note should be substantially as follows: "The basis of bearings for this survey is the North line of the NW $\frac{1}{4}$ Sec. 3, T.7S., R.2W., S.B.M., shown on R.S. 54/23-25 as S89°21'58"E."

b. A solar or stellar observation.

If the astronomic observations were made on a line which is monumented and shown on the map, the note should make specific reference to that line as, for example:

"The basis of bearings for this survey is the centerline of Sierra Road, shown hereon as N10°15'20"E...; as determined by observation of (Polaris) (the sun).

If the astronomic observations were made on a line not appearing on the map, the note may be generalized to indicate that the bearings shown on the map are referred to the true meridian as determined by observation of (Polaris) (the sun).

In either case, the field notes of the sun or Polaris observation and connection to the

lines on the map should be made available to the county surveyor for examination.

- c. The California Coordinate System: When this system is used, the map shall show the line or lines connecting the survey to the control stations used, showing the grid bearings between them, and the relationship between grid north and astronomic north (theta angle). Should coordinates be shown for points established on the map, the control scheme by means of which the coordinates were determined must also be shown on the map. When CCS83 or CCS2022 coordinates are shown on a record of survey, a mapping angle, combined grid factor, and the elevation used to determine the combined grid factor shall be shown on the record of survey for at least one representative point. Refer to Section 8813.1 and 8815.5 of the Public Resources Code.

The form of the note should be substantially as follows: "The basis of bearings for this survey is the California Coordinate System (NAD 27 or NAD 83 or NATRF2022) Zone 5, as determined locally by the line between USG&GS stations BACHELOR and MARCH, shown herein as: N27°32'15"E." If an FGCS, or its successor, order of accuracy is claimed for a survey or a map, it shall be justified by additional written data that shows equipment, procedures, closures, adjustments, and a control diagram.

Note: The Public Resources Code, Section 8817 requires CCS83 when State Plane Coordinates are used on all new surveys and new mapping projects on or after January 1, 1995. The Federal Geodetic Control Subcommittee (FGCS) was formerly the Federal Geodetic Control Committee. After January 1, 2025, new surveys and mapping projects may be based upon CCS2022.

3. Any survey based upon the metric system should be clearly identified as such. It is recommended that a bold note and/or metric logo be placed conspicuously on the map.
4. Other explanatory notes and comments as required.

C. MAP BODY:

1. All lettering should be placed so as to be read most conveniently with the North arrow pointing away from the reader where practicable.
2. Adjacent Subdivisions, Parcels, etc: The relationship to those portions of adjacent tracts, streets, or senior conveyances which have common lines with the survey.
3. References for Found Monuments: All monuments shown as "found" on the map shall be described as to type, material, height relative to the ground surface, stamping/tagging, with a reference to a record map or field book where the monument was shown as having been set or accepted for use as the corner cited. If no record can be found to substantiate the monument, indicate same. It is recommended that untagged monuments used for control or accepted as corners should be tagged by the surveyor in responsible charge.

D. LEGIBILITY OF MAP DATA:

(Note: The county surveyor as ex officio county recorder is responsible for determining the clarity, legibility and archival quality of a map and based on these criteria can make a determination as to the recordability of a map. The following are some general recommendations.)

1. Lines: Normally, the weight of a line is used to denote a specific level of importance to that line, the heavier lines being of more importance than the lightweight lines. It has been customary for many, but not all counties, to represent various types of lines as follows:
 - a. Lines denoting the boundary of the land requested specifically to be surveyed are shown with heavy solid lines, the weight being usually three times greater than that of other lines on the map, except the border, unless clarity dictates otherwise.
 - b. Public street side lines are shown by light solid lines, unless clarity dictates otherwise.
 - c. Other lines (adjoining lots, tracts, etc.) are shown as light dashed lines, unless clarity would dictate otherwise. Lines that do not contribute to the easy interpretation of the map should be kept to a minimum.
 - d. Other special purpose lines may be used (e.g., centerlines, county boundary lines, section lines, control lines, etc.) but should be clearly identified by note or symbol.
2. Lettering: Lettering should be of an open, rounded style, either vertical or slanted, and of such size that it can be reproduced via microfilming, scanning or equivalent processes and still be easily read. Experience has indicated that the minimum size of lettering which will meet these requirements is 0.080", with a pen size that will keep the letters open. Sufficient space should be left between any letters and lines to ensure that the lettering will not bleed into the lines when reproducing a map copy from microfilm.

E. SAMPLES:

Sample records of survey are available in Section 4.0 of this guide.

3.6 GNSS record of survey guidelines

The League of California Surveying Organizations *GNSS Record of Survey Guidelines* that appeared in the previous revisions of this publication have been removed. Please refer to the following publication using link below:

GNSS Surveying Standards and Specifications. 1.1
Joint Task Force of:
California Land Surveyors Association
California Spatial Reference Center

https://sopac-csrc.ucsd.edu/wp-content/uploads/2018/06/CLSA_CSRC_GNSS_Standards_and_Specifications_v1.1.pdf

See the CSRC Basis of Bearing Guide.

3.7 Basis of bearings (optionally included coordinates)

A *Basis of Bearing (Optionally included Coordinates)* guidelines that appeared in the previous revisions of this publication. They have been removed, as they no longer match the latest edition of the California Public Resources Code. Please refer to them on the Scripps Orbit and Permanent Array Center California Spatial Reference Center website by using the following link:

<https://sopac-csrc.ucsd.edu/wp-content/uploads/2018/06/BasisOfBearings.pdf>

4.0 SAMPLE DOCUMENTS

Document	Year	Comments
CR Alameda CR11359	2018	Pre Construction with Post Corner Record Review
CR Alameda CR17723 180CR20	2025	Property Established
CR Alameda CR18846 179CR05	2025	Control Referenced Pre-Construction
CR Alameda CR18847 179CR36	2025	Property Reestablished
CR Calaveras 2284.pdf	2015	Corrected Bearing
CR Calaveras CR- 517 T. 4N., R12E., Sec 17	2023	Property Reestablished Post Construction
CR Calaveras CR- 518 T.4N., R12E., Sec. 17	2023	Property Reestablished Post Construction
CR Calaveras CR- 519 T.4N., R12E., Sec. 17	2023	Property Post Construction
CR Calaveras CR-516 T. 4N., R12E., Sec 17	2023	Property Reestablished Post Construction
CR El Dorado 9773	2025	Property Reestablished
CR El Dorado 9812	2025	Property Reestablished

Document	Year	Comments
CR El Dorado 9823	2025	Property Reestablished
CR El Dorado 9837	2025	Pre Construction Referenced Left as Found
CR El Dorado 9844	2025	Pre Construction Referenced Left as Found
CR El Dorado 9845	2025	Pre Construction Referenced Left as Found
CR El Dorado 9847	2025	Reestablished Lot 8773
CR El Dorado 9848	2025	Pre Construction Reverenced Left as Found
CR El Dorado 9849	2025	Pre Construction Referenced
CR Humboldt 016cr051 2	2024	Other Referenced Pre-Construction
CR Humboldt 016cr053 2	2024	Other Rebuilt Post-Construction
CR Humboldt 016cr059 1	2024	Property Reestablished
CR Lake LKPT-19	2022	Property Reestablished
CR Lake 12-5-5	2011	Property Reestablished
CR Lake 13-9-116	2009	Govt Corner Property Left as Found
CR Lassen 550	2019	Property Reestablished
CR Los Angeles PWFB1031-2464	2024	Other Referenced
CR Los Angeles PWFB1211-522	2024	Property Reestablished
CR Los Angeles PWFB1314-1258	2024	Property Established Reestablished
CR Los Angeles PWFB1627-1037	2024	Property Established

Document	Year	Comments
CR Los Angeles PWFB2714-615 Track Ties Issue	2022	Control Established Tract Ties
CR Los Angeles Reestablish Lost Section Corner Not Tied Out	2024	Property Reestablished
CR Mono 3S27-34-170 with oversized second page	2022	Other Rebuilt
CR Mono 5N25-16-04 with wet and digital signature	2022	Property Reestablished
CR Mono 5N25-16-05 with wet and digital signature	2022	Property Reestablished
CR Mono 5N25-28-05 with wet and digital signature	2023	Other Reestablished
CR Mono 5S31-30-11 with comment	2024	Property Reestablished CS's Comment
CR Orange CR 2021-3387 Property In Progress	2022	Reestablished Property – In Progress
CR-Orange CR 2022-0830 Pre-Construction	2022	Pre Construction (see 2022-3053 for Post Construction)
CR-Orange CR 2022-3053 Post-Construction	2023	Post Construction (see 2022-0830 for Pre Construction)
CR Orange CR 2022-3598	2023	Property Left as Found Reestablished Referenced
CR Orange CR 2023-1891	2023	Post Construction Reestablished
CR Orange CR 2024-3497 In Progress	2024	Reestablished Property - In Progress
CR Riverside cr24 0675	2024	Property Reestablished
CR Riverside cr24 0688	2024	Property Reestablished
CR Riverside cr24 0978	2024	Property Reestablished
CR Riverside cr24 1772	2024	Property Reestablished
CR Sacramento CR 5643	2023	Property Pre-

Document	Year	Comments
		Construction
CR Sacramento CR 6415	2025	Control Referenced Pre-Construction
CR Santa Barbara CR7424	2025	Post Construction Reestablished and Referenced
CR Santa Barbara CR7533	2025	Pre Construction Left as Found Referenced
CR Santa Barbara CR7551	2025	Pre Construction Left as Found Referenced
CR Santa Barbara CR7555	2025	Pre Construction Left as Found Referenced
CR Santa Barbara CR7571	2025	Pre Construction Left as Found Referenced
CR Santa Barbara CR7599	2025	Property Reestablished
CR Santa Barbara CR7603	2025	Property Reestablished
CR Santa Barbara CR7647	2025	Pre Construction Left as Found Referenced
CR Santa Clara 5559	2025	Established Property Survey - On Property Line
CR Santa Clara 6339	2025	Post Construction Reestablished
CR Santa Clara 6340	2025	Perpetuation of Found Monument Locations
CR Santa Clara 6341	2025	Perpetuation of Found Monument Locations
CR Sonoma CR1500-CR1509	2018	Property Various
CR Sonoma CR1510-CR1519	2018	Property Various
CR Sonoma CR2486	2024	Reestablished Govt Corner Bearing Tree
CR Ventura 100cr017	2024	Property Established Reestablished
CR Yuba CR195	2022	Property

Document	Year	Comments
		Reestablished
CR Yuba CR197	2023	Property Reestablished
CR Yolo 2022-10-21	2022	Property Reestablished
RS Alameda RS3479 48RS80	2022	Retracement on an un-monumented block; record measurements; relies on earlier Parcel Map + secondary evidence shown graphically and in notes.
RS Alameda RS3527	2025	Retracement of non-rectangular deeded parcels; old right of ways; secondary evidence corroborates positions.
RS Alameda RS3654	2025	Retracement of Public Land Survey System; deeded parcels; notes on corner recovery, resolution, principles of interpretation relied upon.
RS Alameda RS3958	2025	Retracement adjacent to monumented blocks; record measurements; possible earth movement affecting record locations.
RS Alameda RS3985	2025	Retracement of fully monumented parallelogram block; slight excess; deed discrepancies, deed

Document	Year	Comments
		gap noted.
RS Calaveras RS 025 062 000 2023 007362	2023	Lot Survey - area burned multiple times and fences rebuilt
RS Calaveras RS 025 081 000 2024 006758 1 and 2	2024	Block Survey - narrative on boundary solution
RS Calaveras RS 026 020 000 2025 010076.pdf	2025	Corrected erroneous information on reference document.
RS Fresno 050081	2006	Lot Survey
RS Fresno 063034	2018	Lot Survey
RS Fresno 063039	2018	Lot Survey - Fee Exempt
RS Humboldt 056rs067	1995	Amended Record of Survey - see 057rs025
RS Humboldt 057rs025	1996	Amended Record of Survey - see 056rs067
RS Humboldt 077rs084 1	2025	Boundary Survey - Cert of Subdiv Compliance
RS Humboldt 072rs145 Recorded in Humboldt & Trinity Counties	2018	Map Filed with County Recorder in Two Counties
RS Kern RS36-093 4370	2025	Lot Survey - Easements
RS Kern RS36-109 4377	2025	Lot Survey
RS Kern RS36-110 4386	2025	Lot Survey - Easement
RS Kern RS36-111 4380	2025	Lot Survey - South Line of Lot
RS Lake 5010045	2022	Lot Survey
RS Lake 509609	2017	Lot Survey
RS Lake 509946	2021	PLSS Survey
RS Lassen 2017-013, Sht. 1	2018	GNSS Survey - Primary H&V Control Network

Document	Year	Comments
RS Lassen 2017-013, Sht. 2	2018	GNSS Survey – for PG&E Page 2 for Above
RS Lassen 2021-002	2021	Deeded Lot Survey - for Lot Line Adjustment
RS Lassen 2023-006	2021	Deeded Lot Survey – gap, accepted and held old fence line
RS Los Angeles RS330-100 Pilot Holes	2021	Deeded Lot Survey – Pilot Holes accepted
RS Los Angeles RS336-099 Exempt Fee for Work by Agency Surveyors	2022	Right of Way Boundary Survey – by agency
RS Los Angeles RS351-026 Consultant Work for Agency	2023	Road Centerline Survey – by consultant for agency
RS Los Angeles RS351-051 Proposed Easement	2023	Lot Survey – Proposed Easement
RS Mono 31-78	2024	Tract Boundary Survey – old fence line & river
RS Mono 32-116	2024	Boundary Survey
RS Monterey 00038314	2025	Boundary Survey
RS Monterey 00038315	2025	Block Survey
RS Monterey 00038410	2025	Boundary Survey with Narrative
RS Monterey 00038411	2025	Lot Surve with Two Parcels
RS Monterey 00038412	2025	Boundary Survey with Multiple Parcels
RS Orange RS NO. 2023-1174	2024	Deeded Parcels Survey
RS Orange RS NO. 2019-1005 Exempt Fee	2020	GNSS Survey Road Right-of-Way Exempt Fee
RS Riverside rs165 097	2025	Lot Survey
RS Riverside rs165 098	2025	Lot Survey

Document	Year	Comments
RS San-Bernardino RS0178P0077-0077	2024	Deeded Lot Survey
RS San Bernardino RS0179P0011-0011	2024	PLSS Survey
RS San Bernardino RS0179P0006-0006	2024	Block Survey
RS San Bernardino RS0179P0016-0016	2024	Deeded Lot Survey
RS San Bernardino RS0179P0062-0064	2024	GNSS Survey
RS San Bernardino RS0179P0071-0074	2024	GNSS Survey – Project Control
RS San Bernardino RS0180P0030-0031	2024	Boundary Survey – Corporate Gran
RS Santa Barbara r216 078	2024	Survey of Lots in Tract
RS Santa Barbara r217 001	2025	Deeded Lot Survey in Rancho
RS Santa Barbara r217 005	2025	Deeded Lot Survey
RS Santa Clara 937M13	2021	Corrected a material discrepancy on a tract map.
RS Santa Clara 963M35	2024	Boundary Survey
RS Santa Clara 964M38	2024	Boundary Survey
RS Santa Clara 965M29	2024	Boundary Survey
RS Shasta LS60042	2021	Parcel Survey
RS Shasta LS60047	2021	Parcel Survey – Adjusted Parcels
RS Shasta LS60053	2021	Parcel and Right-of-Way Survey
RS Shasta LS60064	2022	Parcel Survey - PLSS
RS Shasta LS60073	2022	Parcel and Right-of-Way Survey – PLSS
RS Shasta LS60075	2022	Deeded Lot Survey
RS Shasta LS60084	2022	Parcel Survey – with boundary on ordinary low water line
RS Shasta LS60089	2022	Deeded Parcel Survey - PLSS
RS Shasta LS60092	2022	Lot Survey

Document	Year	Comments
RS Shasta LS60117	2023	Right of Way Boundary Survey – by agency
RS Shasta LS60120	2024	Parcel Survey - Strip
RS Sonoma 806 Maps 39	2019	Lot Survey
RS Sonoma 810 Maps 47	2019	Lot Survey - Subdivision
RS Sonoma 832 Maps 37	2022	Boundary Survey – Post Fire
RS Sonoma 842m2	2023	Lot Survey – GNSS & PLSS
RS Sonoma 847m11	2024	Deeded Parcel Survey – CS Statement on reference map exhibit
RS Trinity 23RS182 Recorded in Humboldt & Trinity Counties	2018	Map Filed with County Recorder in Two Counties
RS Ventura 062rs004	2019	Lot Survey – PLSS & GNSS Control
RS Yolo 2024BoM51	2024	Lot Survey – PLSS with Low Water Line as Boundary
RS Yolo 2025BoM26 27	2025	Established Northern Corner Common to Two lots
RS Yuba Bk103MapsPg28 ROS2022-03	2022	Lot Survey
RS Yuba ROS2023-0008	2024	Boundary Survey - PLSS