



County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

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JOHN J. PRESLEIGH
DIRECTOR OF PUBLIC WORKS

January 1, 2010

COUNTY SURVEYOR'S OFFICE REQUIREMENTS FOR SUBMITTAL OF A RECORD OF SURVEY

Please submit the following items:

1. Two prints of the map (three prints if the survey is within the city limits of Santa Cruz, Scotts Valley, or Capitola)
2. A copy of all deeds referenced on the map
3. A copy of all unrecorded surveys and/or field notes referenced on the map
4. A copy of closure calculations, showing closure error and precision
5. Map checking fee: \$ 450.00 flat fee first sheet, \$150.00 each additional sheet
6. Recording fee: \$ 10.00 first sheet, \$2.00 each additional sheet

Map requirements:

1. Sheet requirements per Section 8763 of the Professional Land Surveyors' Act (first submittal should be prints, not mylar)
2. Technical requirements per Section 8764 of the Professional Land Surveyors' Act, plus the following:
 - a. Sheet numbering
 - b. Title block
 - c. City limit lines
 - d. Street names and widths
 - e. Legend
 - f. Curve data
 - g. The note "Distances shown are in feet and decimals thereof"
3. "Statements" requirements per Section 8764.5 of the Professional Land Surveyors' Act. Please date your signature and include the following in the "County Surveyor's Statement": Donald J. Hill, County Surveyor; L.S. 6950; License expiration date, September 30, 2011.

For additional information about the submittal requirements, contact Greg Martin at (831) 454-2160.