

Plumas County

Record of Surveys

Guidelines & Submittal Requirements

Office of the County Engineer
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, 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 monumentation is 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) 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 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

3) The examination of the record of survey shall be performed by or under the supervision of a Licensed Land Surveyor. PLS Act 8766

4) Pursuant to Plumas County Board of Supervisors Resolution No. 13-7850 the checking fee for a record of survey is \$482.97. 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 should be labeled with bearing and distance from true corner. Licensed surveyors/engineers accepting “found” open pipes are 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. Plastic caps or plugs are 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 Bearing: The basis of bearing shall be labeled on the record of survey. PLS Act 8764(b)

There are 3 accepted methods for establishing a basis of bearing.

- 1) By astronomic observation, stating the date and location of the observation.
- 2) Between 2 found and accepted monuments of record.
- 3) Based on CCS83 monumentation in compliance with Section 8813 of the PLS Act. Plumas County is in Zone 1.

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 are encouraged, scale and graphics scale should appear adjacent to the North arrow. PLS Act 8764(b)

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

Legal Description: A description of the property in which the survey is located is required. Sectionalized descriptions shall include the area of the section(s), township(s), range(s) and base and meridian. All 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, if the oaths have been administered. 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 Plumas Standard Statements and Certificates handout. 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 why 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)

Corrections Allowed: Amendments to show any course or distance that was omitted, or to correct any error in: PLS Act 8770.5

- 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) other minor changes as approved by County Engineer

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.

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___.

(Signed)
Name Printed
P.L.S./R.C.E. No. _____
License Expiration Date: _____

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___.

Tom Hunter RCE 35015
Plumas County Surveyor
License Expiration date: _____

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 the Plumas County Surveyor.

Fee: _____
File No.: _____

County Clerk – Recorder

By: _____
Deputy

EXAMPLES - *Continued*

For use when land is conveyed to or from a governmental agency and is not shown on the latest Assessor roll .

County Surveyors Certificate

(On face of map or separate document per PLS 8762.5)

(Add as the second paragraph to County Surveyors Certificate)

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 ordinance enacted pursuant thereto.

For use when a survey shows adjusted Lot Lines

Lot Line Adjustment Note

This record of Survey was prepared to reflect a Lot Line Adjustment for which a resolution is recorded as Document #_____.

Record of Survey Submittal Check List

Engineer/Surveyor: _____

Email & Phone: _____

Location: Section _____ Township _____ N Range _____ E

APN #: Book _____ Page _____ Parcel(s) _____

- Submit 2 Copies of Record of Survey
- Complete contact information, i.e.: phone number, mailing address
- Complete Closure Calculations (Exterior Boundary, Control, Individual Parcels)
- Copy of Current Deed for Parcel(s)
- Any Deeds used to establish the lines shown shall also be submitted
- Deed History (if Senior rights are involved)
- GLO PLAT & Field notes (Sectional work and Mineral Surveys)
- Copy of unrecorded Maps or Plats used
- Review Fee \$ _____
- Completed Record of Survey Checklist

Engineering Department Use

Fee: _____ Receipt No.: _____ Date: _____

Engineering Submittal Review _____

- | |
|--|
| <input type="checkbox"/> Incomplete |
| <input type="checkbox"/> Complete |
| <input type="checkbox"/> Surveyor Notified |

