



**COUNTY OF SACRAMENTO**  
**RECORD OF SURVEY APPLICATION**

**Applicant**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address City State Zip Code

Phone: \_\_\_\_\_ Contact's E-mail: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address City State Zip Code

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Site Address: \_\_\_\_\_  
Assessor's Parcel No. Street Address City

**Land Surveyor**

Company: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address City State Zip Code

Phone: \_\_\_\_\_ Surveyor's E-mail: \_\_\_\_\_

## Initial Submittal

### Application Submittal

Submit completed Record of Survey application form (*above*) as well as the documents listed below:

1. Completed Statement of Financial Responsibility (SOFR).
2. Initial map review deposit. (\$500.00)
3. Digital copy of the map to scale. (PDF preferred)
4. Copy of the current vesting deed(s), and applicable adjacent deeds per Section 8764(a)(4) of the Business & Professions Code.
5. Copy of all easement documents shown or referenced on the map.
6. Copy of closure calculations. (Recommended)
7. Copy of current title report, dated no more than 60 days before map submittal. (Optional)

**NOTE 1:** All digital submittal elements **SHALL** be provided as separate individual documents in PDF format.

**NOTE 2:** Digital submittals and re-submittals **SHALL** be emailed to [surveysubmittals@saccounty.gov](mailto:surveysubmittals@saccounty.gov).

**NOTE 3:** Hard copies and checks may be submitted to 827 7th Street, Room 101; Sacramento, CA 95814; Attn. Survey Section.

## COST

The initial map review deposit for a Record of Survey is \$500.00. The total cost is calculated on a “time and materials” basis to review and process the map. The review process is subject to a full cost recovery. The cost varies from map to map, thus, an initial deposit is required with the initial submittal package. The party who signs the Statement of Financial Responsibility will receive a monthly statement showing the current account balance, monthly invoice, and monthly labor details.

Please make check payable to “Sacramento County”. **Or, Pay Online at:** <https://govhub.com/sacramento/surveyfees>.

## Application Completeness Review

Record of Survey applications will be reviewed for completeness. If an application is deemed incomplete, it will be paused, and the applicant will be contacted via e-mail by the Sacramento County Survey Section requesting missing information. The project will not be created, nor will the map review begin until the submittal is deemed complete by the Survey Section.

## Record of Survey Review

Timeline of review process:

1. Initial Review: Upon acceptance of the initial submittal, County survey staff will email comments or technical correct notice in **20 working days**.
2. Re-submittals: Surveyor has **60 days** in which to re-submit. Re-submittals will revert to the Initial Review timeline of **20 working days**, if not received within **60 days** of the review comment email.
3. Subsequent Reviews: County survey staff will email comments or technical correct notice in **10 working days**.

**NOTE:** The days noted above may differ if mutually agreed upon by the submitting surveyor and county surveyor.

## Map Filing Requirements

The following shall be supplied prior to filing the Record of Survey:

1. **Mylar of Record of Survey** (stamped/signed/dated).
2. **CAD File** of the map, for GIS/Assessor.
3. **Filing fee** - A check payable to "Sacramento County" for filing fee. (\$113 for 1<sup>st</sup> sheet, \$19 each additional sheet)
4. **Map Review Fee** - A check payable to "Sacramento County" for the remaining account balance. (TBD): \*This amount is a close approximation of your final billing. Any remaining balance received on your official Sacramento County Statement is still liable to be paid by you even after the map is filed.

NOTE: Due to our billing system, the individual or company identified on the Statement of Financial Responsibility form may get several statements after providing the final payment as requested by this letter (Item 4 above).

It may take 2-4 billing cycles for our accounting system to catch up and show a \$0 balance. If you have any questions when you receive these statements, please do not hesitate to contact the Department of Finance (See Page 1 of the Statement).

## Requirement Definitions

The following items are the definitions of the Map Filing Requirements noted above.

1. **CAD File of the map:** Once the record of survey has been determined to be technically correct by the County Surveyor, submit a CAD file (.dwg format) of the map. The CAD file allows the map to be geo-referenced on the County's GIS platform.
2. **Filing fee** - A check payable to "Sacramento County" for filing fee., \$113 for 1st sheet, \$19 each additional sheet, (\$75 for state Building Homes and Jobs Act fee is included in the 1<sup>st</sup> sheet).
3. **Map Review Fee:** A check payable to "Sacramento County" for actual cost recovery of map review and processing will be determined prior to the filing of the map with the County Recorder. Additional statements may be generated once the record of survey project financials have been reconciled.

## Signature

### Applicant:

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures listed in this application document; and hereby consent to the review and processing of this map.

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Applicant's Signature

Date

### Surveyor:

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures listed in this application document; the submittal package complies with all applicable provisions of California Codes, Sacramento County Codes, and Sacramento County Improvement Standards; and **the map has been reviewed by me** and is in "ready to file" form.

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Surveyor's Signature

Date

## Questions

Send questions to: [surveyquestion@saccounty.gov](mailto:surveyquestion@saccounty.gov), or call 916.874.6546 and leave a detailed voice message.

Email all submittals and re-submittals to [surveysubmittals@saccounty.gov](mailto:surveysubmittals@saccounty.gov)