

## OFFICE OF DEVELOPMENT & CODE SERVICES

Building Permits & Inspection Construction Management & Inspection Code Enforcement County Engineering

## **County of Sacramento**

## **RECORD OF SURVEY SUBMITTAL CHECKLIST**

- 1. Transmittal letter from surveyor/engineer with address, phone number, and email.
- 2. Completed Statement of Applicant's Responsibility.
- 3. Initial review deposit of \$500.00 for Record of Survey. Checks payable to Sacramento County.
- 4. One full-size copy of the map.
- 5. Vesting deed(s).
- 6. Maps, deeds or other documents used to determine boundary, including adjoiners if not referenced by a filed map.
- 7. Closure calculations.
- 8. Submittal of CAD/Civil 3D file upon map approval.

## Notes:

- 1. Hardcopy originals of items 2 and 3 are required. All other items may be hardcopy or submitted digitally via disc or email to <u>surveysubmittals@saccounty.net</u>.
- 2. Packages not conforming to this checklist will be rejected.
- 3. Map review is based on Time & Materials, not a flat fee.