



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 adjoining 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 surveysubmittals@saccounty.net.*
2. *Packages not conforming to this checklist will be rejected.*
3. *Map review is based on Time & Materials, not a flat fee.*