



---

## RECORD OF SURVEY SUBMITTAL REQUIREMENTS

1. Completed Statement of Applicant's Responsibility (SOAR).
2. Digital copy of the map. (PDF preferred).
3. Copy of the current vesting deed(s).
4. Maps, deeds or other documents used to determine boundary, including adjoining if not referenced by a filed map.
5. Copy of closure calculations. (Recommended).
6. Initial map review deposit of \$500.00 for Record of Survey. After the submittal is accepted, the total fee for the Survey Section to review the map will be the exact cost in hours needed during the review process. Because the amount varies from map to map, only an initial fee has been required. If your review costs exceed the initial fee you will receive a bill.
7. Submittal of CAD file upon map approval.

### Notes:

**Packages not conforming to these requirements will be rejected.** A project will not be created, nor will the map review begin until all items are received or satisfied as determined by the Survey Section.

**Digital submittals are preferred.** However, hard copies and checks may be submitted to 827 7th Street, Room 101, Attn. Survey Department.

Items 1 - 6 may be submitted digitally via email to [surveysubmittals@saccounty.gov](mailto:surveysubmittals@saccounty.gov)

Initial deposits can be paid by check made out to County of Sacramento, or online at <https://govhub.com/sacramento/surveyfees>