



Public Works Agency
Alameda County

RECORD OF SURVEY SUBMITTAL FORM

Complete this form and submit with the map, references and fee at mapsub@acpwa.org or at the physical address below.

399 Elmhurst Street • Hayward, CA 94544-1307 • (510) 670-5480 • www.acpwa.org

MAP TITLE
Name of City; if unincorporated, use community or township name
Name of County, California
"RECORD OF SURVEY No. _____"
General description of land surveyed. (8764)
Date(s) of field survey
Sheet number _____ of _____ total sheets
Street Address and Assessor Parcel No. if available
Map reflects latest assessor's parcels/ does not appear to create a division of land (Subdivision Map Act compliance). (8762.5)
CERTIFICATES
County Recorder's Certificate (8764.5)
Licensed Surveyor's Statement (8764.5)
Signed, dated and sealed (8764.5 & 411(h)) (label checkprints "Preliminary")
County Surveyor's Statement (8764.5) (Paul Mabry, LS No. 8797)
Certificate per Sec. 8762.5, if applicable
Memorandum of oaths, if applicable (8760)
No non-technical certificates (8764.5)
SURVEYOR'S NOTES
Basis of Bearings: record source, State Plane Coordinates, between two permanent extant monuments
Found or Set monuments shown with distinguishing symbols and include detailed description, type, size, license no. (8764)
Legend includes symbols, linetypes, non-standard abbreviations
Narrative statement or explanatory notes for complex retracements
County Surveyor's Note requested?
MATHEMATICAL ACCURACY
Closure calculations for non-rectangular geometry or CAD file (circle the applicable selection)
Bearings and Distances (8764)
Overall dimensions shown as applicable with tic marks
Sum of parts = total distance or delta
Curve data shown (three elements minimum for tangent curves)
Radial bearings or Chord/Chord length for non-tangent/compound
Areas shown if required for survey; area matches closure calcs
Measured = Record? add explanatory note stating positional level of tolerance for this survey
Other:
MAP BODY
Map material is tracing cloth or polyester film; black waterproof ink (8763) (Electronic file in pdf format is preferred for checkprints)
Map size = 18" x 26"
Margin 1" and clear on all sides (8763)

MAP BODY CONTINUED
North Arrow (8764)
Map orientation, title and map body to read from bottom of right side of sheet when north arrow points away from reader
City, County jurisdictional boundary lines as required
Graphic Scale (8764)
Map information is legible – no lines thru text (8763)
Reference to adjacent tracts; maps of record, adjoiner deeds (8764)
Monuments are rehabilitated (8771.6)
Street Names and width of right of way; cite source if available; if width varies, dimension varying widths on map
Reference for found monuments; for monuments not of record state whether accepted and held for position
For monuments not of record but tagged, has licensee been contacted?
Reference to deeds or official records needed to establish lines or points (8764)
Record measurements in parenthesis with R#;(measured = record only with an otherwise stated positional level of tolerance for this survey)
Purpose indicated for all easements shown
Detail view(s) if needed for clarity/legibility; state scale or not to scale
Arrows/leaders needed to clarify dimensions
No ditto marks
Spelling; grammar; punctuation
SURVEY PROCEDURES
Survey based on sufficient control (two-point tango not sufficient except in cases where original subdivision is sufficiently modern to preclude possibility of earth movement and all subdivision monuments were properly established per record geometry)
Additional survey information shown where required (8762)
Prorations if applicable are correct
Sectional breakdowns if applicable follow the BLM Manual
Deed construction correct; note patent errors or latent defects
Sufficient monuments to easily retrace any point or line surveyed (8771)
Monuments are durable, tagged and well described (8772)
Relationship with adjoining; excess/deficiency understood/confirmed (8764)
Where necessary, explanation of methods of establishment of lines or points shown
Other issue not covered:
SELECT ONLY ONE OF THE FOLLOWING:
This survey is ready to record; add CS Note as necessary (8766(c))
This survey is complex or unique; discuss with the County Surveyor
For reasons below, an extension for this survey is requested (8766(a)):

The Record of Survey accompanying this checklist has been checked by me or under my direction for compliance with the Professional Land Surveyor's Act (Business and Professions Code, Chapter 15, Division 3, section 8700 et seq.) and for completeness and consistency with the items in this check list, and is submitted for review prior to filing in the records of Alameda County. I have enclosed a fee equal to **\$500 for each sheet** of this survey with a check made out to the "ALAMEDA COUNTY TREASURER" and noted the Assessor's parcel number on the memo line of the check OR This map is exempt from review fees per Gov. Code Sec. 6103.

Check No. _____ Fee Paid \$ _____ Date: _____ LS/CE No.: _____ Phone: _____
 Surveyor Signature: _____ Email Address: _____
 Surveyor Name: _____ Postal Mail Address: _____
 Business Name: _____ City, State: _____

Surveyor's Job No: _____



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Check No. _____ Fee Paid \$ _____ Date: _____ LS/CE No.: _____ Phone: _____
 Surveyor Signature: _____ Email Address: _____
 Surveyor Name: _____ Postal Mail Address: _____
 Business Name: _____ City, State: _____

Surveyor's Job No: _____

INSTRUCTIONS for SURVEY SUBMITTAL PROCESSING

Please follow these instructions to submit a survey map for review and recording in Alameda County. We recommend that files be saved to a usb stick or other storage device. Together with a check for examination fees, the following be delivered as a package to the office of the Alameda County Surveyor:

- A. Record of Survey Submittal Form – completed & signed by a licensed land surveyor.
Forms that are not signed, will be returned.
File name format: **“A-RS Submittal Form.pdf”**
- B. Checkprint of the Record of Survey Map – signed and sealed by a land surveyor or stamped “Preliminary”
File name format: **“B-RS YearMonthDay CP1 IN.pdf”**
- C. Closure Calculations for non-rectangular figures
File name format: **“C1-Closure Subject Parcel.pdf, C2-Closure Block.pdf, etc”**
- D. Deeds or other record descriptions for subject parcel and adjoining.
File name format: **“D1-Deed Subject Parcel.pdf, D2-Deed 2.pdf, D3-Easement.pdf, etc.”**
Deeds may be compiled in a single pdf is desired, but label each deed according to the reference number used for that deed on the survey map.
- E. Record or non-record maps used in the survey.
File name format: **“R1-XXMapsXX.pdf, R2-XXPMXX.pdf, R3-XXRSXX.pdf, etc.”**
Label each map according to the reference number used for that map on the survey map.
- F. Title Report, if available.
File name format: **“T1-Title Report.pdf, T2-Title Report.pdf, etc.”** Each title report, if more than one, to correspond to the deed references above.
- G. Other information helpful to understanding the survey
File name format: **“O-Year Assessor Map.pdf, O-Year Aerial Photo.pdf, etc”**

The naming convention can be modified if necessary, but please keep the prefix “A-“, “B-“, “R-“, etc., the same as designated above so that the electronic files sort alphabetically in descending order. Files do not need to be placed in separate folders.

We do not recommend emailing submittals, however, that remains an option at: mapsub@acpwa.org.

We do recommend you mail or deliver the paper check and electronic files saved to a usb stick or other storage device to:

*Office of the Alameda County Surveyor
Attn: Map Submittals, Room 113
399 Elmhurst Street
Hayward, CA 94544*

If delivering a package in-person, please check in at the window of the Office Services Clerk located at Room 113 near the main entrance to the building. Inform the Clerk if you would like to speak with the County Surveyor; otherwise, leave the package and staff will email a receipt when the submittal has been received, generally within one business day. If requested, and the County Surveyor is available, he is happy to meet and discuss any concerns. Regarding the preference of physical delivery of map packages: We have found over the years that separating payment from the other map elements results in lost checks, mis-addressed checks and delays the map review. Until a future online payment processing system is cleared for use by the County Surveyor’s Office, we recommend that payment and submittal files arrive together via U.S. postal mail or hand delivery.

EXPLANATORY NOTES for RECORD OF SURVEY SUBMITTAL FORM

The notes below apply to the named items on the submittal form. Items not mentioned are believed self-explanatory.

1) **MAP TITLE:**

- a) The recommended title block for the map sheet should contain the essential items listed on the Check Sheet and should, for the sake of conformity, follow the basic format shown on the sample sheet. The general description should reference a deed or other record document containing the legal description of the lands surveyed. Nothing prevents a surveyor from including the full written legal description on the survey map.
- b) Street address and Assessor's Parcel Number, although not required under the PLS Act, are commonly used designations for property. They are also two frequently used indexes for our database and GIS records. If street addresses are not assigned for vacant parcels, the street name and nearest cross street are used for indexing. Assessor's parcels may not exist for public streets or other linear features and substituting an APN near the middle of the surveyed feature may be used instead for indexing.
- c) Surveyor Contact Information. Although most surveyors do include their name, address, email and phone number, some do not. It is recommended that this information be included on all survey maps.

2) **CERTIFICATES:** If space is an issue on a single page record of survey, the required statements and certificate may be placed on a separate sheet at no additional charge. e.g. a \$500 review fee for a one page map will not increase if a second sheet is added and only one of the sheets contains technical "survey" information. A vicinity map can also be placed on the certificate sheet at no additional fee if the preparing surveyor wishes.

3) **SURVEYOR'S NOTES:**

- a) Basis of Bearings: The Basis of Bearings serves as a calibration tool for future surveyors to follow. It also provides both the reference bearing and distance to compare this survey to a past record survey. The Basis of Bearings must be a line between two fixed points referenced by permanent and durable monuments. This applies universally to all surveying technologies (conventional, stellar or solar observations, GPS, etc). The points shown as a basis of bearing need not be inter-visible although inter-visible points are preferable when possible.

- b) The bearings shown on the map should be defined in terms of one of the following:

- i) A line appearing shown or described on an existing map or title document of record. The reference line shall be a line between any two existing monuments which have been made a part of the current survey and have been shown on the map. The measured distance of the basis line shall be shown on the map, and if the record distance is known, any variation in the distance so reported. The record bearing shall be shown (there will be no variation between record and measured bearings because this line forms the basis of bearings). Acceptable for reference purposes are final maps, parcel maps (based on a field survey), records of survey maps, City or County Surveyor or Engineer maps, State Highway Department Coordinate Control maps and those Deeds with calls to or for monuments having been previously set.

- ii) For situations where no original monumentation exists and the submitting surveyor is assuming a basis of bearings based on a preponderance of secondary evidence, the submitting surveyor should set a pair of permanent reference monuments, preferably in a concrete curb at or near the intersection of block corners and consult with the County Surveyor regarding whether these may be established with more substantial standard County monuments for which the County Surveyor could subsequently adopt and file corner records.

An example form of the basis of bearings note: "The basis of bearings for this survey is the North line of the NW ¼ Sec. 3, T.7S., R.2W., S.B.M., monumented as shown on R.S. 1907, Book 47 Maps 33, as S89°21'58"E."

- iii) The California Coordinate System: When this system is used, the map shall show the line or lines connecting the survey to the control stations used, showing the grid bearings between them, and the relationship between grid north and astronomic north (theta angle). If coordinates are shown for points established on the map, the control scheme by means of which the coordinates were determined must also be shown on the map. Refer to Section 8813.1 of the Public Resources Code and any subsequent updates thereto.

An example form of the basis of bearings note: "The basis of bearings for this survey is the California Coordinate System (CCS83 or CCS2022) Zone X, as determined locally by the line between USG&GS stations BACHELOR and MARCH, shown herein as: N27°32'15"E." If an FGCS, or its successor, order of accuracy is claimed for a survey or a map, it shall be justified by additional written data that shows equipment, procedures, closures, adjustments, and a control diagram.

Note: Public Resources Code, Section 8817 requires use of either CCS83/NAD83 or CCS2022/North American Terrestrial Reference Frame of 2022 (NATRF2022) horizontal component and the North American-Pacific Geopotential Datum of 2022 (NAPGD2022) vertical component. The Federal Geodetic Control Subcommittee (FGCS) was formerly the Federal Geodetic Control Committee. Also note that after 2023, surveys using the CCS must reference two or more horizontal reference stations (previously, only one reference was required).

c) State whether U.S. Survey foot, International feet or metric units are used as the unit of measure. It is recommended that a bold note and/or metric logo be placed conspicuously on the map for any survey based upon the metric system. It is helpful to future surveyors to state the measuring instruments and procedures used. It is helpful to state what level of accuracy or precision can be expected on the survey. For example: "Leica 1203 3" robotic total station and Leica 1200 GNSS RTK instruments using a combination of RTK and conventional traverse techniques were used for this survey. Using these procedures, an estimated relative accuracy of plus or minus 0.07' may be expected within this survey."

d) Other explanatory notes. A boundary retracement of any complexity should include a narrative that clearly and concisely explains how the surveyor arrived at what is graphically shown on the map. The County Surveyor can assist if the submitting surveyor is uncomfortable with drafting this.

e) County Surveyor's Note. In certain situations, a County Surveyor's note may be helpful to explain something which the preparing surveyor is uncomfortable stating but which would otherwise be helpful to the public. Please check this box if that situation may be applicable and the County Surveyor will contact you to discuss further. Examples of this type of County Surveyor Note are included below.

Example 1: THIS SURVEY IS LOCATED IN A SEISMICALLY ACTIVE AREA COINCIDENT WITH THE HAYWARD FAULT AND ADJACENT TO KNOWN LANDSLIDE HAZARDS PER THE CALIFORNIA DEPARTMENT OF CONSERVATION, CALIFORNIA GEOLOGICAL SURVEY, "EARTHQUAKE ZONES OF REQUIRED INVESTIGATION." NUMEROUS MONUMENTS MEASURED IN TRACT 1406 WERE OBSERVED OUT OF POSITION BY VARYING AMOUNTS BUT IN A CONSISTENT SHIFT TOWARDS THE SOUTHWEST QUADRANT. DUE TO LIKELY EARTH MOVEMENT, ALTERNATE POSITIONS OF BOUNDARY LINES IN THIS AREA ARE POSSIBLE.

Example 2: THIS MAP RETRACES A PORTION OF AN ANCIENT SUBDIVISION THAT LACKS SUFFICIENT MONUMENTATION TO EASILY RETRACE THE LOTS SHOWN HEREON. THIS SITUATION REQUIRES ANY LAND SURVEYOR TO RELY ON LESS EXACT SECONDARY EVIDENCE SUCH AS STREET CURBS AND OTHER PHYSICAL IMPROVEMENTS WHICH INCREASES THE EFFORT REQUIRED, WHILE ALSO DIMINISHING PRECISION. USERS OF THIS MAP SHOULD BE AWARE THAT SMALL VARIATIONS MAY BE EXPECTED IN THE POSITIONS SHOWN HEREON DEPENDING ON THE PROCEDURES USED AND THE AMOUNT OF SECONDARY EVIDENCE RECOVERED.

4) **MATHEMATICAL ACCURACY:**

a) Closure calculations. Closure calculations assist the County Surveyor more efficiently confirm that the surveyor's legal duty to show mathematically accurate information is met. To be helpful, the closure calculations must be labeled so that the figure being calculated can be readily known and the starting point of the calculations can be easily found. Closure calculations only work because they are entirely computer generated. A closure calculation that includes hand-written technical information defeats the purpose of using the computer. Consequently, the technical portions of the closure calculation must be computed by a program that will not fail to represent the lines and distances shown on the survey map. If curve elements are shown on the survey map, the closure calculator must be capable of reflecting the same information as shown on the map. (Handwriting the arc, delta and radial bearing will not substitute for computer generated curve information) Closure calculations should close exactly or within four decimal places. Where closure calcs misclose by a small but noticeable amount, it is often an indication of a problem with the linework not being snapped to endpoints in the computer drafting software.

b) Stating that Record equals Measured is generally an untrue statement and should be avoided because

it creates undesirable and unnecessary liability for a surveyor. Do not make this statement unless the raw data from the measuring instrument that is a part of your field notes actually reflects the exact record value. Generally, stating measured and record values separately is preferred. However, if due to a desire for simplicity or improved legibility, a surveyor wishes to annotate lines as "Measured = Record", a separate statement should be added to the map to clarify what is meant. (e.g. The measured values shown on this survey match record values within an accepted tolerance of plus or minus 0.05 feet.) Such a statement clarifies the meaning of the surveyor and allows future retracing surveyors to understand what was intended if subsequent measurements differ from those shown on the survey.

c) Closure calculations differ from traverse closures and should not be confused. For example, Alameda County Subdivision Ordinances Sec. 16.24.040 requires exterior subdivision boundaries to be traversed and close within a limit of error of 0.015 of a foot in latitude and/or departure. Similarly, street monumentation must be field checked to an accuracy of 0.01 of a foot per one hundred (100) feet and angle measurement to twenty (20) seconds of angle and not to exceed 0.05 of a foot point position. Closure calculations are created by a computer algorithm and simply demonstrate a lack of mathematical errors in the information plotted in computer assisted drafting (CAD). Closure calculations have nothing to do with accuracy. Traverse closures on the other hand infer a level of accuracy of the actual field measurements. Traverse closures are not requested or required for records of survey.

5) **MAP BODY:**

a) All lettering should be placed so as to be read most conveniently with the North arrow pointing up the page and away from the reader where practicable.

b) Adjacent Subdivisions, etc: The relationship to those portions of adjacent tracts, streets, or senior conveyances which have common lines with the survey. Note that "adjacent" may include lots and even blocks located a considerable distance away from the subject property when a simultaneous division of land is being retraced and a lack of original monumentation is encountered.

c) References for Found Monuments: All monuments shown as "found on the map shall be described as to type, material, height relative to the ground surface, stamping/tagging, with a reference to a record map or field book where the monument was shown as having been set or accepted for use as the corner cited. If no record can be found to substantiate the monument, indicate same. It is recommended that untagged monuments used for control or accepted as corners should be tagged by the surveyor in responsible charge (Sec. 8772; see also requirements to rehabilitate per PLS Act Sec. 8771.6).

d) If monuments with tags are found but not of record, the survey should first contact the surveyor who set the monuments and inquire as to the status of the concurrent map record. If the surveyor is unable to obtain a satisfactory response from the surveyor whose tags are found, the County Surveyor may be able to assist. Note: the Board has identified instances of fraudulent practice involving the setting of falsely tagged monuments in the greater Bay area. Please report suspicious activity.

6) **LEGIBILITY OF MAP DATA:**

Note: The County Surveyor as ex officio County Recorder is responsible for determining the clarity, legibility and archival quality of a map and based on these criteria may offer an opinion as to the recordability of a map. The Recorder ultimately determines the criteria for maps. The following are some general recommendations.

a) Lines: Normally, the weight of a line is used to denote a specific level of importance to that line, the heavier lines being of more importance than the light weight lines.

b) Lettering: Lettering should be of a style, either vertical or slanted, and of such size that it can be reproduced via microfilming, scanning or equivalent processes and still be easily read. Experience has indicated that the minimum size of lettering which will meet these requirements is 0.080", with a pen size that will keep the letters open. A sufficient space should be left between any letters and lines to insure that the lettering will not bleed into the lines when printing an electronically archived map.

7) **SURVEY PROCEDURES:**

a) Sufficient control. If a survey is based on insufficient control in the opinion of the County Surveyor, he will place a note on the map to that effect. This is unfortunately a common problem in old subdivisions with missing, unreliable or inconsistent monumentation. It is also a problem in subdivisions subject to earth movement. Areas subject to known earth movement are identified by the Department of Conservation, California Geological Survey at [Earthquake Zones of Required Investigation](#). Property owners often suffer significant harms from surveys relying on insufficient control. If such a situation exists,

the County Surveyor will attempt to identify and note that such a concern may exist.

b) PLSS retracements. Surveys which retrace a portion of the GLO lands must be done in accordance with the instructions and principles contained in the Bureau of Land Management's Manual of Surveying Instructions. While the current manual is dated to 2009, earlier instructions or special instructions may be necessary to reference to properly retrace earlier PLSS surveys.

c) Setting Sufficient Monuments. Surveys should identify monuments set and that they are sufficient to enable the easy (facile) retracement of any point or line on the survey. For lot surveys, this generally means the four corners of the lot will be set. For surveys of a single line, this means at least the two endpoints of the line will be set. For long lines or large lots, additional monuments may be necessary. However, when topography, site conditions or where the express wishes of the owner make it difficult or impracticable to comply with this requirement, the surveyor should at a minimum explain/document this decision.

d) Relationship with adjoiners. This can be a difficult and costly endeavor for a surveyor, especially in an area lacking original monuments or where excess or deficiency exists and it is unclear whether Jr/Sr rights apply or proportionate measurements apply. While the County Surveyor will not question the amount of work shown on a survey map, he may state an opinion that the relationship with adjoiners is not understood from the information placed on the map. Again, the intent is to alert readers of the map that something may be missing that prevents a reliable conclusion from being reached.

8) **REVIEW INSTRUCTIONS - SELECT ONLY ONE OF THE FOLLOWING:**

These options are intended to promote a more efficient review of the survey by the County Surveyor's office. Ordinarily, a surveyor would select the first option – This survey is complete and ready to record.

Option 1. This type of survey does not present any technical difficulties or challenges. The map is complete and has been reviewed by the submitting survey against the submittal form. With few or no revisions, it is believed ready to record. In this case, the County Surveyor will return comments as quickly as possible and if applicable, will add a proposed County Surveyor's Note. The County Surveyor will not reach out to the submitting surveyor to discuss.

Option 2. This type of survey is unique or complex. Something about the nature of this survey goes beyond the ordinary and the submitting surveyor would like to confer with the County Surveyor before receiving redline comments. Review of this type of survey would proceed more slowly. The County Surveyor would discuss changes and propose notes verbally before moving to written communications.

Option 3. This type of survey is also unique for reasons related to timing. For situations involving a potential neighbor dispute, for pending lot line adjustments or for some other reason, the surveyor wishes to timely submit the survey map for review pursuant to the PLS Act, but wishes to delay the review process for reasons stated in the submittal form. The County Surveyor will reach out to discuss with the submitting surveyor. For potential disputes, please forward the County Surveyor's contact information to the parties of interest to potentially assist in resolving the dispute as a neutral expert.

EXAMPLE SURVEYS

The following surveys are examples of record and provided as a reference. Records can be found at [Home > Surveyor Program > Alameda County](#):

Type of Retracement Survey	Reference Number
Retracement on an un-monumented block; record measurements; relies on earlier Parcel Map + secondary evidence shown graphically and in notes.	RS 3479
Retracement adjacent to monumented blocks; record measurements; possible earth movement affecting record locations.	RS 3958
Retracement of fully monumented parallelogram block; slight excess; deed discrepancies, deed gap noted.	RS 3985
Retracement of non-rectangular deeded parcels; old right of ways; secondary evidence corroborates positions.	RS 3527
Retracement of Public Land Survey System; deeded parcels; notes on corner recovery, resolution, principles of interpretation relied upon.	RS 3654

Examples of other types of surveys may be appended to this list over time.