

Survey Digital Submission Instructions

Two Page Document

Record of Survey Digital Submission Instructions

Our goal is to complete this Record of Survey examination with the fewest amount of follow up reviews (re-checks) possible. To facilitate this goal, we request you follow the Record of Survey format below, and submit all references and supporting documents at the time of your initial submittal.

- **(Scale)**
The pdf file of your Record of Survey must be in 18 inch by 26 inch format. This is needed so that we can verify the size and scale of your map.
- **(References)**
All references such as Tract maps, Parcel Maps, and Field Book pages should be assign a unique "R" value for each reference document used. i.e. R1, R2, R3 etc. All references "R" should be listed on sheet one of your Record of Survey (see example below). This will allow us to quickly verify that you have submitted all reference documents. Populate the corresponding "R" folders with the associated pdf files.

Example: R1 = TR10581 M.B. 163-44-45
 R2 = L.A. Co. Eng. FB 1811-84
 R3 = L.A. Co. Eng. FB 1811-85
 R4= PWFB 1327-1511

- **(Deeds)**
Assign a unique "D" value for each deed referenced i.e. D1, D2 etc. All deed references "D" should be listed on sheet one of your Record of Survey (see example below). This will allow us to quickly verify that you have submitted electronic copies of all deeds. Populate the corresponding "D" folders with the associated pdf files.

Example: D1 = INST No. 99 1936485 (O.R.)
 D2 = INST No. 385 REC. JUNE 28, 1955 BK 48186 PG 128 O.R.

- **(Assessor's Map)**
Populate the Assessor's Map folder with the associated pdf.
- **(Closure Calculations)**
Populate the Closure folder with the associated pdf.
- **(Supporting Data)**
Any other data necessary for the intelligent interpretation of various items and locations may be placed in the Supporting Data folder.

Cite the corresponding R & D values, when describing points found or set points and when labeling lines. (except on statements).

- Examples:**
- **FD Spike & Washer no number per R1**
 - **Nothing FD - Established Intersection by ties per R2**
 - **Northeasterly Line of D1 – Established by Proration**
 - **West Line of the east 25' of Lot 1 per D2**

I have read the above Record of Survey Digital Submission Instructions and agree to follow said instructions.

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Corner Record Digital Submission Instructions

Our goal is to complete this Corner Record examination with the fewest amount of follow up reviews (re-checks) possible. To facilitate this goal, we request you follow the Corner Record submittal format below, and submit all references and supporting documents at the time of your initial submittal.

- **(The Corner Record)**
The Corner Record pdf file must be a scanned image of the hard copy, bearing the Signature, Seal, and date of signing.
- **(References)**
All references such as Tract maps, Parcel Maps, and Field Book pages should be assign a unique "R" value for each reference. i.e. R1, R2, R3 etc. All references "R" should be listed on sheet 2 of your Corner Record (see example below). This will allow us to quickly verify that you have submitted all reference documents.

Example: R1 = TR10581 M.B. 163-44-45
 R2 = L.A. Co. Eng. FB 1811-84
 R3 = PWFB 2715-326

Populate the corresponding "R" folders with the associated pdf files.

- **(Assessor's Map)**
Populate the Assessor's Map folder with the associated pdf.
- **(Supporting Data)**
Any other data necessary for the intelligent interpretation of various items and locations may be placed in the Supporting Data folder.

Cite the corresponding R values, when describing points found or set points and when labeling lines.

- Examples:**
- **Found Spike & Washer no number per R1**
 - **Nothing Found – Established intersection by ties per R2**
 - **Set LT&Tag LS 8906 by Record Angle and Dist. from the east per R3**
 - **Northerly line of lot 1 R1**

I have read the above Corner Record Digital Submission Instructions and agree to follow said instructions.