



A Tradition of Stewardship  
A Commitment to Service

**Department of Public Works**

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**John Taylor**  
Acting Director

January 2, 2012

To: All Surveyors and Engineers Practicing in Napa County

Ladies and Gentlemen,

Thank you for all you do to improve the quality of land boundary information available to the public in Napa County. As we work together, we continue to develop quality documents (Records of Survey, Corner Records, subdivision maps) which will be most useful to those who need information about real property in this area.

The Napa County Surveyor's Office has a goal of improving the efficiency of the services we provide. The implementation of the following practices on your part can greatly assist us in providing better service to you, our customers:

1. Please label parcels of land, both the subject parcel and its adjoiners, with a reference to the instrument (deed or map) which created them. You may also include the instrument which comprises the most-recent ownership transfer, if you or your client desire this. The inclusion of creation information will greatly simplify the evaluation of senior conveyances and should readily reveal the appropriate approach to determining boundary locations.
2. Please provide a brief written statement of the methods and reasoning used to determine boundary solutions, whenever these solutions are not obvious to someone viewing only the map itself. This will reduce the amount of time we need to spend reviewing your submittals, which ultimately will enable us to lower our checking fees.

Thank you for your consideration of these requests. I am available to discuss these, or any other land surveying concerns, at any time. Please email me at [Rick.Marshall@countyofnapa.org](mailto:Rick.Marshall@countyofnapa.org) or call (707) 259-8381 to make an appointment to do so.

Regards,

*Rick Marshall (e-signature)*

Rick Marshall  
County Surveyor