A Tradition of Stewardship
A Commitment to Service

Record of Survey Application

Surveying Services Division
1195 Third Street, Suite 101
Napa, CA 94559-3082
(707) 253-4351

Applicant/Surveyor Information:

Name (First and Last and/or Company Name)

Relationship to Property Owner

Street Address

Phone Number

Text

City

State

Zip

E-mail Address

Property Owner(s) Information (if different from applicant):

Name (First and Last and/or Company Name)

Street Address

Phone Number

City

State

Zip

E-mail Address

Additional Information (Required for submittal) :

Napa County Assessor Parcel Number(s) :

Title of Survey :

Application Fee- Record of Survey $889.88 (each map submitted)

Check Number:

DPW Receipt/Application File Number:

Application Fee- Recordation $8.00 final Mylar ($2.00 each add'l page - payable to Napa County Clerk/Recorder)

Check Number:

DPW Receipt/Application File Number:

General Application Requirements *(see following page checklist for complete mapping requirements)*

1. Closure sheet- property boundary with acres/square feet
2. Current deed- parcel surveyed, include deeds for any parcel contiguous to the boundary if under same ownership
3. Reference maps (returned upon request)
4. Lot Line Adjustment deed number if applicable, indicated in Reference table
5. Two checkprint copies per submittal

Date:

Print Form

NAPA COUNTY RECORD OF SURVEY REVIEW CHECKLIST

Derived from County Engineers Association of California Standard Record of Survey Checklist
(rev March 2009)
Professional Land Surveyors Act (Business and Professions Code, Chapter 15, Division 3 §§ 8760-8772)

☐ Map appears to create a division of land: Subdivision or Parcel Map required (§8762.5)

MAP TITLE:

- ☐ Name of City, if applicable
- ☐ Name of County, California
- ☐ "RECORD OF SURVEY"
- ☐ General description of land surveyed (§8764)
- ☐ Owner Name if survey of parcel or holding
- ☐ Deed or Map Book & Page if survey of a parcel
- ☐ Vicinity map, if required

STATEMENTS:

- ☐ County Recorder Statement §8764.5
- ☐ Surveyor/Engineer Statement §8764.5
- ☐ County Surveyor/Engineer Statement §8764.5
- ☐ Certificate per §8762.5 (if applicable)
- ☐ Memorandum of Oaths §8760 (if applicable)
- ☐ Non-technical certificates or statements on map §8764.5

SURVEYOR NOTES:

- ☐ Basis of Bearings (§8764): map of record, celestial observation, or State Plan Coordinates (§8771.5)
- ☐ Found monuments: Solid symbol recommended (§8764)
- ☐ Set monuments: Open symbol recommended (§8764)
- ☐ Symbols and non-standard abbreviations defined (§8764)

MATHEMATICAL ACCURACY:

- ☐ Map loop closure (§8766) [Recommend less than 0.02 ft. or 1:10,000, whichever is greater.] Check against map text
- ☐ All radial bearings shown where non-tangent curves involved
- ☐ All curve data shown. Minimum-Delta, Radius, Arc Length
- ☐ All bearings and distances shown (§8764)
- ☐ Net and/or Gross acreage shown for closed parcel
- ☐ All overall bearings shown
- ☐ All overall distances shown
- ☐ Sum of parts equal total distance or delta

MAP BODY

- ☐ North Arrow (§ 8764)
- ☐ Scale by North arrow (§8764)
- ☐ City, County, or State boundary line as required
- ☐ Legibility of map data (§8763)
- ☐ Street names and widths shown
- ☐ Purpose of easement noted
- ☐ Detail required for clarity
- ☐ Arrows need to clarify dimensions
- ☐ Reference to deeds, maps or official record if necessary to establish line or points
- ☐ No ditto marks
- ☐ Spelling
- ☐ Reason for mandatory filing, if applicable (§8764)
- ☐ Map orientation
- ☐ Record measurements in parentheses to be shown when beneficial to the interpretation of the survey
- ☐ Physical evidence such as fences, structures, ditches, etc that might indicate an adverse possession or unrecorded deed to be shown (§8764)
- ☐ Easements, both recorded and unrecorded that might cause monetary injury to someone building a structure over them

Survey Procedures:

- ☐ Durable monuments sufficient in number (§8771)
- ☐ Monuments tagged (§8772) as indicated above
- ☐ Relationship to adjacent lines when pertinent
- ☐ Methods of establishment of lines or points as necessary

FINAL SUBMITTAL:

- ☐ Map material: Polyester base film with Black Ink (§8763)
- ☐ Map size: 18" x 26" with 1" margin all around (§8763)
- ☐ Statements legibly signed and stamped (§8764.5)

Please contact Napa County Public Works Department/Surveying Services Division at 707-253-4351 should you need examples or have any questions