



MATT MACHADO  
DEPUTY CAO  
DIRECTOR OF PUBLIC WORKS

# County of Santa Cruz

## DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070  
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

### COUNTY SURVEYOR'S OFFICE REQUIREMENTS FOR SUBMITTAL OF A RECORD OF SURVEY

Please submit the following items:

1. Two prints of the map
2. A copy of all deeds referenced on the map
3. A copy of all unrecorded surveys and/or field notes referenced on the map
4. A copy of closure calculations, showing closure error and precision
5. Map checking fee: \$ 450.00 flat fee first sheet, \$150.00 each additional sheet
6. Recording fee: \$ 85.00 first sheet, \$2.00 each additional sheet  
(recording fee includes SB2 fee of \$75.00)
7. Make checks payable to "County of Santa Cruz"

Map requirements:

1. Sheet requirements per Section 8763 of the Professional Land Surveyors' Act (first submittal should be prints, not mylar)
2. Technical requirements per Section 8764 of the Professional Land Surveyors' Act, plus the following:
  - a. Sheet numbering
  - b. Title block
  - c. City limit lines
  - d. Street names and widths
  - e. Legend
  - f. Curve data
  - g. The note "Distances shown are in feet and decimals thereof"
3. "Statements" requirements per Section 8764.5 of the Professional Land Surveyors' Act. Please date your signature and include the following in the "County Surveyor's Statement:" Gregory R. Jones, County Surveyor; L.S. 8376.

For additional information about the submittal requirements, contact Greg Jones at (831) 454-2160.