

# Humboldt County Surveyor's Office

## Guide for the Preparation of Survey Maps and Documents



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## 1.0 Introduction

### 1.1 Purpose

This purpose of this guide is to document the standards, regulations and requirements associated with the preparation of survey documents and monumentation. It is a compilation of state laws (Government Code, Business and Professions Code), County Codes, industry standards and local practices. It is intended to aid the practitioner in preparing survey documents and to speed up the review and approval process.

STANDARDS: The Standards required are based on:

- *Manual of Instructions for the Survey of the Public Lands of the United States*, prepared and published by the Bureau of Land Management.
- Title 7, Division 2, of the California Government Code, referred to herein as the *Subdivision Map Act*.



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- Division 3, Chapter 15 of the California Business and Professions Code, referred to herein as the *Professional Land Surveyor’s Act*.
- Title 16, Division 5, of the California Code of Regulations, referred to herein as *Board Rules*.
- Title III, Division 2, Humboldt County Code, referred to herein as the *County Subdivision Ordinance*.
- County Engineers Association of California (CEAC) *Guide to the Preparation of Records of Survey and Corner Records*.
- Local customs and practice.

### 1.2 Exceptions

All requests for deviation shall be submitted to the county surveyor in writing.

### 1.3 Accessibility

NOTICE: The County of Humboldt is committed to providing equal access to all county programs, services, and activities through the provision of accommodations for individuals with disabilities as required under the Americans with Disabilities Act (ADA). With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the ADA Coordinator at (707) 445-7266, toll free (844) 365-0352 or by email at [ada@co.humboldt.ca.us](mailto:ada@co.humboldt.ca.us)

You may also contact the Humboldt County Surveyor’s Office, 3015 H Street, Room 124, Eureka, CA 95501, call (707) 445-7205 or email [CountySurveyor@co.humboldt.ca.us](mailto:CountySurveyor@co.humboldt.ca.us)

### 1.4 Version History

1<sup>st</sup> Edition released August 8, 2018

2<sup>nd</sup> Edition released July 13, 2020

3<sup>rd</sup> Edition released April 12, 2022

4<sup>th</sup> Edition released July 20, 2023



## Guide for the Preparation of Survey Maps and Documents

### 2.0 Submittal Instructions

#### 2.1 County Surveyor Review Submittal Requirements

##### A. Paper Submittals

Include the following items when submitting a subdivision map for review:

- Transmittal letter listing all items being submitted.
- The map checking fee and index fee as stated in the current Humboldt County fee schedule. Check the County Surveyor website for current fees. DO NOT SUBMIT RECORDING FEES UNTIL INSTRUCTED TO DO SO.
- Two (2) full size copies of the map being reviewed stamped “preliminary” or “for examination only” pursuant to Business & Professions Code Section [8761\(c\)](#).
- One (1) full size copy of the Assessor's Maps covering the subdivision and all adjacent parcels.
- One (1) legible copy of all documents used in the survey, including but not limited to:
  - a. Vesting deeds and any documents referenced in the vesting deed.
  - b. Adjoining deeds
  - c. Maps (11” x 17” minimum size)
- Preliminary Subdivision Report no more than six (6) months old and a legible copy of all documents referenced within.
- Closure Calculations of the exterior boundary, block loops, and all interior parcels/lots. See Section [3.28 Closure Calculations](#).
- If the survey is in California State Plane Coordinates, enclose the NGS data sheets for the monuments noted on the map.

Include the following items when submitting a record of survey map for review:

- Transmittal letter listing all items being submitted.
- The map check fee and index fee as stated in the current Humboldt County fee schedule.
- Two (2) full size copies of the map being submitted stamped “preliminary” or “for examination only” pursuant to Business & Professions Code Section [8761\(c\)](#).
- One (1) full size copy of the Assessor's Maps covering the properties being surveyed.



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- One (1) legible copy of all documents used in survey, including but not limited to:
  - a. Vesting deeds and any documents referenced in the vesting deed.
  - b. Adjoining deeds
  - c. Maps (11" x 17" minimum size)
- Closure Calculations. (See Section [3.28 Closure Calculations](#)).
- If the survey is in California State Plane Coordinates, enclose the NGS data sheets used for the monuments noted on the map.

### **Include the following when submitting a boundary correction for review:**

- Application form (available from [County Surveyor website](#)).
- Map or sketch illustrating existing and proposed boundaries, APNs, owners, fences/structures/physical features related to proposed correction.
- Length of time conditions have existed.
- Vesting deed for each parcel.
- Creation deed for each parcel.
- Title report for each parcel (can provide after tentative approval).
- Review fee as stated in the current Humboldt County fee schedule.

### **Include the following when submitting a corner record for review:**

- The checking fee as stated in the current Humboldt County fee schedule.
- Two (2) copies of the corner record.
- A legible copy of all maps used in the survey (11" x 17" minimum size).
- A legible copy of all deeds used in the survey.
- Closure Calculations of each parcel, when applicable.

### **Include the following when submitting a certificate of correction for review:**

- Two copies of the original Certificate of Correction (COC) shall be submitted to the County Surveyor's Office for review/checking. Once approved, the original must be signed and stamped/sealed and submitted to the County Surveyor's Office for recordation.
- There is a checking fee and recording fee for all COCs. (See current fee schedule). A check made payable to the County of Humboldt for the total fee is submitted to the County Surveyor's office at the time of the first submittal.



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- One (1) legible, full-size (or 11” x 17”) copy of every sheet of the recorded and/or filed map. Illegible copies and reduced sized copies are not acceptable and will delay the review.
- Provide contact information for the submitting surveyor or engineer including full name, address, telephone number, and email address.

### **Include the following when submitting an amended map for review:**

- Transmittal letter listing all items being submitted.
- The map checking fee and index fee as stated in the current Humboldt County fee schedule. Check the County Surveyor website for current fees. **DO NOT SUBMIT RECORDING FEES UNTIL INSTRUCTED TO DO SO.**
- One (1) legible, full-size (or 11” x 17”) copy of every sheet of the recorded and/or filed map. Illegible copies and reduced sized copies are not acceptable and will delay the review.
- Two (2) full size copies of the amended map being reviewed stamped “preliminary” or “for examination only” pursuant to Business & Professions Code Section [8761\(c\)](#).
- One (1) full size copy of the Assessor's Maps covering the subdivision and all adjacent parcels.

Hardcopy map check packages and fees may be delivered or mailed to the County Surveyor’s Office at the following address:

Humboldt County Surveyor  
Public Works Department – Land Use Division  
3015 H Street, Room 124  
Eureka, CA 95501

### **B. Electronic Submittals**

At this time the County Surveyor’s Office is not equipped for electronic document checking. However, a hybrid approach where paper maps are submitted, and electronic images of reference documents are emailed is available. Map check comments will be returned electronically.

Electronic map check packages of the documents described above may be submitted via email to [CountySurveyor@co.humboldt.ca.us](mailto:CountySurveyor@co.humboldt.ca.us)



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The County email system has a limitation of 20 MB. When submitting a map check package using multiple emails, please add "(X of Y emails)" to each subject line.

The County Surveyor's Office will acknowledge (via email) receipt of your submittal package.

Scans and copies of map and reference documents must be in .pdf format.

Reference documents that are available online do not need to be attached; however, a list of reference documents with hyperlinks must be provided. This may be done on the transmittal letter.

Map checking fees for electronic submittals shall be mailed or delivered to the above mailing address with checks payable to "County of Humboldt". The County Surveyor's Office does not accept cash or credit card payments. An electronic submittal is not considered complete until the map check fee is paid, and all required information has been submitted.

Maps will not be checked until fees are paid. If map check fees are not received within 5 business days after receipt of the emailed submittal, the map check package will be returned unchecked.

**C. Illegible Documents:** For all illegible documents, the applicant must provide a transcription for the County Surveyor to read. If you can't read it, the County Surveyor can't.

**D. Payment of Fees:** Fees are required to be paid prior to the map being checked. For fees that are deposit based, the County Surveyor will verify that there are sufficient fees on deposit prior to approving the map for filing with the County Recorder.

### Notes:

- 1. Legal References:** County Code Section [326-31](#) for Parcel Map; County Code Section [326-21](#) for Final Maps; Business & Professions Code Section [8761\(c\)](#) for "preliminary" and "for examination only" stamping requirements; Government Code Section [66450\(c\)](#) and [66451.1](#) regarding timely map checking of Parcel Maps; Government Code Section [66442](#) and [66451.1](#) regarding timely map checking of Final Maps.
- 2.** At the time of filing the map, the applicant may pay the County Recorder's fee for the cost of an image copy of the map and request that the County Recorder email the map image to them when it becomes available. This amount is to be included in the separate check covering the County Recorder's fees.
- 3. Processing Timeline:** The County Surveyor has 20 calendar days to complete its review; subject to extension as may be allowed. Timer starts after a complete submittal is made, including full payment of map checking fees.
- 4.** See [2.3 Best Practices for Quicker Approval](#)



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- 5. Payment of Fees:** Fees for submittals are to be mailed to the above mailing address with checks payable to “County of Humboldt”. The County Surveyor’s Office does not accept credit card payments. For a list of current fees, go to the [County Surveyor Website](#). **DO NOT SUBMIT RECORDING FEES UNTIL INSTRUCTED TO DO SO.**

### 2.2 Submittal of filed maps to County Surveyor

Business & Professions Code Section [8774.5\(a\)](#) and Government Code Section [66466\(f\)](#) require surveyors and engineers who have prepared and filed maps with the County Recorder to submit copies of their filed maps to the County Surveyor for indexing purposes. Copies are required to be full size 18” x 26” prints or electronic images. Copies should be transmitted to the County Surveyor within 30 days of map filing.

Legible electronic images in Tag Image File Format (TIFF) which have a file extension of *.tif* are preferred and can be emailed to [CountySurveyor@co.humboldt.ca.us](mailto:CountySurveyor@co.humboldt.ca.us).

#### Notes:

- 1. Legal References:** Business & Professions Code Section [8774.5\(a\)](#) for Record of Survey maps and Government Code Section [66466\(f\)](#) for Parcel Maps and Final Maps.
2. At the time of filing the map, the applicant may pay the County Recorder's fee for the cost of an image copy of the map and request that the County Recorder email the map image to them when it becomes available. This amount is to be included in the separate check covering the County Recorder's fees.

### 2.3 Best Practices for Quicker Approval

#### A. Closure Calculations (*see section 1.38 “Closure Calculations”*)

1. Provide closure calculations, not inverse calculations. (See Section [3.28 Closure Calculations](#))
2. For lots and parcels, start the closure at the most northerly corner and proceed clockwise.
3. For legal descriptions, start at the TPOB and follow the courses in the legal description.
4. Be sure that closure calculations include radial bearings in/out of curves.
5. Check for tangent curves; if not tangent, add radial bearings.



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## Check for tangent/non-tangent conditions on closure calculations

Lot name: SAMPLE

North:	30.7495	East:	18.0569
Line Course:	N 76-01-59 E	Length:	130.00
	North: 62.1266		East: 144.2134
Line Course:	N 13-58-01 W	Length:	1.00
	North: 63.0970		East: 143.9721
Line Course:	S 76-01-59 W	Length:	31.87
	North: 55.4048		East: 113.0443
Curve Length:	39.47	Radius:	430.00
	Delta: 5-15-35		Tangent: 19.75
	Chord: 39.46		Course: S 82-34-16 W
Course In:	N 10-03-31 W	Course Out:	S 04-47-56 E
RP North:	478.7955		East: 37.9424
End North:	50.3029		East: 73.9156
Curve Length:	59.18	Radius:	370.00
	Delta: 9-09-54		Tangent: 29.66
	Chord: 59.12		Course: S 80-37-07 W
Course In:	S 04-47-56 E	Course Out:	N 13-57-50 W
RP North:	-318.4000		East: 104.8692
End North:	40.6657		East: 15.5844
Line Course:	S 13-59-19 E	Length:	10.22
	North: 30.7488		East: 18.0549

Perimeter: 271.75 Area: 657 sq.ft. 0.02 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)  
 Error Closure: 0.0021 Course: S 69-59-50 W  
 Error North: -0.00071 East: -0.00196  
 Precision 1: 130,432.13

$$\begin{array}{r}
 \textcircled{1} \quad 76^{\circ}01' 59'' \\
 +10^{\circ}03' 31'' \\
 \hline
 86^{\circ}01' 59'' \neq 90^{\circ}00' 00''
 \end{array}$$

∴ Non-tangent condition; label radial bearing on map.

$$\textcircled{2} \quad 04^{\circ}47' 56'' = 04^{\circ}47' 56''$$

∴ Tangent condition for PRC/PCC; label radial bearing on map. (If not tangent, both radials must be labelled on map.)

$$\begin{array}{r}
 \textcircled{3} \quad 13^{\circ}57' 50'' \\
 +76^{\circ}02' 10'' \\
 \hline
 90^{\circ}00' 00'' = 90^{\circ}00' 00''
 \end{array}$$

∴ Tangent condition; do not label radial bearing.



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6. Be sure that closure calculations show measurements to the following decimal places.

Measurement Type	Imperial	Metric
Distance Measurements	Hundredth (X.XX')	Thousandths (X.XXX m)
Angular Measurements	Second (XX°XX'XX")	

7. Compare your map to the closure calculations.
8. Check for sum of parts errors. This is the most common error due to computer rounding.

### B. Record Data References

1. Make sure that full size or no less than 11" x 17" copies of maps are provided (excluding corner records). If the 11" x 17" copy is not legible, please provide full size (18" x 26") copy.
2. When a reference document has more than one sheet, make sure that all sheets are provided and are stapled together.
3. Make sure that all documents are legible including the book and page number. If documents are not legible, then provide a transcript so that the map checker can read the document.
4. Label all record data references with the Reference no. (R1, R2, R3, etc.) in **RED** in the bottom right corner of the document.
5. On a copy of the record data map, use a **highlighter** on all record data information (and found monuments) used on your map.

### C. Vesting Deeds

1. Provide a legible copy of all vesting deeds.
2. Make sure that all documents are legible including the book and page number. If documents are not legible, then provide a transcript so that the map checker can read the document.
3. Label the assessor parcel number (APN) in **RED** in the upper right corner of the document.
4. If the legal description covers many APNS, write the APN number in **RED** next to the section of the legal description for that APN.
5. Provide a full-size (11" x 17"), legible copy of all assessor maps.



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### D. Adjoining Deeds

1. Provide a legible copy of all adjoining vesting deeds.
2. Make sure that all documents are legible including the book and page number. If documents are not legible, then provide a transcript so that the map checker can read the document.
3. For deeds with metes and bounds legal description, use a **highlighter** on the portion common to your map.
4. Label the assessor parcel number (APN) in **RED** in the upper right corner of the document.
5. Provide a full-size (11" x 17"), legible copy of all assessor maps.
6. Review adjoining deeds for gaps/overlaps with your boundary and resolve.
7. Provide a legible copy of all documents referenced in the vesting deed as necessary to aid the map checker in understanding how the adjoining deed relates to your map; this is particularly important for deed calls along common lines to your map.
8. Make sure that the deed is correctly written on the map. (If the adjoining property is a parcel or lot from a recorded subdivision, it is only necessary to show the parcel or lot number and the reference of the map)

### E. Topographic Features

1. Physical evidence such as fences and structures (encroachments) that might indicate an adverse possession or unrecorded deed can be shown on the map. It shall be tied into another line established by the survey using either a right-angle tie or a tie mentioned in the survey notes.
2. Topographic features shown on maps should be limited to Record of Survey maps and Corner Records.
3. Subdivision maps do not typically show topographic features which may constitute alternate lines of possession as they may cloud title of the property being subdivided.

### F. Existing Easements

1. Provide a legible copy of all easements.
2. Make sure that all documents are legible including the book and page number. If documents are not legible, then provide a transcript so that the map checker can read the document.



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3. Label the reference number on the title report in **RED** in the upper right corner of the document. Also label in the same location any key or legend symbol used on your map for the easement.
4. If the legal description covers many APNS, write the APN number in **RED** next to the section of the legal description for that APN.
5. Be sure that all plottable easements are annotated with bearings, distances, curve data, dimensions, etc., and are tied out to your map.

### G. Common Problems on Maps

1. Verify sum of parts. In the age of computer mapping, this is the most common error found on a map. (Hold the overall distance as correct and round one of the parts up/down to match the overall distance.)
2. Be sure to run spell check. You will be surprised!
3. Be sure to use the current notary acknowledgement without modifying it.
4. Verify that all sheet references are correct: See Sheet X.
5. Verify that all dimensions spanning more than one sheet have all the leaders/crow's feet consistent from sheet to sheet.
6. Verify the legibility of all annotations. In the age of computer mapping, it is common to see linework running through annotations.
7. Be sure that all items in the preliminary subdivision report are addressed on the map.
8. Make sure radial bearings are shown. The bearing direction is from the radius point to the curve.
9. If a map has a lengthy list of items (such as easements, dedications, or notes), and a mid-list entry is deleted partway through the review process, note "(Not Used)" in the list rather than re-assign the numbers or letters which follow. This will avoid potential mix-ups that might result if any of these reassignments are not properly updated.

### 2.4 Conformed copies of maps

A conformed copy is an exact photocopy of the completed document made by the applicant and presented to the County Recorder at the time of map filing. The applicant may pay the County Surveyor to make a copy of the approved map.

1. **Final Maps:** The request for a conformed copy must be made to the County Surveyor prior to the creation of the Board of Supervisors agenda item that approves the map. This



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is necessary so that specific routing instructions will allow the County Surveyor to make a copy of the map; otherwise, the applicant will need to work directly with the County Recorder to have the map original released to a bonded reprographics firm to have the required map copy made.

- 2. Parcel Maps and Record of Survey Maps:** The applicant is responsible for notifying the County Surveyor prior to map filing of the desire for having a conformed copy.

In some instances, a Parcel Map may be required to be approved by the Board of Supervisors. In these instances, the procedures for Final Maps apply.

- 3. Fees:** The applicant is required to pay the County Surveyor for the cost of making a copy of the map; and to pay County Recorder fees for making the conformed copy. The fees for copying the map are set forth in the [County Fee Schedule](#).

### Notes:

- 1. Legal References:** Government Code Section [27366](#) for conformed copies. The process for making a copy of the map will slightly delay the time frame in which the map is filed.
- The County Recorder has advised that the timeframe in which a copy of a filed map is made available is short thereby making the time and expense of having a conformed copy unnecessary. Questions related to the timeframe from which a map is filed to when a copy of the filed map is available should be directed to the County Recorder.
- As an alternative to having the County Surveyor make the map copy, the applicant can work directly with the County Recorder to have the map original released to a bonded reprographics firm to have the required map copy made. The County Recorder can advise the applicant of the process.

## 2.5 County Recorder Requirements

The County Recorder has rejected maps in the past for the following issues:

- The Surveyor's signature crossed any of the lines or printed text of the seal.
- The Notary Acknowledgment seal is smeared or otherwise not legible.
- Signatures or handwritten text crossed over any printed text or lines.
- White-out was used on the mylar for corrections.



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### 2.6 Subdivision Agreement

A Subdivision Agreement is required for all Final Maps when required subdivision improvements have not been completed at the time of map filing. Subdivision improvements for Parcel Maps may be deferred until the first issuance of permits or other grant of approval for development of any of the parcels, unless the findings required by Section 66411.1(b) of the Map Act have been made in the approval of the Tentative Parcel Map. In this case, a Notice of Construction Requirements will be prepared and recorded at the time of filing the map. When the Map Act (66411(b)) findings have been made, a Subdivision Agreement is required when improvements have not been completed at the time of map filing.

These agreements and/or notices are prepared and coordinated through the Land Use Division.

#### Notes:

1. **Legal References:** Government Code Section [66411.1\(b\)](#) for Parcel Maps; Government Code Section [66499](#) for agreements and bonds; County Code Section [326-2](#) for Improvement Agreements.

### 2.7 Road Maintenance Association

Most subdivisions are required to form (or join an existing) Road Maintenance Association. When applicable, it is included as a condition in the Conditions of Approval for the tentative map. See the Public Works website for [Private Roads](#). The webpage has a link to a [Road Maintenance Association Formation Information & Recommendation Handout](#). The Road Maintenance Formation (or annexation) document is to be recorded concurrently with the filing of the subdivision map.

#### Notes:

1. **Legal References:** County Code Section [324-2](#).



# Guide for the Preparation of Survey Maps and Documents

## 3.0 Subdivision Maps

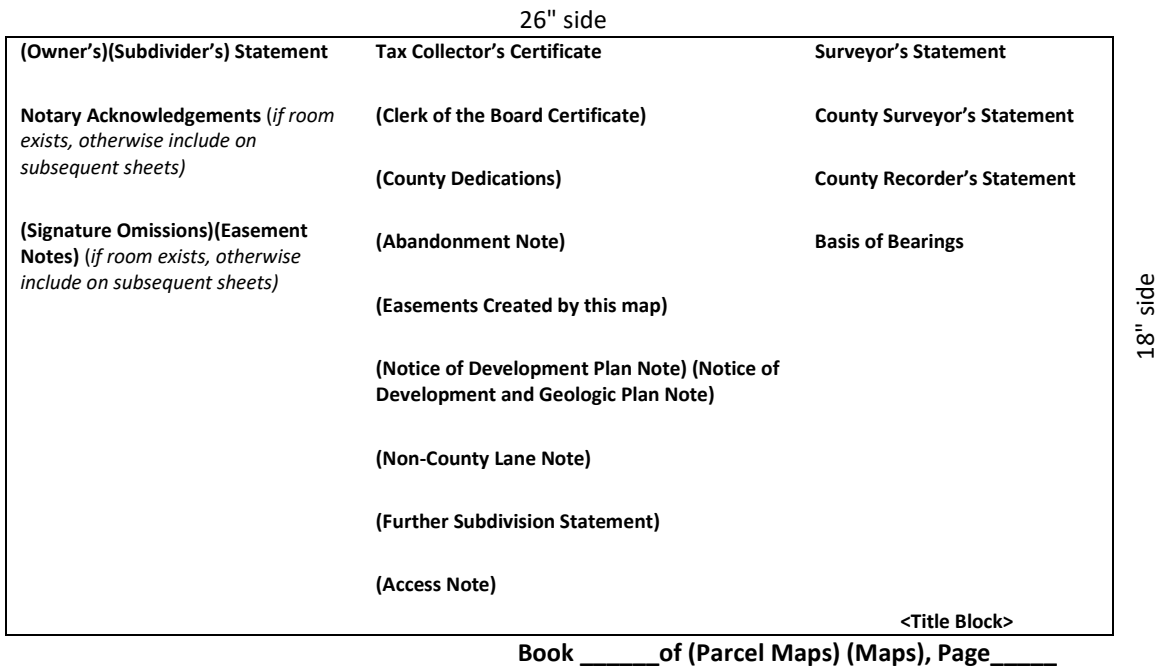
### 3.1 Sheet Layout

The sheet size is 18" x 26" and shall have a 16" x 24" border with a 1" blank margin. The book and page information shall be placed in the lower right side within the blank margin.

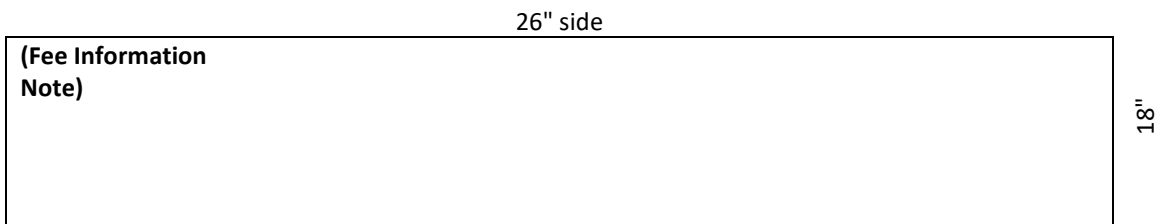
#### A. LAYOUT OF TITLE SHEET

Note that a **Vicinity Map** is not required or recommended to show on Subdivision maps.

In Humboldt County, the title sheet is typically laid out in landscape with the following arrangement:



#### B. LAYOUT OF SUBSEQUENT SHEETS





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<Title Block>

Book \_\_\_\_\_ of (Parcel Maps) (Maps), Page \_\_\_\_\_

### C. Notes:

1. **Legal References:** Government Code Section [66434](#) for Final Maps; County Code Section [326-32](#) and Government Code Section [66445](#) for Parcel Maps
2. The County Recorder has requested that the book and page filing information be placed in the lower right side within the blank margin of each sheet.

### 3.2 Title Block

**(Vesting) (Parcel Map) (Tract) No. \_\_\_\_\_**

<subdivision name, if any>

for <name of the subdivider>

for (subdivision) (planned unit development) (condominium) (SB 9 subdivision) purposes  
Planning Department Record No. <record number>

In the unincorporated area of the County of Humboldt, State of California

Within <public lands reference>, Humboldt Meridian

Being a subdivision of that certain real property as described in <preamble>

Date of Survey: <date>

<name of surveyor/engineer>, (LS)(RCE) <license number>

Scale: 1" = <scale>

Sheet <number> of <number>

### Notes:

1. For the sake of conformity, the following is recommended. The title block is typically shown in the lower right-hand corner of the sheet. It is typically 6" wide by 4" tall.



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2. **<public lands reference>** is to include the section, township, range. Sections are to be listed to the nearest 1/4 1/4.

**Example:**

N 1/2 of NW 1/4 Section 36 and NE 1/4 of SE 1/4 Section 35, Township 3 North, Range 2 East and NW 1/4 of SW 1/4 Section 6, Township 3 North, Range 3 East

3. **<preamble>** is to include the vesting deed recording reference in addition to what may be listed in the preamble on the preliminary subdivision report.
4. The **Map No.** is assigned by the County Recorder and is filled in by the County Recorder at the time that the subdivision map is filed with the County Recorder.

### 3.3 Owner's Statement

**A. Owner's Statement (one owner):**

**OWNER'S STATEMENT**

That the undersigned, being the party having a record title interest in the real property being subdivided by this map, does hereby consent to the preparation and filing of this map and to the dedication of the easements for the purposes shown hereon. (The expressed rights to the public in general and to the several utility companies shall be and shall remain inferior to the superior rights of the County of Humboldt.)

<Name of Owner with Vesting>

\_\_\_\_\_

<Name of Owner>

\_\_\_\_\_

Date

**B. Owners' Statement (multiple owners):**

**OWNERS' STATEMENT**

That the undersigned, being the parties having a record title interest in the real property being subdivided by this map, do hereby consent to the preparation and filing of this map and to the dedication of the easements for the purposes shown hereon. (The expressed rights to the public in general and to the several utility companies shall be and shall remain inferior to the superior rights of the County of Humboldt.)

<Name of Owner with Vesting>



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\_\_\_\_\_  
<Name of Owner>

\_\_\_\_\_  
Date

\_\_\_\_\_  
<Name of Owner>

\_\_\_\_\_  
Date

### C. Notes:

- 1. Legal References:** Government Code Sections [66430](#), [66436](#), and [66445\(e\)](#); County Code Section [323-6\(c\)](#).
- 2. The expressed rights language:** Only include this sentence if there are public road or public utility easements dedicated to Humboldt County.
- 3. Corporation Signatures:** Corporations require two (2) signatures: President or Vice-President; and Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer. One signature may be acceptable if a certified corporate resolution is provided indicating that a specific officer may sign on behalf of the corporation.
- 4. <Name of Owner with Vesting>** must be the same as shown in the recorded documents and the Preliminary Subdivision Report. Only list fee title owners and deed of trust beneficiaries/trustees.

**Examples:**

<Owner Name> & <Owner Name> Husband and wife as Community Property

<Name of Corporation>, a California Limited Liability Company

<Owner Name> as Trustee of the <Trust name> recorded on <Date> as Instrument No. <Instrument Number>, Official Records

<Owner Name> as (Trustee)(Beneficiary) under a deed of trust recorded on <Date> as Instrument No. <Instrument Number>, Official Records.

- 5. Preliminary Subdivision Report:** A Preliminary Subdivision Report no older than three (3) months must be provided at the time when the map is cleared for mylars.

### 3.4 Subdivider's Statement

#### A. Subdivider's Statement (one subdivider)

##### **SUBDIVIDER'S STATEMENT**

That the undersigned, being the subdivider, does hereby consent to the preparation and filing of this map as required by Section 66445(e) of the Subdivision Map Act and I consent to the recordation of this parcel map.



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\_\_\_\_\_  
<Name of Subdivider>

\_\_\_\_\_  
Date

Record Owners:

<names of fee title owners with vesting>

## B. Subdividers’ Statement (multiple subdividers)

### SUBDIVIDERS’ STATEMENT

That the undersigned, being the subdividers, do hereby consent to the preparation and recordation of this map as required by Section 66445(e) of the Subdivision Map Act and we consent to the recordation of this parcel map.

\_\_\_\_\_  
<Name of Subdivider>

\_\_\_\_\_  
Date

\_\_\_\_\_  
<Name of Subdivider>

\_\_\_\_\_  
Date

Record Owners:

<names of fee title record owners>

## C. Notes:

1. **Legal References:** Government Code Section [66445\(e\)](#)
2. **Parcel Map Special Provision:** Only applies for Parcel Maps when no dedications to the County are made.
3. **Title:** If the subdivider(s) are not the same as all of the fee title owners, the title company providing the subdivision guarantee should be advised prior to map filing to avoid conflicts.

## 3.5 Notary Acknowledgement (Parcel Maps & Final Maps)

### CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.



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State of California )

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, {Notary Public,} personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ My principal place of business is in \_\_\_\_\_ County

Printed Name \_\_\_\_\_ My Commission expires \_\_\_\_\_

Official seal not required.

### Notes:

- 1. Legal References:** Civil Code Section [1189](#) and Government Code Section [66436\(c\)](#)
- 2. {Notary Public,}:** Code Section [1189](#) requires “name and title of the officer” and does not specify the phrase “Notary Public.” If this phrase is used, it will not be rejected by the County Surveyor.
- 3. Parentheses:** Parentheses, when used elsewhere in this Guide, indicate a selection to be made by the map preparer. However, in the case of the Notary Acknowledgement, parentheses must be identical to what is shown here. The sole exception is the {Notary Public,} as noted in #2 above.
- 4. Notary Seal:** Pursuant to Government Code Section [66436\(c\)](#) & [66445\(e\)](#), the official seal is not required so long as the name of the notary, the county of the notary’s principal place of business and the notary’s commission expiration date are provided immediately adjacent to the notary’s signature.

To avoid rejection of the map by the County Recorder due to smudging, ensure that the notary does not stamp their seal on the Mylar.

- 5. Modification:** Use the exact language required by Civil Code Section [1189](#). It is the responsibility of the notary to manually edit the acknowledgement when completing it.



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### 3.6 Signature Omissions

#### **SIGNATURE OMISSIONS**

The signature(s) of the parties named hereinafter as owner of the interest set forth have been omitted under provisions of Section 66436 of the Subdivision Map Act, as their interest is such that it cannot ripen into a fee title and said signature(s) are not required by the local agency.

<list>

The following is the format for listing holders of easements:

<name> holder of an easement for <purpose> per document recorded on <date> as <recording reference>. (Said easement is blanket in nature.) (Said easement cannot be located from record.)

The following is the format for listing holders of rights:

<name> holder of <purpose> rights per document recorded on <date> as <recording reference>. (Said rights are blanket in nature.)

#### **Notes:**

- 1. Legal References:** Government Code Section [66436](#) for Final Maps; Government Code Section [66445\(e\)](#) for Parcel Maps.
- 2. Plotting:** Easements shall be plotted when feasible.
- 3. Blanket Easement:** When an easement is not plottable due to it being blanket, use the optional language "Said Easement is blanket in nature." However, if the easement is blanket over a portion of the subdivision, it is then plottable.
- 4. Indeterminate Easement:** If the location of easement cannot be determined from the deed, use the optional language "Said easement cannot be located from record."
- 5. Special Provisions for Parcel Maps with Subdivider Statement:** Pursuant to Government Code [66445\(e\)](#), use *Easement Notes* in lieu of *Signature Omissions*. See [Section 3.7 Easement Notes](#).
- 6. Legend:** To avoid the need to provide an easement legend on subsequent pages, it is acceptable to include a legend in the signature omission listings (as shown in the example below).
- 7. Examples:**



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- 1 Pacific Gas & Electric Company, holder of an easement for public utilities per document recorded on January 3, 1965, as Instrument No. 123, in Book 456, page 79, Official Records.

John Brown and Julie Brown, husband and wife as joint tenants, holder of mineral and oil rights per document recorded on August 1, 1903, in Book 234, page 56, of Deeds. Said rights are blanket in nature.

Verizon, Inc., a California Corporation, holder of an easement for public utilities per document recorded on March 14, 2011, as Instrument No. 2011-12345-6, Official Records. Said easement cannot be located from record.

- 2 Pacific Gas and Electric Company, a corporation, holder of an easement for public utility purposes per document recorded on 02/01/2003 as Instrument No. 2003-123456-3, Official Records. The bearings referenced in this document have been rotated 03°15'45" counterclockwise on this map.

Northwestern Pacific Railroad, a corporation, holder of an easement to take water per document recorded on February 4, 1898, in Book 123, page 456, of Deeds. Said easement is blanket in nature.

### 3.7 Easement Notes (Parcel Maps using Subdivider's Statement)

#### EASEMENT NOTES

<list>

#### Notes:

1. **Legal References:** Government Code [66445\(e\)](#)
2. **<list>:** See Section [3.6 Signature Omissions](#) for information on the format for listing easements.
3. **Holders of rights:** Holders of rights (such as mineral and oil rights) are not listed as they are not easements.

### 3.8 Tax Collector's Certificate

#### TAX COLLECTOR'S CERTIFICATE

I, Amy Christensen, Tax Collector of Humboldt County, California, hereby certify that, according to the records of this Office, as of this date, that there are no tax liens currently due against the land within this subdivision or parcel description described as Assessor's Parcel No.'s <APNs>, for any unpaid county taxes or special assessments.



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I further certify that taxes or assessments which will become a lien on the property, but which are not yet currently due, are estimated at \$ \_\_\_\_\_ and that a bond in this amount has been collected and deposited with this office on behalf of the Board of Supervisors.

Amy Christensen  
Humboldt County Tax Collector

By: \_\_\_\_\_ Deputy \_\_\_\_\_  
\_\_\_\_\_ Date  
Print Name

### Notes:

- 1. Legal References:** Government Code Section [66492](#); County Code Section [326-22\(b\)](#) for Final Maps; County Code Section [326-32\(b\)](#) for Parcel Maps.
- 2. Tax Collector:** Format approved by Humboldt County Tax Collector on 06/20/2023 (AC).

### 3.9 Clerk of the Board Statement (Final Maps)

#### CLERK OF THE BOARD STATEMENT

I, Kathy Hayes, Clerk of the Board of Supervisors of the County of Humboldt, State of California, hereby certify that said Board of Supervisors, at a meeting held on \_\_\_\_\_, 20\_\_\_, at which a quorum was present, approved the subdivision map.

Kathy Hayes  
Clerk of the Board of Supervisors

By: \_\_\_\_\_ Deputy \_\_\_\_\_  
\_\_\_\_\_ Date  
Print Name

Include the following paragraph in the statement when easements are dedicated to the County and will be **accepted** by the County.

Said Board accepted those parcels of land and easements as offered for dedication for the uses set forth on the accompanying subdivision map in conformity with the terms and dedications summarized as follows:



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<list>

Include the following paragraph in the statement when easements are dedicated to the County and will be **rejected** by the County.

Said Board rejected those parcels of land and easements as offered for dedication for the uses set forth on the accompanying subdivision map summarized as follows:

<list>

Include the following paragraph in the statement when there is an abandonment of a public easement on a **Parcel Map**.

Said Board abandoned all of the easements as described in the abandonment statement hereon, by the filing of this map, pursuant to section 66445(j) of the government code.

Include the following paragraph in the statement when there is an abandonment of a public easement on a **Final Map**.

Said Board abandoned all of the easements as described in the abandonment statement hereon, by the filing of this map, pursuant to section 66434(g) of the government code.

### Notes:

1. **Legal References:** Government Code Sections [66440](#), [66434\(g\)](#), and [66445\(j\)](#)
2. **Clerk of the Board:** Format last reviewed by the Clerk of the Board of Supervisors on 06/20/2023 (KH).
3. **Abandonment:** When easements held by a public entity are to be abandoned on the map, a separate **Abandonment Note** must be added to the map.  
(See Section [3.12 Abandonment Statement](#))
4. **Special requirements for public right of ways less than 40 feet:** Streets & Highways Code Section [906](#) requires a unanimous vote of the Board of Supervisors to accept the dedication and proceed with maintenance of that roadway. This must be noted in the Board of Supervisors agenda item.
5. **Special requirements for Parcel Maps:** While Parcel Maps are typically approved by the County Surveyor in lieu of the Board of Supervisors, Streets & Highways Code Section [906](#) requires that the Board of Supervisors approve a Parcel Map if the map contains a public dedication for road right of way less than 40 feet in total width.  
Abandonments on the Parcel Map also require Board of Supervisor approval.
6. **<list>:** List all applicable easements for each statement, matching the format of the dedication language used on the map.



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### Examples:

Edeline Avenue for public utilities purposes

Parcel A for public utility purposes

Parcel B for park purposes

### 3.10 [Not Used]

### 3.11 County Dedications (Parcel Maps & Final Maps)

*This language varies depending upon the types of easements being dedicated to Humboldt County and it must include the parcel being created, the dimensions of the parcel, which parcel(s) it is located in, what the easement is for and which Parcel(s) or Lot(s) it benefits. Note that for any roadway less than 40 feet in total width, CA Streets & Highways Code Section 906 requires a unanimous vote of the Board of Supervisors to accept the dedication and proceed with maintenance of that roadway.*

#### **PUBLIC DEDICATIONS CREATED BY THIS MAP**

<Insert parcel> as shown hereon over a portion of <insert parcel(s) or lot(s) the easement is within> is a <dimensions of easement> <location of easement> for <purpose of easement> which is hereby created for the benefit of <parcel(s) or lots(s) the easement benefits>.

#### Notes:

1. This language varies depending upon the type of easement.
2. Note that for any roadway less than 40 feet in total width, Streets & Highways Code Section [906](#) requires a unanimous vote of the Board of Supervisors to accept the dedication and proceed with maintenance of that roadway. If a Parcel Map includes such a dedication, then the Clerk of the Board Statement must be used (See Section [3.9 Clerk of the Board Statement](#)).

3. Examples:

Parcel A, as shown hereon over Lots 1 through 10 is an easement of varying width for public road & culvert purposes which lies within 25 feet each side of the centerline of the existing paved traveled way, together with a slope maintenance easement 10 feet beyond the toe of fill slopes or top of cut slopes, hereby dedicated to the County of Humboldt for public use.



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Parcel B, as shown hereon over (Parcels) (Lots) 1, 2 & 3 is a 10 foot wide easement for public utility and sidewalk purposes hereby dedicated to the County of Humboldt for public use.

Parcel C, as shown hereon along the street frontages of <insert road name>, is a pedestrian easement of variable width (dimensions shown on sheet 2) hereby irrevocably offered for dedication to the County of Humboldt for Public use.

Parcel D, as shown hereon over a portion of (Parcels) (Lots) 3 & 4 is a 1 foot wide non-vehicular access easement which is hereby dedicated to the County of Humboldt.

### 3.12 Abandonment Statement

#### A. Abandonment statement (Parcel Map):

##### **ABANDONMENT STATEMENT**

Pursuant to Section 66445(j) of the Subdivision Map Act, the filing of this final map constitutes abandonment of those (streets) (access restrictions) (easements) (building restriction rights) (\_\_\_\_\_) acquired by the (County of Humboldt)(<public entity>) per <insert reference> not shown on this map (except for \_\_\_\_).

#### B. Abandonment statement (Final Map):

##### **ABANDONMENT STATEMENT**

Pursuant to Section 66434(g) of the Subdivision Map Act, the filing of this final map constitutes abandonment of those (streets) (access restrictions) (easements) (building restriction rights) (\_\_\_\_\_) acquired by the (County of Humboldt)(<public entity>) per <insert reference> not shown on this map (except for \_\_\_\_).

#### C. Notes:

- 1. Legal Authority:** Government Code Section [66445\(j\)](#) for parcel maps; Government Code Section [66434\(g\)](#) for final maps.
- 2. Public Entities:** Provisions in state law allow for easements held by public entities to be abandoned on the map; subject to the approval of such public entity. When an easement to be abandoned is held by an entity other than the County of Humboldt, submit a letter to the County Surveyor from such entity agreeing to the abandonment.
- 3. Parcel Map:** When an easement held by a public entity is to be abandoned on the map, the map must be approved by the Board of Supervisors. Use the Clerk of the Board Statement in Section [3.9 Clerk of the Board Statement](#).
- 4. Partial abandonment:** When only a portion of an easement will be abandoned, the statement must indicate that only a portion of the easement is being abandoned. The portion to remain must be plotted and annotated on the map.



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- 5. Limitations:** The abandonment of easements is limited to only those portions within the border of the subdivision.
- 6. Private Easements:** Private easements cannot be abandoned on the map. These must be quitclaimed prior to the map being filed; otherwise, the easement must be accounted for on the map.

### 3.13 Easements Created (Parcel Maps & Final Maps)

#### DEDICATIONS CREATED BY THIS MAP

<lettered parcel number> as shown hereon over a portion of <parcel(s) or lot(s) number(s) that the easement is within> is a <dimensions of easement> <location of easement> for <purpose of easement> which is hereby created for the benefit of <parcel(s) or lot(s) the easement benefits>.

#### Notes:

1. This language varies depending upon the type of easement.
2. Examples:

Parcel A, as shown hereon over a portion of Parcel 1, is a 50 foot wide easement lying 25 feet on each side of the centerline of Elizabeth Road for ingress, egress, together with a slope maintenance easement extending to a point 10 feet beyond the toe of fill slopes or top of cut slopes, and public utilities which is hereby created for the benefit of Parcel 2 of this subdivision.

Parcel B, as shown hereon over Lot 1, is a 15 foot wide easement for ingress and egress which is hereby created for the benefit of Lot 2 of this subdivision.

Parcel C (Elizabeth Road), as shown hereon over Lots 1 through 10, is a 50 foot wide easement for ingress, egress, and public utility purposes which is hereby created for the benefit of Lots 1 through 10 of this Subdivision.

Parcel D, as shown hereon over a portion of Lot 1, is a 4 foot by 10 foot easement for a U.S. Postal Box Unit (Neighborhood Box Unit) is hereby created for the benefit of Lots 1 through 10 of this Subdivision.

### 3.14 Development Plan Notice

#### DEVELOPMENT PLAN NOTICE

A Notice of Development Plan for the (parcels)(lots) of this subdivision has been recorded. The referenced document(s) is/are on file with the Humboldt County Planning Department under File No. APN <APN>, Record No. <record number>.



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### Notes:

1. Format approved by Planning & Building Department on 06/21/2023 (TE).

### 3.15 Development Plan and Geologic Report Notice

#### **DEVELOPMENT PLAN AND GEOLOGIC REPORT NOTICE**

A Notice of Development Plan and Geologic Report for the (parcels)(lots) of this subdivision has been recorded. The referenced document(s) is/are on file with the Humboldt County Planning Department under File No. APN <APN>, Record No. <record number>.

### Notes:

1. Format approved by Planning & Building Department on 06/21/2023 (TE).

### 3.16 Non-County Lane Note

#### **NON-COUNTY LANE NOTE**

If the private lane or lanes shown on this plan of subdivision, or any part thereof, are to be accepted by the County for the benefit of the lot owners on such lane rather than the benefits of the County generally, such private lane or lanes or parts thereof shall first be improved at the sole cost of the affected lot owner or owners, so as to comply with the specifications as contained in the then-applicable subdivision regulations relating to public streets.

### Notes:

1. **Legal References:** County Code Section [324-2](#)
2. **Map Annotation Requirements:** Label the road on the parcel or final map as “Non-County-Lane” or “Non-County Road”, also add the note above to sheet 1 of the map.

### 3.17 Further Subdivision Note

#### **FURTHER SUBDIVISION NOTE**

Further subdivisions of the lots created by this Subdivision, may require the performance of additional on-site and off-site improvements to the road connecting the subdivision to the County road or other publicly maintained road. If the County deems necessary, this work could require the road to be developed to the County road standards by the subdivider.

### Notes:

1. **Legal References:** County Code Section [323-6](#)



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### 3.18 Access Note

#### A. Deeded right of way (Parcel Maps Only)

**ACCESS NOTE**

Access to (the subdivision)(Parcel \_\_\_\_)(Lot \_\_\_\_) from a public road is per: <list>

#### B. No right of way of record (Parcel Maps Only)

**ACCESS NOTE**

There is no right of way of record that provides access from a public road to (the subdivision)(Parcel \_\_\_\_).

#### C. Access by permit (Parcel Maps Only)

**ACCESS NOTE**

Access to (the subdivision)(Parcel \_\_\_\_) from a public road is by permit (recorded <deed reference>)(on file in the County Surveyor's Office as <UR reference>).

#### D. Access by revocable permit (Parcel Maps Only)

**ACCESS NOTE**

Access to (the subdivision)(Parcel \_\_\_\_) from a public road is by revocable permit (recorded <deed reference>)(on file in the County Surveyor's Office as <UR reference>).

#### E. Notes:

1. **Legal References:** County Code Section [324-3](#) and [323-6](#).
2. Only use when the subdivision (or any parcel therein) does not take vehicular access from a public right of way.
3. When the access is plottable, it shall be shown and annotated on the map.
4. Final Map subdivisions must have recorded access to each lot from a publicly maintained road as required by County Code Section [324-3](#). Thus, the versions of the Access Note above apply only to Parcel Maps.
5. For Parcel Maps, a combination of the access notes listed may be needed to accommodate unique circumstances where access to the subdivision falls into more than one category.
6. For Parcel Maps, permits that are not recorded shall be submitted to the County Surveyor for inclusion in the *Unrecorded Documents* collection in the Office of the County Surveyor and then referenced on the map.
7. For Parcel Maps that rely upon access which is not of record, the County Surveyor will verify submittal of the executed contract agreeing to save harmless, defend and indemnify the County from any and all claims, actions, and damages arising out of the use or claim to use of the prescriptive easement as required by County Code Section [323-6\(e\)](#).



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### 3.19 Surveyor's Statement/Engineer's Statement (Parcel Map)

#### (SURVEYOR'S STATEMENT) (ENGINEER'S STATEMENT)

This map was prepared by me or under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of <name of person authorizing the map> on <date>. I hereby state that this parcel map substantially conforms to the approved or conditionally approved tentative map, if any. I hereby state that all the monuments are of the character, and occupy the positions indicated or that they will be set in those positions before (<date\*>)(thirty (30) days after completion of the improvements or twenty-four months from the filing date of this map, whichever occurs first), and that the monuments are, or will be, sufficient to enable the survey to be retraced.

\_\_\_\_\_  
<Name>, (LS)(RCE) <License No.>

\_\_\_\_\_  
Date



#### Notes:

- 1. Legal References:** Government Code Sections [66449](#) and [66445\(i\)](#); County Code Sections [326-2](#), [326-14](#) and [326-15\(f\)](#); California Code of Regulations Section [411](#); and Business and Professions Code Section [8761](#).
- 2. License Expiration Date:** Assembly Bill [645](#), which became effective January 1, 2010, amended Business and Professions Code Sections [6735](#), [6735.3](#), [6735.4](#), [6764](#), [8750](#), [8761](#), and [8764.5](#) so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of their licenses when they sign and seal their engineering and land surveying documents, nor are they required to include the expiration date in their stamp or seal. Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.
- 3. Civil Engineer Authority:** Business and Professions Code Section [8731](#) allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).
- 4. <Date\*>:** If monuments have been set prior to filing the map, use the date that the monuments were set. Any date up to 30 days after completion of improvements, or 24 months from the filing date of the map (whichever occurs first), may be used. If special circumstances exist that require a date beyond 24 months from the filing date, contact the County Surveyor.



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- 5. **Multiple Surveyors:** When more than one licensed professional is involved in preparing the survey, provision of California Code of Regulations Section [411\(g\)\(3\)](#) apply.

### 3.20 Surveyor's Statement/Engineer's Statement (Final Map)

#### (SURVEYOR'S STATEMENT) (ENGINEER'S STATEMENT)

This map was prepared by me or under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of <name of person authorizing the map> on <date>. I hereby state that all the monuments are of the character and occupy the positions indicated or that they will be set in those positions before (<date\*>)(thirty (30) days after completion of the improvements or twenty-four months from the filing date of this map, whichever occurs first), and that the monuments are, or will be, sufficient to enable the survey to be retraced, and that this final map substantially conforms to the conditionally approved tentative map. I hereby state that said survey is true and complete as shown.

\_\_\_\_\_  
<Name>, (LS)(RCE) <License No.>

\_\_\_\_\_  
Date



#### Notes:

1. **Legal References:** Government Code Sections [66442.5](#) and [66441](#); County Code Sections [326-2](#) and [326-15\(f\)](#); California Code of Regulations Section [411](#); Business and Professions Code Section [8761](#).
2. **License Expiration Date:** Assembly Bill [645](#), which became effective January 1, 2010, amended Business and Professions Code Sections [6735](#), [6735.3](#), [6735.4](#), [6764](#), [8750](#), [8761](#), and [8764.5](#) so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of their licenses when they sign and seal their engineering and land surveying documents, nor are they required to include the expiration date in their stamp or seal. Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.
3. **Civil Engineer Authority:** Business and Professions Code Section [8731](#) allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).



## Guide for the Preparation of Survey Maps and Documents

4. **<Date\*>**: If monuments have been set prior to filing the map, use the date that the monuments were set. Any date up to 30 days after completion of improvements, or 24 months from the filing date of the map (whichever occurs first), may be used. If special circumstances exist that require a date beyond 24 months from the filing date, contact the County Surveyor.
5. **Multiple Surveyors**: When more than one licensed professional is involved in preparing the survey, provision of California Code of Regulations Section [411\(g\)\(3\)](#) apply.

### 3.21 County Surveyor's Statement (Parcel Map)

#### COUNTY SURVEYOR'S STATEMENT

I hereby state that I have examined this map; that the subdivision as shown is substantially the same as it appeared on the tentative map, if required, and any approved alterations thereof; that all provisions of the Subdivision Map Act and of any local subdivision ordinances of the County of Humboldt applicable at the time of approval of the tentative map, if required, have been complied with; and that I am satisfied that this map is technically correct.

I hereby approve this subdivision map pursuant to County Code Section 326-31.

\_\_\_\_\_  
 Robert W. Bronkall, LS 7645  
 County Surveyor

\_\_\_\_\_  
 Date



Include the following paragraph in the statement when easements are dedicated to the County and will be **accepted** by the County.

Pursuant to County Code Section 326-31, I certify that I have accepted on behalf of the County those parcels of land and easements as offered for dedication for the uses set forth on the accompanying subdivision map in conformity with the terms and dedications summarized as follows:

<list>

Include the following paragraph in the statement when easements are dedicated to the County and will be **rejected** by the County.



## Guide for the Preparation of Survey Maps and Documents

Pursuant to County Code Section 326-31, I certify that I have rejected on behalf of the County those parcels of land and easements as offered for dedication for the uses set forth on the accompanying subdivision map summarized as follows:

<list>

### Notes:

1. **Legal References:** Government Code Section [66450](#); County Code Section [323-31](#).
2. **County Surveyor Approval:** In most instances, the County Surveyor is authorized by County Code Section 323-31 to approve the map. When this is not the case, eliminate the "Pursuant to County Code Section 326-31..." language; and any acceptance / rejection language.
3. **Special requirements for Board of Supervisor approval:** While Parcel Maps are typically approved by the County Surveyor in lieu of the Board of Supervisors, Streets & Highways Code Section [906](#) requires that the Board of Supervisors approve a Parcel Map if the map contains a public dedication for road right of way less than 40 feet in total width.

Abandonments on the Parcel Map also require Board of Supervisor approval.

Use Section [3.9 Clerk of the Board Statement \(Final Maps\)](#)

4. <list>: List all applicable easements for each statement, matching the format of the dedication language used on the map.
  - a. **Examples:**
    - Edeline Avenue for public utilities purposes
    - Parcel A for public utility purposes
    - Parcel B for park purposes

### 3.22 County Surveyor's Statement (Final Map)

#### COUNTY SURVEYOR'S STATEMENT

I hereby state that I have examined this map; that the subdivision as shown is substantially the same as it appeared on the tentative map and any approved alterations thereof; that all provisions of the Subdivision Map Act and of any local subdivision ordinances of the County of Humboldt applicable at the time of approval of the tentative map have been complied with; and that I am satisfied that this map is technically correct.



# Guide for the Preparation of Survey Maps and Documents

\_\_\_\_\_  
Robert W. Bronkall, LS 7645  
County Surveyor

\_\_\_\_\_  
Date



**Notes:**

1. **Legal References:** Government Code Section [66442](#)

### 3.23 County Recorder’s Statement (Parcel Map)

**COUNTY RECORDER’S STATEMENT**

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ m. in Book \_\_\_\_\_ of Parcel Maps, at page(s) \_\_\_\_\_, at the request of \_\_\_\_\_.

Juan P. Cervantes  
Humboldt County Recorder

By: \_\_\_\_\_ Deputy

Fee: \_\_\_\_\_

Instrument No. \_\_\_\_\_

**Notes:**

1. **Legal References:** Government Code Section [66449](#)
2. **County Recorder:** Format approved by Humboldt County Recorder on 06/16/2023.

### 3.24 County Recorder’s Statement (Final Map)

**COUNTY RECORDER’S STATEMENT**

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ m. in Book \_\_\_\_\_ of Maps, at page(s) \_\_\_\_\_, at the request of \_\_\_\_\_.

Juan P. Cervantes



## Guide for the Preparation of Survey Maps and Documents

Humboldt County Recorder

By: \_\_\_\_\_ Deputy

Fee: \_\_\_\_\_

Instrument No. \_\_\_\_\_

### Notes:

1. **Legal References:** Government Code Section [66442.5](#)
2. **County Recorder:** Format approved by Humboldt County Recorder on 06/16/2023.

### 3.25 Basis of Bearings

#### A. Basis of Bearings:

##### **BASIS OF BEARINGS**

The bearings shown hereon are based on the (centerline) (sideline) (northerly line) (\_\_\_\_\_) line of (street) (section) (\_\_\_\_\_) being <bearing> as shown on <name of permanent record and County Recorder recording/filing reference>.

#### B. Basis of Bearings (rotated):

##### **BASIS OF BEARINGS**

The bearings shown hereon are based on the (centerline) (sideline) (northerly line) (\_\_\_\_\_) line of (street) (section) (\_\_\_\_\_) shown as <bearing> on <name of permanent record and County Recorder recording/filing reference> and shown as <bearing> on this map.

### Notes:

1. This is not a recommended method for establishing a Basis of Bearings and will only be considered when required by special circumstances.
2. This is intended to be used as a solution when a defect in the basis of bearings is discovered after the map has been prepared and updating all of the bearings on the map would be a burden.

#### C. Basis of Bearings (California Coordinates):

##### **BASIS OF BEARINGS**

The bearings shown hereon are based on the California Coordinate System (NAD 27)(NAD 83) Zone <number>, Epoch <epoch>, having a convergence angle of <convergence angle> as determined locally by the line between <reference control monuments or Continuous



## Guide for the Preparation of Survey Maps and Documents

Operating Reference stations (CORS) shown herein as < grid bearing>. To obtain geodetic bearings, rotate the grid bearings shown hereon counterclockwise by the mapping angle of <mapping angle>. To obtain ground distances, divide the distances shown hereon by the combined grid factor of <combined grid factor>. Said mapping angle and combined factor were calculated near <reference control monuments and elevation>.

Or:

...as shown on <reference map> as <grid bearing>.

### Notes:

1. See Section [3.35 Use of the California State Plane Coordinate System](#)
2. **Graphical relationship:** 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). Should coordinates be 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 Public Resource Code Section [8813](#).
3. **NAD27 / NAD 83:** Public Resource Code Section [8817](#) requires NAD 83 for all new surveys and new mapping projects effective January 1, 1995.

### 3.26 Fee Ownership Note

If the boundaries of the parcels or lots extend to the center of a road and it is not clearly shown on the map, then a fee ownership note is required.

#### **FEE OWNERSHIP NOTE**

The fee ownership of (Parcels)(Lots) along <street name> extends to the center of the street.

### 3.27 Off-site Easements by Separate Document

Off-site easements (including easements on remainder parcels) cannot be created by a parcel or final map. They can either be recorded by separate document prior to the map being filed, then added to the [Signature Omissions](#) or [Easement Notes](#); or recorded by separate document after the map is filed.

When feasible, these easements should be recorded first so that they can be shown on the map.



## Guide for the Preparation of Survey Maps and Documents

### 3.28 Closure Calculations

Submit closure calculations for all lots, blocks, centerline loops and other closed figures. Closure calculations are to show bearings and deltas to the nearest second, and distances to the nearest hundredth. Closure calculations must show radial bearings in/out of curves. Closure calculations must show starting and ending coordinates for each segment. Closure calculations must show precision and have a minimum precision of 1:15,000.

**Notes:**

1. **Legal Reference:** County Code Section [326-14\(b\)](#).
2. **Sample Closure Calculation**



# Guide for the Preparation of Survey Maps and Documents

## Sample Closure Calculation

Lot name: SAMPLE

North: 30.7495 East: 18.0569

Line Course: N 76-01-59 E Length: 130.00  
North: 62.1266 East: 144.2134

Line Course: N 13-58-01 W Length: 1.00  
North: 63.0970 East: 143.9721

Line Course: S 76-01-59 W Length: 31.87  
North: 55.4048 East: 113.0443

Curve Length: 39.47 Radius: 430.00  
Delta: 5-15-35 Tangent: 19.75  
Chord: 39.46 Course: S 82-34-16 W

Course In: N 10-03-31 W Course Out: S 04-47-56 E  
RP North: 478.7955 East: 37.9424  
End North: 50.3029 East: 73.9156

Curve Length: 59.18 Radius: 370.00  
Delta: 9-09-54 Tangent: 29.66  
Chord: 59.12 Course: S 80-37-07 W

Course In: S 04-47-56 E Course Out: N 13-57-50 W  
RP North: -318.4000 East: 104.8692  
End North: 40.6657 East: 15.5844

Line Course: S 13-59-19 E Length: 10.22  
North: 30.7488 East: 18.0549

Perimeter: 271.75 Area: 657 sq.ft. 0.02 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)  
Error Closure: 0.0021 Course: S 69-59-50 W  
Error North: -0.00071 East: -0.00196  
Precision 1: 130,432.13

**Bearings are rounded to the nearest second**

**Distances are rounded to the nearest hundredth**

**Coordinates calculated to 4 decimal places**

**Error calculated between starting and ending coordinates**

**Precision calculated (1:15,000 minimum)**

**Radial bearings are shown**

$$\begin{aligned}
 \text{Precision} &= \text{Perimeter} \div \text{Error Closure} \\
 &= 271.75 \div 0.0021 \\
 &= 130,432.13 \\
 &1 : 130,432.13
 \end{aligned}$$

**Note:** Closure calculations are different from inverse calculations. Closure calculations start with a set of coordinates and calculate ending coordinates using bearings (rounded to the nearest second) and distances (rounded to the nearest hundredth).



## Guide for the Preparation of Survey Maps and Documents

### 3.29 Lot Areas

Label all lots with the lot area.

Lot size is defined as the total area of a lot. This may be thought of as the “gross” lot area (GLA). For lots less than one acre in size, zoning requirements for minimum lot size must be met with “net” lot area (NLA), that is, the GLA subtracting any road, street or access easements.

If there is insufficient room to include lot area annotations inside the lot, then a lot area table may be provided elsewhere on the map.

#### Notes:

1. **Legal Reference:** County Code Section [313-147](#) Definition of Lot Size [inside the Coastal Zone] and Section [314-147](#) Definition of Lot Size [outside the Coastal Zone].

### 3.30 Monumentation

Durable monuments shall be set in accordance with the state law and local ordinance.

Plastic caps are not durable in areas prone to wildland fires. However, a plastic cap combined with a secondary tag such as a washer wired to a pipe would be considered durable.

#### o CONTROLLING FOUND MONUMENTS

When depicting a found monument, state the tag number on the monument. If no tag is found, state **NO TAG**. If the tag is illegible, state **TAG ILLEGIBLE**. For monuments with an inscription, provide a diagram showing the inscription.

If a **NO TAG** or **TAG ILLEGIBLE** monument is a controlling monument, then set a monument as part of your survey.

#### o CENTERLINE MONUMENTS

When setting centerline monuments, set centerline ties and file a corner record for the centerline monument and centerline ties. When possible, centerline ties should be tangent ties. Care should be taken to place ties outside of areas likely to be disturbed when curb ramps are constructed/re-constructed. In urban areas, ties should be set in the top of the curb. In rural areas, ties should be set outside of the paved roadway.

#### Notes:

1. **Legal References:** Government Code Sections [66495](#), [66496](#), [66497](#), [66498](#); Business & Professions Code Section [8771](#), [8772](#), [8773.3](#); and County Code Section [326-15](#).

### 3.31 Contiguous Ownership / Remainder Parcels

*Legal References: Government Code Sections 66424, 66424.6, 66434(e)(1)(2), 66445(d)(1)(2)*



## Guide for the Preparation of Survey Maps and Documents

All contiguous ownership must be shown on the final map / parcel map.

If the land being subdivided is a portion of a larger parcel described by a single deed, and a portion is not being divided, said portion is to be labeled **REMAINDER** and not “REMAINDER PARCEL”. Remainder portions less than five acres must be surveyed, and the data must be shown on the final map. If the remainder portion is five acres or greater in area, it should be shown as a remainder, with no survey data required. Reference to the deed within the remainder area shall be shown.

The remainder boundary shall be outlined with a solid line of lesser weight than the subdivision boundary.

If subdividing a multi-unit (phased) map, mapping the “overall tentative map boundary” is required. Areas not already covered by a prior phase are labelled as **NOT A PART** on the current map.

**NOT A PART OF THIS SUBDIVISION** shall be designated for land under different ownership and shall be excluded from the subdivision boundary. Reference to the vesting document shall be shown on the map. No easements may be created or dedicated on the final map / parcel map within any portion labeled as “NOT A PART OF THIS SUBDIVISION”.

For legal description purposes “The Remainder Parcel as shown on Parcel Map...” is not a sufficient description. Reference should be made to the existing vesting document excepting therefrom the final map / parcel map or Certificate of Compliance.

If a Certificate of Compliance for the Remainder Parcel is being recorded concurrently with the final map / parcel map, the following note is to be shown on same sheet (of the Final Map) as the Remainder Parcel. It should be placed inside the parcel if there is sufficient room or as close to it as possible if not:

**CERTIFICATE OF COMPLIANCE**

RECORDED \_\_\_\_\_, 20\_\_ AS

INSTRUMENT NO. \_\_\_\_\_, OFFICIAL RECORDS

**Notes:**

- 1. Legal References:** Government Code Sections [66424](#), [66424.6](#), [66434\(e\)\(1\)\(2\)](#), and [66445\(d\)\(1\)\(2\)](#)



## Guide for the Preparation of Survey Maps and Documents

### 3.32 Subdivision of Tribal Land

The Tribal Lands or TL Zone is intended to implement the Tribal Lands (TL) and the Tribal Trust Lands (TTL) Land Use Designations contained in General Plan Land Use Element Section 4.8, Land Use Designations. The TL Zone is intended to be applied to land planned as Tribal Trust Land (TTL) or land located on Native American reservations and rancherias that is not zoned TPZ and is identified as Tribal Lands (TL) on the General Plan Land Use Map.

There are levels of potential County involvement in subdivision of tribal land:

- The County does not have land use jurisdiction over land within a reservation or rancheria held in trust by the Federal government for a tribe or its members; or owned in fee by the tribe or by members of the tribe.
- The County may have land use jurisdiction over land owned in fee by nontribal members within the boundaries of a rancheria or reservation, except land owned in fee by non-tribal members within the boundaries of the Hoopa Reservation.

Subdividers of land within a reservation or rancheria may be requested to provide additional information to enable the County to determine if the County has jurisdiction.

#### Notes:

1. **Legal References:** Humboldt County Code Section [314-7.6](#) [inland areas]

There does not appear to be a reference in County Code for coastal areas.

### 3.33 Tentative map time extension and expiration table

Item	Final Map GC (SMA) Reference	Parcel Map GC (SMA) Reference
<b>Initial Term</b>		
Two (2) years upon approval of the Tentative Map	<a href="#">66452.6(a)</a>	<a href="#">66463.5(a)</a>
County Code Section <a href="#">323.5-8</a> (vesting map)		
<b>Automatic Time Extensions</b>		
Two (2) year automatic time extension for all maps not expired on 09/13/1993	<a href="#">66452.11</a>	<a href="#">66452.11</a>
One (1) year automatic time extension for all maps not expired as of 05/15/1996	<a href="#">66452.13</a>	<a href="#">66452.13</a>
One (1) year automatic time extension for all maps valid as of 07/15/2008 that will expire before 01/01/2011	<a href="#">66452.21</a>	<a href="#">66452.21</a>
Two (2) year automatic time extension for all maps valid as of 07/15/2009 that will expire before 01/01/2012	<a href="#">66452.22</a>	<a href="#">66452.22</a>



## Guide for the Preparation of Survey Maps and Documents

Two (2) year automatic time extension for all maps valid as of 07/15/2011 that will expire before 01/01/2014	<a href="#">66452.23</a>	<a href="#">66452.23</a>
Two (2) year automatic time extension for all maps valid as of 07/11/2013 that were approved on or after 01/01/2000	<a href="#">66452.24</a>	<a href="#">66452.24</a>
Two (2) year automatic time extension for all maps approved between 01/01/2002 and 07/11/2013 in Fresno, Imperial, Kings, Madera, Modoc, Siskiyou, Stanislaus, Tulare, and Yuba Counties	<a href="#">66452.25</a>	<a href="#">66452.25</a>
Two (2) year automatic time extension for single family and multi-family housing maps approved between 01/01/2006 and 07/11/2013 in Fresno, Imperial, Kings, Madera, Modoc, Siskiyou, Stanislaus, Tulare, and Yuba Counties	<a href="#">66452.26</a>	<a href="#">66452.26</a>
Three (3) year automatic time extension for single family and multi-family housing maps approved between 01/01/2006 and 03/31/2019 in Butte County	<a href="#">66452.27</a>	<a href="#">66452.27</a>
One (18) month automatic extension for all maps approved before 03/04/2022 and that will expire before 12/31/2021 (AB 1561; 09/28/2020)	<a href="#">65914.5(b)</a>	<a href="#">65914.5(b)</a>
Up to eight (8) years automatic: when offsite improvements are greater than \$236,790*; 3 years automatically for each phased map that is filed for a maximum of 8 years. *Amount subject to increase annually per <a href="#">66452.6(a)(2)</a>	<a href="#">66452.6(a)</a>	N/A
Up to Five (5) years automatic: stay for moratorium (120 day minimum)	<a href="#">66452.6(b)</a>	<a href="#">66463.5(d)</a>
<b>Discretionary Time Extensions</b>		
Up to six (6) years: six one-year discretionary extensions; must be applied for by applicant	<a href="#">66452.6(e)</a>	<a href="#">66463.5(c)</a>
Two (2) year discretionary time extension for all maps approved before 12/31/1999; must be applied for by applicant	<a href="#">66452.24</a>	<a href="#">66452.24</a>
Up to Five (5) years discretionary: stay for litigation; must be applied for by applicant	<a href="#">66452.6(c)</a>	<a href="#">66463.5(e)</a>
<b>Development Agreements</b>		
Negotiated (established by agreement): Maps with a Development Agreement	<a href="#">66452.6(a)</a>	<a href="#">66452.6(a)</a>
<b>Time Extension Application</b>		
60 days: Before the expiration of an approved or conditionally approved tentative map, upon an application by the subdivider to extend that map, the map shall automatically be extended for <b>60 days</b> or until the application for the extension is approved, conditionally approved, or denied, whichever occurs first.	<a href="#">66452.6(e)</a>	<a href="#">66452.6(e)</a>
15 days: If the advisory agency denies a subdivider’s application for an extension, the subdivider may appeal to the legislative body within <b>15 days</b> after the advisory agency has denied the extension.	<a href="#">66452.6(e)</a>	<a href="#">66452.6(e)</a>

### 3.34 Timely filing of maps prior to expiration

The Subdivision Map Act allows for certain processing of maps to occur after the expiration of the tentative map if a timely filing has been made. To avoid confusion a subdivision map will be considered to be timely filed if the following have occurred or been submitted to the County Surveyor’s office prior to the expiration of the tentative map:

- Land Use Division sign-off. In general, this includes, but is not limited to, the following:



## Guide for the Preparation of Survey Maps and Documents

- Final Map – improvements are completed or bonded for with an executed Subdivision Agreement submitted.
- Parcel Map – improvements are completed or deferred as allowed by the Subdivision Map Act and/or the conditions of approval.
- Maintenance Agreements provided.
- All Conditions of Approval tied to the filing of the subdivision map have been satisfied.
- Verification that the Subdivision Inspection deposit has a sufficient positive balance.
- Planning & Building sign-off. In general, this includes but is not limited to, the following:
  - Development plan approved.
  - Park in-lieu fees paid.
  - All Conditions of Approval tied to the filing of the subdivision map have been satisfied.
- The subdivision map has previously been “cleared” by the County Surveyor for submittal of the mylar.
- The mylar subdivision map has been properly signed, stamped, and sealed (as appropriate) by all parties except:
  - a. Clerk of the Board
  - b. County Surveyor
  - c. County Recorder
- Verification that all signatures, stamps and seals are legible and opaque.
- Verification that the ink used on the subdivision map is permanent (AKA smudge test)
- Submission of a preliminary subdivision report dated within three months.
- Verification that the subdivision map (and all documents that are to be recorded concurrently with the filing of the subdivision map) are consistent with the preliminary subdivision report.
- Submission of County Recorder Fees
- Verification that the Subdivision Map Check deposit has a sufficient positive balance.

### Notes:

1. **Legal References:** Government Code Section [66452.6\(d\)](#)
2. It is the responsibility of the applicant to know the expiration date of the tentative map and to plan accordingly.

### 3.35 Use of the California State Plane Coordinate System

When this system is used, the following shall be shown to ensure compliance with Public Resource Code Sections [8801-8819](#).



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1. Plane coordinate values may be expressed in meters or U.S. Survey Feet: units shall be noted.
2. Use of CCS83 (even for basis of bearings without intent to establish coordinates) shall include the following items in their documentation:
  - a. Epoch date in decimal year format with two decimal places
  - b. Datum and zone names as per PRC Section [8815](#) and PRC Sections [8803-8809](#).
3. Ground Surveys: if survey and map are showing ground distances, the following statement (or some form of it) should be made:

Distances shown hereon are in ground distance. To approximate CCS83 grid distances multiply the distances by the combination factor provided hereon.
4. Grid Surveys: if survey and map are showing CCS83 grid coordinate values or distances, the following statement (or some form of it) should be made:

Distances shown hereon or inversed from coordinates shown hereon are in reference to CCS83. To approximate local ground distances, divide by the combination factor provided hereon.
5. Presenting coordinate values, or a basis of bearings derived from coordinate values, involves showing significant figures, which by their very nature claim accuracy. Per PRC Section [8813.2\(b\)](#), provide the FGDC or FGCS accuracy standard of the CCS83 value or values established in this survey and identified as either a local or network accuracy.
6. Per PRC Section [8813.2\(c\)](#), additional written data that justifies the FGDC or FGCS accuracy standards. Such additional written data shall include observation equipment, control diagram including required field observed statistically independent connection or connections, adjustment methodology and software used, a summary of the procedures used or a reference to published commonly accepted procedural specifications, final residuals or closures, and other data essential for others to evaluate the survey.
7. Per PRC Section [8813.3\(a\)](#), the station or stations to which the CCS83 value or values are referenced and connected and the CCS83 value or values and the published or stated accuracy or accuracies of that reference station or stations shall be shown also on the document.
8. Notation of names of the field observed ties (e.g., acceptable CORS stations), to include:
  - a. Station
  - b. Northing (Y) NOTE UNITS
  - c. Easting (X) NOTE UNITS
  - d. Height (or) Elevation NOTE UNITS
  - e. Accuracy (ies)



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9. Of course, a survey that uses or establishes a CC83 value shall have field-observed connections to horizontal reference stations either published by the California Spatial Reference Center (CSRC) or the National Geodetic Survey (NGS) or to stations that meet all the requirements for inclusion in the CSRC Network.
10. Per PRC Section [8815.5](#): when CCS83 coordinates are shown on any map, corner record, or record of survey, a mapping angle, combined grid factor, and the elevation used to determine the combined grid factor shall be shown on the map, corner record, or record of survey for at least one representative point.
  - a. Mapping Angle and Grid Factor
  - b. Station
  - c. Northing (Y) NOTE UNITS
  - d. Easting (X) NOTE UNITS
  - e. Mapping Angle (theta)
  - f. Combination Factor
  - g. Elevation (optional; refers to California Orthometric Height)
  - h. Height (refers to California Geodetic Coordinate ellipsoid height, used to calculate Combination Factor)



# Guide for the Preparation of Survey Maps and Documents

## 4.0 Record of Survey Maps

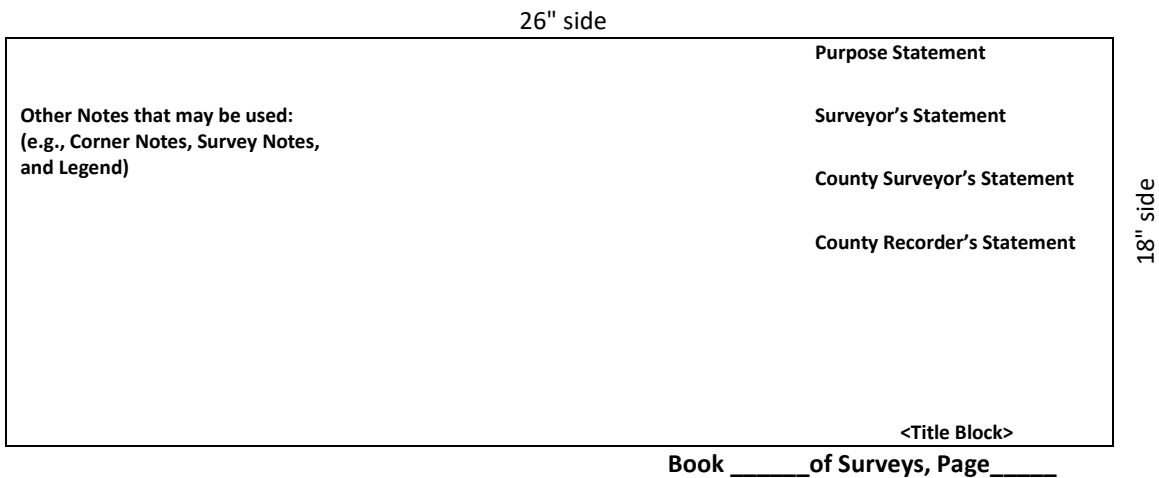
### 4.1 Sheet Layout

The sheet size is 18" x 26" and shall have a 16" x 24" border with a 1" blank margin. The book and page information shall be placed in the lower right side within the blank margin.

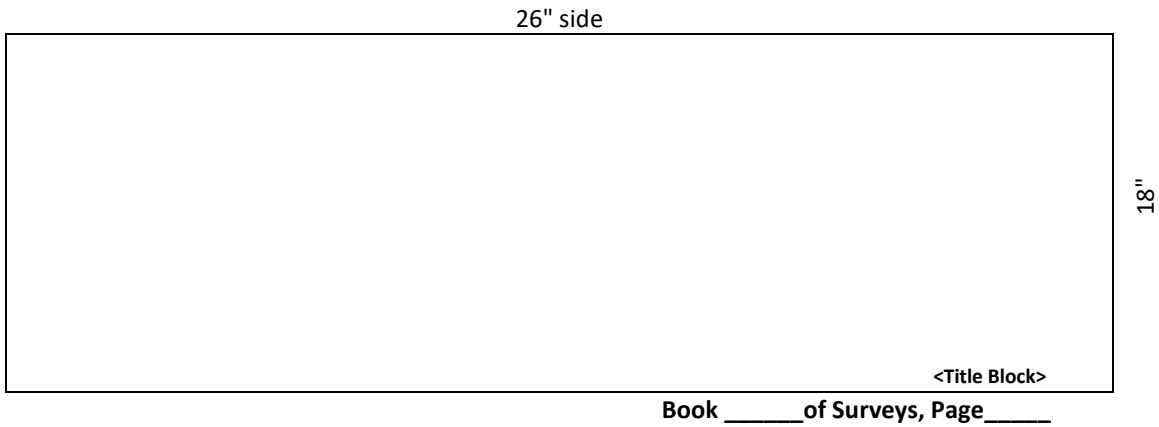
#### 1. LAYOUT OF FIRST SHEET

Note that a **Vicinity Map** is not required or recommended to show on Subdivision maps.

In Humboldt County, the title sheet is typically laid out in landscape with the following arrangement:



#### 2. LAYOUT OF SUBSEQUENT SHEETS





# Guide for the Preparation of Survey Maps and Documents

## Notes:

1. **Legal References:** Business & Professions Code Section [8763](#)
2. The County Recorder has requested that the book and page filing information be placed in the lower right side within the blank margin of each sheet.

## 4.2 Title Block

### Record of Survey

for <name of client>

In the (city of <name>)(unincorporated area of the County of Humboldt),

State of California

Within <public lands reference>, Humboldt Meridian

Date of Survey: <date>

<name of surveyor/engineer>, (LS)(RCE)<license no.>

Scale: 1" = <scale>'

Sheet <number> of <number>

## Notes:

1. For the sake of conformity, the following is recommended. The title block is typically shown in the lower right-hand corner of the sheet. It is typically 6" wide by 4" tall.
2. **<public lands reference>** is to include the section, township, range. Sections are to be listed to the nearest 1/4 1/4.

### **Example:**

N 1/2 of NW 1/4 Section 36 and NE 1/4 of SE 1/4 Section 35, Township 3 North, Range 2 East and NW 1/4 of SW 1/4 Section 6, Township 3 North, Range 3 East



## Guide for the Preparation of Survey Maps and Documents

### 4.3 Purpose Statement

#### **PURPOSE STATEMENT**

The Purpose of this Record of Survey is to <purpose> the land described in <recorded document reference number>.

#### **NOTES:**

1. **Legal References:** Business & Professions Code Section [8764\(b\)](#)
2. Business & Professions Code Section [8764\(b\)](#) provides provisions that the statement may be omitted if the purpose is graphically shown on the map. The use of a Purpose Statement is encouraged.
3. **Sample <purpose> language for Lot Line Adjustment:**

#### **PURPOSE STATEMENT**

The purpose of this Record of Survey is to illustrate and monument the boundaries of an approved lot line adjustment between those parcels of land described in Notice of Lot Line Adjustment and Certificate of Subdivision Compliance recorded on <date> as Instrument No. <instrument number>.

4. **Sample <purpose> language for Boundary Correction:**

#### **PURPOSE STATEMENT**

The purpose of this Record of Survey is to illustrate and monument the boundaries of an approved Boundary Correction between those parcels of land described in:

Instrument No. <insert instrument number>, recorded <date>

Instrument No. <insert instrument number>, recorded <date>

See Boundary Correction Deed recorded on <date> as Instrument No <insert instrument number> O.R.

### 4.4 Basis of Bearings

(See Section [3.25 Basis of Bearings](#))

### 4.5 Surveyor's Statement

#### **SURVEYOR'S STATEMENT**

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act at the request of <name of Person Authorizing Survey> in <month>, <year>.



# Guide for the Preparation of Survey Maps and Documents

\_\_\_\_\_  
<Name>, (LS)(RCE) <License No.>

\_\_\_\_\_  
Date



## Notes:

- 1. Legal References:** California Code of Regulations Section [411](#); Business and Professions Code Section [8761](#) and [8764.5](#).
- 2. License Expiration Date:** Assembly Bill [645](#), which became effective January 1, 2010, amended Business and Professions Code Sections [6735](#), [6735.3](#), [6735.4](#), [6764](#), [8750](#), [8761](#), and [8764.5](#) so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of their licenses when they sign and seal their engineering and land surveying documents, nor are they required to include the expiration date in their stamp or seal. Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.
- 3. Civil Engineer Authority:** Business and Professions Code Section [8731](#) allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).
- 4. Multiple Surveyors:** When more than one licensed professional is involved in preparing the survey, provision of California Code of Regulations Section [411\(g\)\(3\)](#) apply.

## 4.6 County Surveyor’s Statement

### COUNTY SURVEYOR’S STATEMENT

This map has been examined in accordance with Section 8766 of the Professional Land Surveyors’ Act this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Robert W. Bronkall, LS 7645  
County Surveyor

\_\_\_\_\_  
Date





# Guide for the Preparation of Survey Maps and Documents

**Notes:**

- 1. **Legal References:** Business and Professions Code Section [8764.5](#).

## 4.7 County Recorder's Statement

### COUNTY RECORDER'S STATEMENT

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_m. in Book\_\_\_\_ of Surveys, at page(s) \_\_\_\_\_, at the request of \_\_\_\_\_.

Juan P. Cervantes

Humboldt County Recorder

By: \_\_\_\_\_ Deputy

Fee: \_\_\_\_\_

Instrument No. \_\_\_\_\_

**Notes:**

- 1. **Legal References:** Business and Professions Code Section [8764.5](#).
- 2. Format provided by Humboldt County Recorder on 06/16/2023.

## 4.8 Subdivision Map Act Compliance

### SUBDIVISION MAP ACT COMPLIANCE CERTIFICATE

I hereby certify that this map complies with all provisions of the Subdivision Map Act and with all applicable ordinances enacted pursuant thereto because no division of land is hereby made.

\_\_\_\_\_  
Robert W. Bronkall, LS 7645  
County Surveyor

\_\_\_\_\_  
Date

**Notes:**



## Guide for the Preparation of Survey Maps and Documents

1. **Legal References:** Business & Professions Code Section [8762.5](#)
2. Use this certificate when showing fee title or lease area on a Record of Survey that is not shown on the latest equalized tax roll.
3. **Planning & Building Department Approval:** The Planning & Building Department is responsible for determining if a parcel is considered legal/illegal under the Subdivision Map Act. The County Surveyor will not sign the Subdivision Map Act Compliance Certificate unless the Planning & Building Department determines that there is no violation of the Subdivision Map Act. The applicant is responsible for procuring the approval of the Planning & Building Department.

### 4.9 Memorandum of Oaths

#### MEMORANDUM OF OATHS

*"I, Hiram Green, state that my grandfather moved the stone about 200 feet northerly when I was about 7 years old."*

*Statement made by Hiram Green, (date). Notarized statement on file in the office of the County Surveyor.*

#### Notes:

1. **Legal References:** Government Code Sections [8760](#) and [8764](#)
2. There is no required format for Memorandum of Oaths. The language shown above is provided as one example that has been used in another California County.

### 4.10 Closure Calculations

(See Section [3.28 Closure Calculations](#))

### 4.11 Proposed Easements

#### PROPOSED EASEMENT NOTE

Easements labeled as “proposed easement” shown hereon are not created by this map and are intended to be created by separate instrument at a future time. The County of Humboldt assumes no responsibility that the proposed easements shown hereon will be created at a future time.

#### Notes:

1. Easements cannot be dedicated, reserved, or created on a Record of Survey. However special circumstances may arise where it is necessary to show a future easement. Submit a request justifying why such easement cannot be established before the Record of



## Guide for the Preparation of Survey Maps and Documents

Survey is filed with the County Recorder; or why the easement cannot be established at the same time through simultaneous filing/recording with the cross references to be filled in during the filing/recording process.

This is not recommended as it may create a cloud in title if the future easement is never established.

### 4.12 Existing Easements (Record of Survey)

Use numbered or lettered symbol and label on map if plottable.

<insert name>, holder of <insert nature of interest>, per document recorded on <insert date>, in <insert County Recorder document reference>.

#### Notes:

1. There is no legal requirement to map easements on a Record of Survey.
2. **Examples:**

Pacific Lumber Company, a corporation, holder of an easement for irrigation purposes per document recorded on 02/23/1895 in Book 1234, page 56, of Official Records. Said easement is blanket in nature.

**1** City of Eureka, a municipal corporation, holder of an easement for storm drain purposes per Tract No. 1234 filed in Book 1234, pages 56 and 57 of Maps, in the Office of the County

**2** Pacific Gas and Electric Company, a corporation, holder of an easement for public utility purposes per document recorded on 02/01/2003 as Instrument No. 2003-123456-3, Official Records. The bearings referenced in this document have been rotated 03°15'45" Counterclockwise on this map.

Verizon, Inc., a corporation, holder of an easement for telecommunication purposes per document recorded on 12/21/2012 as Instrument No. 2012-123456-4, Official Records. Said easement is blanket in nature. Said easement cannot be located from record.

### 4.13 Use of the California State Plane Coordinate System

When used on a Record of Survey, the County Surveyor does not have the authority to review beyond the limited information required in Business & Professions Code Section [8771.5](#). However, the surveyor performing the survey is obligated to comply the applicable provisions of the Public Resources Code. (See [3.35 Use of the California State Plane Coordinate System](#))

#### Notes:



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1. **Legal References:** Business & Professions Code Section [8771.5](#)

### 5.0 Corner Records

Corner Records shall be prepared and filed with the County Surveyor when required by State Law.

#### Notes:

1. **Legal References:** Business & Professions Code Section [8773](#); and California Code of Regulations Section [464](#)
2. **Originals:** Once the corner record has been approved by the County Surveyor, submit a signed and sealed hard copy, printed on white card stock paper, consisting of a front and back page.
3. **Form:** Use the current Board of Professional Engineers, Land Surveyors and Geologists [corner record form](#).



## Guide for the Preparation of Survey Maps and Documents

### 6.0 Lot Line Adjustments

The County Surveyor reviews legal descriptions associated with Notice of Lot Line Adjustment (NOLLA) and Grant Deeds (for transferred portions of properties) to determine if the descriptions are “definite and certain.”

The approval of a Lot Line Adjustment requires the filing of a Record of Survey monumenting the corners of the new property line(s) pursuant to County Code section [325.5-9\(c\)](#), unless this requirement is waived by the County Surveyor as allowed by this code section. The latter will follow the procedures for review of Records of Survey, as noted above.

It is acceptable for the Record of Survey and the NOLLA to be prepared with blanks to be completed with cross-referencing notations at the time of recording/filing.

When a Lot Line Adjustment is conditioned to require the filing of a Record of Survey, it is required that both the NOLLA and the Record of Survey be submitted to the County Surveyor for review as part of the same submittal package.

In some instances, such as in the B-6 combining zone overlay (see Section [314-17.1](#) Humboldt County Code), a Lot Line Adjustment is required to be finalized by filing a Lot Line Adjustment Parcel Map. The requirements in Section [3.0 Subdivision Maps](#), will apply. In addition, to minimize potential confusion on the part of future readers, it is recommended that only the newly configured parcel boundaries be depicted on the map.

To avoid issues with deed calls, it is suggested that legal descriptions be prepared using the "together therewith" and "excepting therefrom" format. In addition, the legal description can then be used in the deed to transfer the property.

#### Notes:

- 1. Legal References:** County Code Sections [325.5 et seq.](#); Government Code Section [66412\(d\)](#); Code of Civil Procedure [2077](#).
- 2. Format:** Submit on 8.5" x 11" paper.
- 3. Application:** Applications are processed through Planning and Building Department.
- 4. Recording Sequence:** Deeds first; Notice of Lot Line Adjustment second; and Record of Survey third



## Guide for the Preparation of Survey Maps and Documents

### 7.0 Boundary Corrections

Applications are processed through the County Surveyor’s Office. See Humboldt County Code 325.5-3 for requirements.

- A. A boundary correction shall only be done in conjunction with the Planning & Building Department to ensure that the affected properties are legal parcels. A Record of Survey is required in most cases, unless waived by the County Surveyor.
- B. A boundary correction is utilized to adjust property lines to established lines of occupation on the ground by different owners. It is not intended to adjust the property of land held by the same owner when the owner created the issue which necessitates the boundary correction; a lot line adjustment is most likely necessary.
- C. The Boundary Correction Deed shall contain the following statement on page one:

**Boundary Correction Statement:**

The recordation of this deed is to correct record title to coincide with the physical occupation of the property. This adjustment is exempt from the provisions of the Subdivision Map Act and local ordinances enacted pursuant thereto. No new or additional parcels are created by this correction.

- D. The Boundary Correction Deed shall also contain the following:

**County Surveyor’s Statement**

This Boundary Correction has been approved as being in conformance with Humboldt County Code Section 325.5-3 (Humboldt County Subdivision Ordinance) this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. The approval of this Boundary Correction does not constitute the issuance of a permit nor a Certificate of Compliance, but merely facilitates the correction of boundaries as noted herein.

\_\_\_\_\_  
Robert W. Bronkall, LS 7645  
County Surveyor

\_\_\_\_\_  
Date



- E. Pursuant to County Ordinance, a Record of Survey needs to be filed, illustrating and monumenting the new boundaries. Include the following statement on the map:



## Guide for the Preparation of Survey Maps and Documents

### Subdivision Map Act Compliance

This Record of Survey complies with the provisions of the Subdivision Map Act, Division 2 (commencing with Section 66410) of Title 7 of the Government Code. The Boundary Correction was approved per Humboldt County Code Section 325.5-3 (Subdivision Ordinance), which local ordinance was enacted pursuant to the Subdivision Map Act.

\_\_\_\_\_  
Robert W. Bronkall, LS 7645  
County Surveyor

\_\_\_\_\_  
Date



- F. To avoid issues with deed calls, it is suggested that legal descriptions be prepared using the "together therewith" and "excepting therefrom" format. In addition, the legal description can then be used in the deed to transfer the property.

### Notes:

- Legal References:** County Code Sections [325.5-3](#); Government Code Section [66412\(d\)](#); Code of Civil Procedure [2077](#); California Code of Regulations Section [411](#); and Business and Professions Code Section [8761](#).
- Format:** Submit on 8.5" x 11" paper. See Section [11.2 Boundary Correction Application](#)
- Application:** Applications are processed through the County Surveyor’s Office.
- License Expiration Date:** Assembly Bill [645](#), which became effective January 1, 2010, amended Business and Professions Code Sections [6735](#), [6735.3](#), [6735.4](#), [6764](#), [8750](#), [8761](#), and [8764.5](#) so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of their licenses when they sign and seal their engineering and land surveying documents, nor are they required to include the expiration date in their stamp or seal. Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.
- Civil Engineer Authority:** Business and Professions Code Section [8731](#) allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).



## Guide for the Preparation of Survey Maps and Documents

### 8.0 Legal Descriptions Review

#### 8.1 Legal Descriptions and Plats

The County Surveyor's office reviews legal descriptions for Lot Line Adjustments (as noted above), and other documents upon referral from other County Departments or Divisions. The information listed below shall be included when submitting any document which will be reviewed by the County Surveyor's office.

A. When a plat is required, it shall be 8.5" x 11" and shall accompany all legal descriptions to graphically depict the descriptions. Legal Descriptions are typically labeled as Exhibit "A" and plats as Exhibit "B". Plats can be prepared from record data and do not need to be based upon a field survey. Plats shall provide the following information:

1. Provide a layout drawing of the property involved, with each parcel drawn to scale and labeled with the bearings and distances shown on the related deeds.
2. For courses in a legal description that have a deed call in lieu of a bearing and/or distance, label the deed call on the layout drawing ("northerly line of Jones" "Fischer Creek") with an arrow pointing to the course.
3. For legal descriptions with a Point of Beginning (POB) or True Point of Beginning (TPOB), each parcel is to be annotated with a POB or TPOB reference.
4. Adjoining parcels are graphically depicted and labeled with the Assessor Parcel Number.
5. Road rights-of-way are shown and are labeled with road names. When there are multiple names for a road, all known names shall be annotated on the plat, with their source (e.g., "Main Street per \_\_\_\_\_"). The width of rights-of-way shall be shown (if they are of uniform width).
6. For aliquot parts-style legal descriptions, the greater parcel must be shown. Add stated and calculated dimensions based upon the legal description.

B. The Code of Civil Procedure (Section 2077) provides the following rules for construing the descriptive part of a conveyance of real property, when the construction is doubtful and there are no other sufficient circumstances to determine it:

1. Where there are certain definite and ascertained particulars in the description, the addition of others which are indefinite, unknown, or false, does not frustrate the conveyance, but it is to be construed by the first mentioned particulars.
2. When permanent and visible or ascertained boundaries or monuments are inconsistent with the measurement, either of lines, angles, or surfaces, the boundaries or monuments are paramount.



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3. Between different measurements which are inconsistent with each other, that of angles is paramount to that of surfaces, and that of lines paramount to both.
4. When a road, or stream of water not navigable, is the boundary, the rights of the grantor to the middle of the road or the thread of the stream are included in the conveyance, except where the road or thread of the stream is held under another title.
5. When tide water is the boundary, the rights of the grantor to ordinary high-water mark are included in the conveyance. When a navigable lake, where there is no tide, is the boundary, the rights of the grantor to low-water mark are included in the conveyance.
6. When the description refers to a map, and that reference is inconsistent with other particulars, it controls them if it appears that the parties acted with reference to the map; otherwise, the map is subordinate to other definite and ascertained particulars.

### Notes:

1. **Legal References:** Code of Civil Procedure Section [2077](#); Business & Professions Code Section [8761](#); and California Code of Regulations Section [411](#)
2. **License Expiration Date:** Assembly Bill [645](#), which became effective January 1, 2010, amended Business and Professions Code Sections [6735](#), [6735.3](#), [6735.4](#), [6764](#), [8750](#), [8761](#), and [8764.5](#) so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of their licenses when they sign and seal their engineering and land surveying documents, nor are they required to include the expiration date in their stamp or seal. Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.
3. **Civil Engineer Authority:** Business and Professions Code Section [8731](#) allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).

### 8.2 LAFCO Legal Descriptions

In addition to the requirements by the California Board of Equalization, legal descriptions processed through LAFCO are reviewed and approved by the County Surveyor. The legal description and plat shall be on 8.5" x 11" paper and shall be signed and stamped by a licensed land surveyor or civil engineer authorized to practice land surveying.

When a legal description is intended to follow property lines, the legal description must cite the deed or map reference as a deed call (...thence along the north line of Parcel Map No. 1234, filed



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in Book 56, page 78 and 79 of Parcel Maps...). It is not appropriate to use assessor parcel numbers as a deed call in a legal description as assessor parcel numbers change over time.

If a legal description is not intended to follow property lines, justification must be provided on why property lines are not being used. Having a jurisdictional line splitting a property typically does not benefit the landowner subject to such split.

Also see [8.1 Legal Descriptions and Plats](#)

### Notes:

- 1. Legal References:** Board of Equalization [Geographic Description Requirements](#); Business & Professions Code Section [8761](#); and California Code of Regulations Section [411](#)
- 2. License Expiration Date:** Assembly Bill [645](#), which became effective January 1, 2010, amended Business and Professions Code Sections [6735](#), [6735.3](#), [6735.4](#), [6764](#), [8750](#), [8761](#), and [8764.5](#) so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of their licenses when they sign and seal their engineering and land surveying documents, nor are they required to include the expiration date in their stamp or seal. Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.
- 3. Civil Engineer Authority:** Business and Professions Code Section [8731](#) allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).



## Guide for the Preparation of Survey Maps and Documents

### 9.0 Certificate of Correction and Amending Maps

#### 9.1 Certificate of Correction

- A. An Amending Map may be required to be filed instead of a Certificate of Correction at the discretion of the County Surveyor. (See Section [9.2 Amending Maps](#))
- B. Certificates shall be submitted for checking on 8.5" x 11" paper, with a 2 ½" square clear of writing in the upper right-hand corner reserved for the Recorder's stamp/seal. The applicant shall use the current approved Certificate of Correction form. (See [11.3 Certificate of Correction Form for Record of Survey, Parcel Map and Final \(Tract\) Maps](#))
- C. If a dimension was transposed, provide signed and sealed printouts of traverse closure calculations clearly supporting any changes to a labeled dimension.
- D. Do not copy the form verbatim and then "fill in" the blanks and "line-out" non-applicable words. For example, if the form states "Tract Map/Parcel Map," choose which map should be indicated in the form. Omit those designations that do not apply.
- E. Write the incorrect notes exactly as they appear on the filed map. Do not abbreviate unless abbreviations are shown on the map.
- F. Do not separate the "Incorrect Data." Do not separate the "Correct Data." All of the incorrect items shall be listed first, followed by all of the corrected data, in corresponding sequence.
- G. Items for correction should be labeled as to the location of the error in both the "incorrect data" list and the "corrected data" list, to avoid confusion.

**Example:**

**The following data is incorrect:**

- 1) Engineer's Notes, Note 3: "... Indicates set nail and LS 301 tag in concrete block wall footing."
- 2) At the S.W. corner of Lot 6, a ¾" I.P., shown as set flush, with RCE 1202 tag.
- 3) The bearing of the east line of Lot 6 shown as "North 25^24'23" East"

**And is corrected as follows:**

- 1) Engineer's Notes, Note 3: "... Indicates set 1¼" I.P. w/ LS 301 tag down 0.5'."
- 2) At the S.W. corner of Lot 6, set nail and LS 301 tag in top of concrete curb at prolongation of side lot line.



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3) The bearing of the east line of Lot 6 is "North 25^24'23" West"

## Notes:

- 1. Legal References:** Government Code Sections [66469](#), [66470](#), [66471](#), and [66472](#).
- 2. Format:** Submit on 8.5" x 11" paper. See Section [9.1 Certificate of Correction](#) for form.
- 3. License Expiration Date:** Assembly Bill [645](#), which became effective January 1, 2010, amended Business and Professions Code Sections [6735](#), [6735.3](#), [6735.4](#), [6764](#), [8750](#), [8761](#), and [8764.5](#) so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of their licenses when they sign and seal their engineering and land surveying documents, nor are they required to include the expiration date in their stamp or seal. Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.
- 4. Civil Engineer Authority:** Business and Professions Code Section [8731](#) allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).
- 5. Processing Time:** The County Surveyor has 20 working days to process an initial submittal; 10 working days for subsequent submittals. Additional materials and fees may be needed that cannot be determined at this time.

## 9.2 Amending Map

### County Surveyor's Amending Map statement

I hereby state that I have examined the amendments made on this Amending Map and that it conforms to the provisions of Section 66469 and 66472.1 of the Subdivision Map Act. I hereby state that I am satisfied that this map is technically correct.

\_\_\_\_\_  
Robert W. Bronkall, LS 7645  
County Surveyor

\_\_\_\_\_  
Date





## Guide for the Preparation of Survey Maps and Documents

### Notes:

- 1. Legal References:** Government Code Sections [66469](#) and [66472.1](#); Business and Professions Code [8770.5](#)
- 2. License Expiration Date:** Assembly Bill [645](#), which became effective January 1, 2010, amended Business and Professions Code Sections [6735](#), [6735.3](#), [6735.4](#), [6764](#), [8750](#), [8761](#), and [8764.5](#) so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of their licenses when they sign and seal their engineering and land surveying documents, nor are they required to include the expiration date in their stamp or seal. Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.
- 3. Civil Engineer Authority:** Business and Professions Code Section [8731](#) allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).



## Guide for the Preparation of Survey Maps and Documents

### 10.0 Style Guide

#### 10.1 Purpose

The style guide section is provided as a useful resource to the surveying community to encourage uniformity among maps. It is based upon past practice as documented in filed maps as well as best management practices. **There is no requirement to follow it.**

For the sake of conformity, the following are recommended.

#### 10.2 Abbreviations

All nonstandard abbreviations mentioned on the survey shall be added to the Legend.

#### 10.3 Recommended format for monument symbols

All monuments to be 2" iron pipes, 30" long, tagged "LS 1234", set 0.2' deep.

Set S&W tagged "LS 1234", flush, at all centerline intersections, BCs, ECs, and angle points; except when manhole is present set 4 N&T straddlers tagged "LS 1234" in concrete collar.

S&W tagged "LS 1234" to be set flush at all centerline intersections, BCs, ECs, and angle points. Corner Records to be filed showing centerline tie monumentation.

Set N&T tagged "LS 1234", flush, in top of curb at all front lot corners on prolongation of lot lines.

Set 1" IP with plastic plug "LS 1234", flush, unless noted otherwise.

1" IP with plastic plug "LS 1234" to be set flush in ground or S&W tagged "LS 1234" to be set flush in pavement.

#### 10.4 Recommended format for record data

Option 1 - List as a series: R1, R2, R3, etc... **Recommended.**

R\_\_ = RECORD DATA PER \_\_\_\_

Option 2 – use bracket type symbols

( ) = RECORD DATA PER \_\_\_\_

[ ] = RECORD DATA PER \_\_\_\_

< > = RECORD DATA PER \_\_\_\_



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### 10.5 Recommended format for measured data

Do not state “M” after the measured data. If record and measured data are the same, "M&R" can be used.

**M = MEASURED**

Example:

123.45'

123.45' (M&R1)

123.45' (M&R3)

123.45' M< >

When record data is different from measured data

123.45' (123.78' R8)

123.45' [123.78']

123.45' <123.78'>

### 10.6 Recommended format for calculated data

The term “calc” shall not be used in describing measured data on a map. It shall only be used for calculating the distance between two positions on a referenced map that does not have the distance annotated.

**C = CALCULATED**

**CALC'D = CALCULATED**

**CALC = CALCULATED**

### 10.7 Recommended format for monument notes

#### A. Monuments Not Searched For or Searched For and Not Found:

Place **NSF** or **SFNF** near the monument on the map and add **NSF = Not Searched For** or **SFNF = Searched For Not Found** in the Legend. In the corner note for this monument, state the following:

(SEARCHED FOR)(NOT SEARCHED FOR) <MONUMENT TYPE>, <TAG>, <POSITION>  
<(PER)(AS SHOWN ON)> <REFERENCE> NOT FOUND. <INSERT POINT  
DESCRIPTION> ESTABLISHED BY <INSERT METHOD USE TO ESTABLISH THE POINT>.

#### B. Found Monuments:



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FD <MONUMENT TYPE>, <TAG>, <POSITION> <(PER)(AS SHOWN ON)>  
<REFERENCE> <ACCEPTANCE>

### *Examples:*

FD 2" IRON PIPE, WITH A PLASTIC PLUG STAMPED "LS 1234", IN MONUMENT WELL, DOWN 0.5' PER R1.

FD 2" IRON PIPE, PLASTIC PLUG ILLEGIBLE, DOWN 0.2' PER R1. ACCEPTED AS NORTHEAST CORNER OF LOT 2 PER R1. SET TAG "LS 1234".

FD SPIKE & WASHER, FLUSH, NO REF. ACCEPTED AS NORTHEAST CORNER OF LOT 2 PER R1. SET S&W TAGGED "LS 1234", FLUSH.

FD S&W, TAGGED "LS 1234", FLUSH, IN LIEU OF 2" IP TAGGED "LS 1234" PER R1. ACCEPTED AS NORTHEAST CORNER OF LOT 2 PER R1.

FD 1" IP, NO TAG, UP 0.3', NO REFERENCE. NOT ACCEPTED. ESTABLISHED SOUTHEAST CORNER OF LOT 2 AT RECORD DISTANCE (23.32') PER R3. FOUND MONUMENT S10°11'12"W 5.23' FROM ESTABLISHED CORNER. SET 1" IP, TAGGED "LS 2345", FLUSH.

### C. <TAG> notes:

State the tag number on the monument. If no tag is found, state **NO TAG**. If the tag is illegible, state **TAG ILLEGIBLE**. For monuments with an inscription, provide a diagram showing the inscription.

If a **NO TAG** or **TAG ILLEGIBLE** monument is a controlling monument, then set a monument as part of your survey. File a corner record for all set centerline monuments showing set monument and ties.

### D. <POSITION> notes:

Indicate the position of the found monument: **FLUSH UP \_\_\_' DOWN \_\_\_'**

Also, indicate if the found monument is in a well.

### E. <(PER)(AS SHOWN ON)> notes:

Whenever possible, the reference that SET the found monument is to be listed.

1. Use **PER** when the found monument was SET on the reference.
2. Use **AS SHOWN ON** when found monument was listed as a FOUND monument on the reference.

### F. <ACCEPTANCE> notes:



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Whenever a monument has no reference, or the monument does not exactly match the reference (such as an illegible tag, or 1" IP tagged "LS 123" instead of 2" IP tagged "LS 123", etc....) use an acceptance note.

If accepted, use the following:

Accepted as <point description>.

**Example:**

FD S&W, TAGGED "LS 1234", FLUSH, IN LIEU OF 2" IP TAGGED "LS 1234" PER R1. ACCEPTED AS NORTHEAST CORNER OF LOT 2 PER R1.

If not accepted use the following:

<found monument description>. Not accepted. Established <point description> by <method establishing point>. Found monument <bearing and distance> from established corner.

**Example:**

FD 1" IP, NO TAG, UP 0.3', NO REFERENCE. NOT ACCEPTED. ESTABLISHED SOUTHEAST CORNER OF LOT 2 AT RECORD DISTANCE (23.32') PER R3. FOUND MONUMENT S10°11'12"W 5.23' FROM ESTABLISHED CORNER. SET 1" IP, TAGGED "LS 2345", FLUSH.

### 10.8 Recommended format for recorded documents from the Recorder’s Office

- 1. Documents recorded from 1860 to 1945:

<book number> Deeds <page number>

- 2. Documents recorded from 1946 to 1988:

<book number> OR <page number>

**Example:** 1913R810577 is document 1381 OR 577.

- 3. Documents recorded between 1950 and 1955 may also be noted by reference to the Torrens Index.

- 4. Documents recorded from 1989 to 2016:

AAAA-BBBBBB-CC OR.

- 5. Documents recorded from 2016 to present:

AAAA-BBBBBB OR.

Where: AAAA represents the year that the document was recorded,



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BBBBBB represents the page number of the document,  
CC and indicates the number of pages in the document.

6. Final Maps:

Tract No. <map number>, <book number> (of Maps)(M)(RM) <page number>

7. Parcel Maps:

Parcel Map No. <map number>, <book number> (of Parcel Maps)(PM) <page number>

8. Record of Surveys:

<book number> (Surveys)(S)(RS) <page number>

9. Unrecorded maps:

<book number> UR <page number> on file at the Humboldt County Surveyor's Office.

10. Corner Records:

<book number> (Corner Records)(CR) <page number>

### 10.9 Drafting Standards

#### A. Line weights & Types

Parcel Maps and Final Maps are required to have a distinctive border. The line weight of the distinctive border is to be the widest pen width used on the map and shall be readily apparent.

Use additional line types and line type scales to clearly present the survey. Using different line type scales can add clarity when multiple easements overlap.

#### B. Font Size

The font size for all text should be 0.1 inch typical or no less than 0.08 inch. The minimum width factor should be 0.65. Based upon current trend of using 11" x 17" paper for printing maps, the font size should be large enough to be legible when printed on 11" x 17" paper.

#### C. Symbols

##### 1. Found and Set Monuments

The symbol for found and set monuments is an open or solid circle, square or triangle







with a symbol size of 0.1 inch typical or no less than 0.08 inch. If an









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open symbol is used for found monuments, then use a closed symbol for set monuments or vice versa. **It is preferred that surveyors use solid symbols for found monuments, and open symbols for set monuments.**

Symbols within symbols (e.g., ) shall not be used, as they may be illegible when the map is printed on less than full size paper.

### 2. Found Monuments not tied

A symbol for found and not tied monuments is not necessary, however if a symbol is used then it shall be an open or solid circle, square or triangle  with a symbol size of 0.1 inch typical or no less than 0.08 inch. The symbol used must be different than other found monument symbols used on the map and clearly stated as “not tied” in the corner notes or Legend.

### 3. Not Searched for or Searched for Not Found Monuments

These monument locations do not have a symbol.

### 4. Calculated Points

Calculated points do not have a symbol unless a monument is to be set.

## D. Units Note

1. If units other than feet are used, make sure the units are conspicuously noted on each sheet.
2. If the units are in feet and there are no foot tick marks on the distances, then place the following note on sheet 1 of the map:

**The distances shown hereon are in U.S. Survey feet and decimals thereof.**

## E. North Arrow

A north Arrow shall be shown on all sheets showing survey linework. Ensure “N” or “North” is labeled on the arrow.

## F. Graphic Scale

A graphic scale should be shown on all sheets showing survey linework. Typically, the graphic scale should be located below the north arrow.

## G. Grayscale and Color

All lines and text shown on the map shall only be in black and white. Any grayscale and color text, linework or logos will not be accepted.

## H. Vicinity Map

A Vicinity Map is not required on a Subdivision Map or Record of Survey, and it is only required to be shown on tentative map submitted to the Planning and Building



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department. If a Vicinity Map is used on a subdivision map it should not be placed on the first (title) sheet but may be placed on any subsequent sheet.

A Vicinity Map should only be considered when the location of the survey is not readily apparent, and the Vicinity Map will aid in locating where the survey is.

### I. Area of parcels or lots

#### 1. Records of Surveys and Corner Records:

If area is shown, then the area must be rounded off to the nearest hundredth of an acre or to the nearest foot when using square feet.

#### 2. Subdivision maps:

The square footage or acreage must be shown on every lot or parcel of a Subdivision map as Gross (entire parcel area) and Net (entire parcel or lot area excluding any access easements) If NET is used then add NET in the Legend as “NET excludes access easements” (See Section [3.29 Lot Areas](#))



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### 11.0 References, Templates, Forms

#### 11.1 Benchmarks

Benchmark information is available from the National Geodetic Survey.

<https://www.ngs.noaa.gov/NGSDDataExplorer/>

Additionally, the City of Eureka has benchmark information within its limits, which is available on the Humboldt County Surveyor's Map Index.

<https://www.hummaps.com/maps/15535/>

#### 11.2 Boundary Correction Application

[Boundary Correction Application](#)

#### 11.3 Certificate of Correction Form for Record of Survey, Parcel Map, and Final (Tract) Maps

[Humboldt County Certificate of Correction Template \(06/08/2023\) \[0.1 MB\]](#)

**Notes:**

1. This form is published by the Humboldt County Surveyor. The link downloads a MS Word file that is editable.

#### 11.4 Corner Record Form

[Corner Record Form 2016 \[0.2 MB\]](#)

**Notes:**

1. This form is published by the Board of Registration for Professional Engineers, Land Surveyors and Geologists

#### 11.5 County Engineers Association of California (CEAC) Guide to the Preparation of Records of Survey and Corner Records

[County Engineers Association of California \(CEAC\) Guide to the Preparation of Records of Survey and Corner Records 6th Edition 07/30/2020 \[0.8 MB\]](#)



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### 11.6 Humboldt County Surveyor Library

The County Surveyor Library was established in the 1980s to house collections of surveying documents donated to the County. The collections have varying levels of indexes. Some of the documents in the library have been scanned and are indexed in the Humboldt County Surveyor Map Index. The collection is open to the public; however, an appointment is needed to access the records.

1. Paul Schmook Surveys donated on 4/23/1985
2. Paul Schmook Survey Project files donated on 4/23/1985
3. Alex Brizard Surveys donated during the years 1982-1999
4. Barnum Collection (Lentell, McKee, Muray, Bowdin, Benson, Forman, Yeoman, Larson and others) 1985 (fieldbooks and Microfilm rolls are in County's possession, originals of maps are presumed to be in the possession of Barnum timber company per Dave Ryan 2013)
5. Griffith Job files donated by Kim Preston on 11/2010
6. Griffith maps donated by Kim Preston on 11/2010 \*\*
7. PGE Job files donated by Kim Preston on 11/2010 (index provided)
8. Beed Engineering maps donated by Kim Preston on 11/2010 \*\*
9. Belcher maps donated by Kim Preston on 11/2010
10. Winzler and Kelly maps donated by Steve Mchaney 05/2010 & 7/2011 \*\*
11. Winzler and Kelly field books donated by Steve Mchaney 05/2010
12. Winzler and Kelly job files donated by Steve Mchaney 05/2010
13. Al Nilson maps donated by Al Nilson 2/22/1996
14. Al Nilson Field Books donated by Al Nilson 2/22/1996
15. Thurman White Job files donated by Gary Simpson 12/19/2007
16. Thurman White Field books donated by Gary Simpson 12/19/2007
17. John Whipple Job files donated by Mike Moore 5/2004
18. William Anderson maps donated by Jim Roscoe via Walter Sweet
19. Stipovich maps donated by the Richard Stipovich Estate 1987



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20. Stipovich fieldbooks donated by the Richard Stipovich Estate 1987
21. John Olsen maps donated by Ed Schillinger 5/16/2007 \*\*
22. Dolf Fieldbooks donated by Mr. Earl Biehn 1993
23. Schmook maps (1 box) unknown origin\*\*
24. Northwestern Railroad maps (also on a cd)

### Notes:

1. \*\* Maps that have not been sorted, indexed, or verified if they were previously recorded

### 11.7 Humboldt County Surveyor Map Index

[Humboldt County Surveyor Map Index \(Hummaps.com\)](http://Hummaps.com)

### Notes:

1. This website contains a search engine for corner records, record of survey maps, parcel maps, and final (tract) maps. Copies of maps acquired by the County Surveyor can be viewed and/or downloaded. Note that the official repository for filed and recorded maps is the County Recorder. For official or certified copies of filed/recorded maps or documents please contact the Humboldt County Recorder at 825 5th Street, 5th floor, Eureka, CA 95501, or call (707) 445-7593.

In addition, a portion of the documents in the Humboldt County Surveyor Library have been scanned and indexed. The balance of the documents may be accessed in person at the Humboldt County Surveyor's Office.