

Humboldt County Surveyor's Office

~~Map Standards~~ Guide for the Preparation of Survey Maps and Documents



County of Humboldt • Department of Public Works
Land Use Division • Survey Section
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County Surveyor Map Index: <https://hummaps.com/maps/>

County Surveyor Website: <https://humboldtgov.org/1427/Survey>

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~~Ronald C. Garton~~ Robert W. Bronkall, PLS 77177645
Humboldt County Surveyor

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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:

- A. “Manuals of Surveying Instruction for the Survey of the Public Lands of the United States”, prepared and published by the Bureau of Land Management.
- B. Division 2, Title 7 of the Government Code, referred to herein as the Subdivision Map Act.
- C. The Professional Land Surveyor’s Act and Administrative Rules, State of California.
- D. Title III – Land Use and Development, Division 2 - Subdivision Standards, Humboldt County Code.
- E. County Engineers Association of California (CEAC) Guide to the Preparation of Records of Survey and Corner Records, attached as Appendix 1
- E.F. Local customs and practice

1.2 Exceptions

All requests for deviation from the above or from these standards shall be submitted to the county surveyor in writing.

1.3 Submittal of filed maps to County Surveyor

Government Code Sections 8774.5(a) and 66466(f) require Surveyors and Engineers who have prepared and filed maps with the County Recorder to submit copies of their ~~recorded~~ filed maps to the County Surveyor for indexing purposes. Copies are required to be full size 18”x26” prints or electronic images. Copies should be transmitted to the County Surveyor within 30 days of map filing. Legible ~~E~~lectronic images are preferred and can be emailed to countysurveyor@co.humboldt.ca.us

1.4 Version History

February 24, 2022 Update

Changed title of document

Updated reference to staff involved in update preparation

Minor editorial changes (grammar, punctuation, spelling, etc.) throughout

Updated reference to name of staff signatures where applicable

1.0 Introduction

Added section numbering to the Introduction. Renumbered subsequent sections. List of standards adds “Local customs and practice.” Submittal of filed maps now indicates that electronic images are preferred.

2.0 Subdivision Maps

2.9 Clerk of the Board Statement – deleted reference to Parcel Maps as these do not go to the Board of Supervisors for action.

2.15 Notary Acknowledgement (Parcel Maps & Final Maps) – added notation that the phrase “Notary Public” is more specific than required by State law, indicating how this will be reviewed by the County Surveyor. Also deleted example for more than one signer, as the duplication was minor and not necessary.

2.37 Drafting Standards – (C) (1) Found and Set Monuments. Added note that it is preferred that surveyors use solid symbols for found monuments, open symbols for set monuments.

2.40 Best Practices for Quicker Approval – (G) Common Problems on Maps. Added new item suggesting that lengthy lists with changes during the review cycles may use “(Not Used)” and avoid potential problems with reassigning other items in the list.

2.44 Tentative Map Expiration – added new section following the table of California legislative actions, enumerating the requirements for a map to be deemed “timely filed” prior to the expiration of the tentative map.

3.0 Record of Survey

3.15 Proposed Easements – revised language of “Proposed Easement Note.” Deleted separate “County Surveyor’s Note” and consolidated language into “Proposed Easement Note.”

4.0 Corner Records

Deleted statement “Do not submit recording fees until instructed to do so.” This is not applicable to the processing of Corner Records.

5.0 Lot Line Adjustments

Added new information clarifying the role of the County Surveyor in the processing of Lot Line Adjustments. Provided information related to the timing when a Record of Survey is required as a condition of approval for a Lot Line Adjustment. Also provided information related to filing Lot Line Adjustment Parcel Maps.

7.0 Legal Descriptions Review

Added new section identifying the role of the County Surveyor in reviewing other types of legal descriptions, and enumerating the submittal requirements.

Appendices

Appendix 3.0 – added new appendix for providing examples of standard documents used by the Humboldt County Public Works Land Use Division. Initial example is (A) Easement Deed & Covenant.

July 13, 2020 Update

Cover sheet – address and contact information

Minor editorial changes (grammar, punctuation, spelling, etc.) throughout

1.0 Subdivision Maps

Section 1.3 Deeds of Trust – signature block revised for clarity

Section 1.17 – Removed, intentionally left blank.

Section 1.43 Mapcheck Package Submittal (Final Map or Parcel Map) – Electronic submittal requirements added.

2.0 Record of Survey

Section 2.14 Mapcheck Package Submittal (Record of Survey) – Electronic submittal requirements added.

Section 2.17 Existing Easements (Record of Survey) – Section added.

2.0 Subdivision Maps

2.1 Owner's Statement

Legal References: Government Code Section 66430, 66436, 66445(e)

*****Corporation Signature Note:** 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.

***Name of Owner must be the same as shown in the vesting deed or title report.

Examples:

<Owner Name> & <Owner Name> Husband and wife as Community Property
<Name of Corporation> A California Limited Liability Company, by <Name><Title>
<Owner Name> as trustee of the <Trustee name> deed of trust recorded as <instrument no>

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 recordation of this map and to the dedication of the easements for the purposes shown hereon. *(The following statement shall only be added if there are public utility easements dedicated to Humboldt County)* 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)

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 recordation of this map and to the dedication of the easements for the purposes shown hereon. *(The following statement shall only be added if there are public utility easements dedicated to Humboldt*

County) 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) Date

(Name of Owner) Date

2.2 Subdivider's Statement

Legal Reference: Government Code Section 66445(e)

(For use on Parcel Maps when no dedications are required)

SUBDIVIDER'S STATEMENT

That the undersigned, being the party (parties) having a record title interest in the real property being subdivided by this map, do hereby consent to the preparation and recordation of this map as required by Section 66445 (e) of the Subdivision Map Act and I (we) consent to the recordation of this parcel map.

(Name of Owner) Date

2.3 Deeds of Trust

Legal References: Government Code Sections 66430, 66436, 66445(e)

Note: Parcel Maps Only - Pursuant to 66445(e) the signatures of trustees or beneficiaries of Deeds of Trust are not required unless dedications or offers of dedication are made to Humboldt County on the map. This is not recommended as it may cause title issues. The title company providing the subdivision guarantee should be advised prior to map filing to avoid conflicts.

Example:

Fidelity National Title Insurance Company, A California Corporation
Trustee (or Beneficiary) of a deed of trust recorded on <insert date> as instrument number
<insert recording info> of Official Records.

By _____ Dated _____

Printed Name _____

Title _____

*** Corporation Signature Note: 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.

2.4 Surveyor's Statement/Engineer's Statement (Parcel Map)

Legal References: Government Code Section 66449 & 66445 (i). Assembly Bill 645, which is effective on January 1, 2010, amends Sections 6735, 6735.3, 6735.4, 6764, 8750, 8761, and 8764.5 of the Business and Professions Code 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. Business and Professions Code Section 8731 allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below)

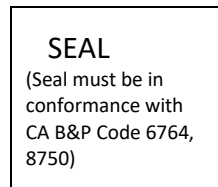
a. Record Data Parcel Map Statement:

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

This map was prepared by me or under my direction (and was compiled from record data) (and is based upon a field survey) in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of (insert name of person authorizing the map) on (insert date). I hereby state that this parcel map substantially conforms to the approved or conditionally approved tentative map, if any.

(NAME), (LICENSE No.), EXPIRES (DATE)

Date



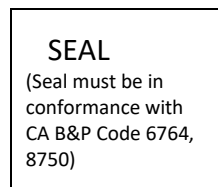
b. Field Survey Parcel Map Statement:

(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 (insert name of person authorizing the map) on (insert 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 (insert date), and that the monuments are, or will be, sufficient to enable the survey to be retraced.

(NAME), (LICENSE No.), EXPIRES (DATE)

Date



Note: if monuments have been set prior to filing the map, "(insert date)" should use the date the monuments were set.

2.5 Surveyor's Statement/Engineer's Statement (Final Map)

Legal References: Government Code Section 66442.5 and Government Code Section 66441. Assembly Bill 645, which is effective on January 1, 2010, amends Sections 6735, 6735.3, 6735.4, 6764, 8750, 8761, and 8764.5 of the Business and Professions Code 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. Business and Professions Code Section 8731 allows Civil Engineers licensed prior to 1982 to practice land surveying (RCE 33965 and below).

(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 (insert name of person authorizing the map) on (insert 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 (insert date)(twenty-four months from the filing date of this map), 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), (LICENSE No.), EXPIRES (DATE)

Date

SEAL

(Seal must be in conformance with CA B&P Code 6764, 8750)

Note: if monuments have been set prior to filing the map, "(insert date)" should use the date the monuments were set.

2.6 County Surveyor's Statement (Parcel Map)

Legal Reference: Government Code Section 66450

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.

~~Ronald C. Garton P.L.S 7717~~ _____
Humboldt County Surveyor

Date



2.7 County Surveyor's Statement (Final Map)

Legal Reference: Government Code Section 66442

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.

~~Ronald C. Garton P.L.S 7717~~ _____
Humboldt County Surveyor

Date



2.8 Basis of Bearings

A. Basis of Bearings (field survey):

BASIS OF BEARINGS

The bearings shown hereon are based on the (centerline) (side line) (northerly line) (_____) line of (street) (section) (_____) being <insert bearing> as shown on <insert name of permanent record>.

B. Basis of Bearings (field survey – rotated):

Note: This is not a recommended method for establishing a Basis of Bearings and will only be considered when required by special circumstances.

BASIS OF BEARINGS

The bearings shown hereon are based on the (centerline) (side line) (northerly line) (_____) line of (street) (section) (_____) shown as <insert bearing> on <insert name of permanent record> and shown as <insert bearing> on this map.

C. Basis of Bearings (record data):

Use only when a parcel map is based upon record data.

Record Data

Record data from <insert name or permanent record> filed in <insert recording information>.

D. Basis of Bearings (California Coordinates):

(see section 2.13 “Use of the state plane coordinate system”)

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 section 8813 of the Public Resource Code.

Note: Public Resource Code, Section 8817 requires NAD 83 for all new surveys and new mapping projects effective January 1, 1995. (See also section 2.13 “Use of California State Plane Coordinate System”) for additional information regarding showing California Coordinates on a Record of Survey.

BASIS OF BEARINGS

The bearings shown hereon are based on the California Coordinate System (NAD 27 or NAD 83) Zone <no.>, Epoch (<insert Epoch>), having a convergence angle of (<insert convergence angle>) as determined locally by the line between <reference control monuments or Continuous 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 <insert mapping angle>. To obtain ground distances, divide the distances shown hereon by the combined grid factor of <insert 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>.

2.9 Clerk of the Board Statement (~~Parcel Maps & Final Maps~~)

Legal Reference: Government Code Section 66440. Format approved by the Clerk of the Board of Supervisors on 9/16/2015.

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. 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:

<insert list>

Example:

*Edeline Avenue for public utilities purposes
Parcel A for public utility purposes*

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:

<insert list>

Example:

*Edeline Avenue for public road purposes
Parcel B*

If there is an abandonment, then a note shall be added to the Clerk of the Board Statement (see below) and an Abandonment Statement shall be added on the map (For Parcel Maps).

I further certify to the abandonment 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.

If there is an abandonment, then a note shall be added to the Clerk of the Board Statement (see below) and an Abandonment Statement shall be added on the map (For Final Maps).

I further certify to the abandonment 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.

Kathy Hayes
Clerk of the Board of Supervisors

By: _____ Deputy Date: _____

Print Name

2.10 Certificate of Acceptance (Parcel Map)

Legal References: Ordinance No. 2540 of the Board of Supervisor and Resolution No. 06-120

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed herein to the County of Humboldt, a political subdivision of the State of California, is hereby accepted by the undersigned officer on behalf of the Board of Supervisors of the County of Humboldt, pursuant to authority conferred by Ordinance No. 2504 of the Board of Supervisors of the County of Humboldt, adopted on July 9, 2013, and Resolution No. 06-120 of the Board of Supervisors of the County of Humboldt, adopted on December 12, 2006, and the grantee consents to recordation thereof by its duly authorized officer.

Accepted as to:

<Insert List>

Example:

Parcel A

Parcel B for public utilities purposes

OFFICER: THOMAS K. MATTSON,

DIRECTOR OF PUBLIC WORKS

By: ~~Ronald C. Garton~~ _____, Designee

Date: _____

2.11 County Recorder’s Statement (Parcel Map)

Legal Reference: Government Code Section 66449 for Parcel Maps. Format approved by Humboldt County Recorder on 09/15/2015.

COUNTY RECORDER’S STATEMENT

Filed this _____ day of _____, 20____ at _____ m. in Book _____ of Parcel Maps, at page(s) _____, Humboldt County Records at the request of _____.

Kelly E. Sanders
Humboldt County Recorder

By: _____ Deputy

Fee: _____

Instrument No. _____

2.12 County Recorder’s Statement (Final Map)

Legal Reference: Government Code Section 66442.5 for Final Maps. Format approved by Humboldt County Recorder on 09/15/2015.

COUNTY RECORDER’S STATEMENT

Filed this _____ day of _____ 20____ at _____ m. in Book _____ of Maps, at page(s) _____ Humboldt County Records at the request of _____.

Kelly E. Sanders
Humboldt County Recorder

By: _____ Deputy

Fee: _____

Instrument No. _____

2.13 Tax Collector’s Certificate

Legal References: County Code Section 326-22(b) for Final Maps, County Code Section 326-32(b) for Parcel Maps. Format approved Humboldt County Tax Collector on 9/17/15.

TAX COLLECTOR’S CERTIFICATE

I, John Bartholomew, 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 <insert APNs>, for any unpaid county taxes or special assessments.

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.

John Bartholomew
Humboldt County Tax Collector

By: _____ Deputy Date: _____

Print Name

2.14 Notary Acknowledgement (Legal Documents – DO NOT USE ON MAPS)

Legal Reference: Section 1189 Civil Code, effective 01/01/2015

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.

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 _____

2.15 Notary Acknowledgement (Parcel Maps & Final Maps)

Legal References: Section 1189 Civil Code, effective 01/01/2015 and Section 66436(c) Government Code. Pursuant to Section 66436(c) & 66445(e) Government Code, 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. Due to smearing issues, ensure that the notary does not stamp their seal on the Mylar.

NOTARY ACKNOWLEDGMENT (One Signer)

NOTARY 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.

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.

My principal place of business is in

Signature _____

_____ County

Printed Name _____

My Commission expires _____

Official seal not required

* Section 1189 of the California Civil Code 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.

NOTARY ACKNOWLEDGMENT (Two Signers)

NOTARY 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.~~

State of California _____

County of _____

On _____ before me, _____, Notary Public, personally appeared _____ and _____, 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.~~

My principal place of business is in

Signature _____

_____ County

Printed Name _____

My Commission expires _____

~~Official seal not required~~

2.16 Signature Omissions

Legal Reference: Government Code 66436.

SIGNATURE OMISSIONS

The signature(s) of (name of persons, corporations, or partnership), the owner(s) of an easement for (Nature of easement), as disclosed by (Instrument and O.R. Number), Official Records of Humboldt County, has/have been omitted under the provisions of Section 66436 of the Subdivision Map Act. Its interest cannot ripen into a fee. (The Easement must be definitely located or one of the following statements must be included in the above):

- A. Said easement covers the entire area being subdivided.
- B. Said easement cannot be located of record.

The above shall appear for each entity having a record title interest in the land being subdivided that falls within the purview of Section 66436, Subdivision Map Act, State of California.

Note: When easements area definite and locatable, the signature omission statement as hereinbefore outlined may be omitted, provided that: the owners' names, the nature of their interest and the reference document are noted within, or adjacent to, the area so delineated on the map. Easements, if locatable, shall be shown with bearings and distances on each and every course, together with tie distances of crossings of division lines and boundary lines.

Signature Omissions (*Example*):

The signatures of the authorized agent (or governing body) of the United States of America, the owners of a right-of-way for ditches and canals constructed by the authority of the United States, as disclosed in patent recorded in <insert document No. book and page>. Official Records of Humboldt County have been omitted under the provisions of section 66436 of the Subdivision Map Act.

Its interest cannot ripen into a fee.
Said reservation covers entire area being subdivided.

2.17 [Not Used]

2.18 Legend

For the sake of conformity, the following are recommended.

A. Abbreviations

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

B. Recommended format for monument symbols (see section 1.37 “Drafting Standards”)

C. Recommend format for set monument notes

Examples:

All ___" iron pipes (are) (will be) set (_____" deep) (flush).

Set <IP><REBAR><SPIKE>, with <TAG><PLUG><WASHER>, <LS><RCE>_____,
<FLUSH><UP><DOWN>

Set ___" I.P., with brass tag <LS><RCE>_____, flush

D. Recommended format for record data

(XX.XX) RECORD DATA PER _____

(XX) R1 = RECORD DATA PER _____

R&M = RECORD AND MEASURED DATA PER _____

C or CALC = CALCULATED FROM RECORD DATA PER _____

E. Recommended format for measured data

Do not state “M” after the measured data, unless the record and measured data are the same. In this case R&M can be used with a note in the Legend that states

R&M = RECORD AND MEASURED DATA PER _____

F. 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 two positions on a record map that does not have an apparent tie.

G. Recommended format for monument notes

1. 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>.

2. Found Monuments:

FD <MONUMENT TYPE>, <CAP (SIZE OF CAP) or PLUG>, <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 "LS1234".

FD SPIKE & WASHER, FLUSH, NO REF. ACCEPTED AS NORTHEAST CORNER OF LOT 2 PER R1. SET S&W TAGGED "LS1234", 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 "LS2345", FLUSH.

3. <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 or centerline ties for all set centerline monuments showing set monument and ties.

4. <POSITION> notes:

Indicate FLUSH UP _____' DOWN _____'. Also, indicate if the found monument is in a well.

5. <[PER][AS SHOWN ON]> notes:

Whenever possible, the reference that SET the found monument is to be listed. Use [PER] when the found monument was SET on the reference. Use [AS SHOWN ON] when found monument was listed as a FOUND monument on the reference.

6. <ACCEPTANCE> notes:

Whenever a monument has no reference, or the monument does not exactly match the reference (such as an illegible tag, or 1" IP tagged "LS1234" instead of 2" IP tagged "LS1234", etc....) use an acceptance note.

If accepted, use the following: Accepted as <insert point description>.

If not accepted use the following: Not accepted. Established <insert point description> by <insert method establishing point>. Found monument <insert bearing and distance> from established corner.

H. Recommended format for recorded documents from the Recorder’s Office

Documents recorded from 1860 to 1945:

(Insert Book no.) Deeds (insert Page no.).

Documents recorded from 1946 to 1988:

(Insert Book no.) OR (insert Page no.)

Example: 1913R810577 is document 1381OR577.

Documents recorded from 1989 to 2016:

AAAA-BBBBBB-CC OR.

Documents recorded from 2016 to present:

AAAA-BBBBBB OR.

Where: AAA represents the year that the document was recorded,
BBBBBB represents the page number of the document,
CC and indicates the number of pages in the document.

I. Recommended format for maps and corner records

1. Final Maps:

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

2. Parcel Maps:

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

3. Record of Surveys:

<book no.> (Surveys, S or RS) <page no.>

4. Unrecorded maps:

<book no.> UR <page no.> on file at the Humboldt County Surveyor's Office.

5. Corner Records:

<Book no.> (Corner Records or CR) <page no.>

2.19 Easements Created (Parcel Maps & Final Maps)

This language varies depending upon the type of easement and it must include the parcel being created, the width of the parcel, which parcel it is located in, what the easement is for and which Parcel or Lot it benefits.

EASEMENTS CREATED BY THIS MAP

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

Examples:

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

Parcel C, as shown hereon over (Parcel) (Lot) 1, is a 10 foot wide easement for waterline and well easement lying 5 feet on each side of the centerline shown on sheet 2 which is hereby created for the benefit of (Parcel) (Lot) 2 of this Subdivision.

Parcel D, as shown hereon over a portion of (Parcel) (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 (Parcels) (Lots) 1 through 26 of this Subdivision.

2.20 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 width of the parcel, which parcel it is located in, what the easement is for and which Parcel or Lot it benefits.

COUNTY DEDICATIONS

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

Examples:

Parcel A, as shown hereon over (Parcels) (Lots) 1, 2, 3, 4, & Remainder 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.

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.

2.21 Road Maintenance Association Requirements (if road has more than 2 parcels/lots)

See Land Use Division for current RMA template.

2.22 Access Note (if parcel access is from a Non-County Road)

(Parcel)(Lot)<no.> access is provided as follow: <insert non-county Road> to <insert County Road>

Example:

ACCESS NOTE

Lot 1 access is provided as follows: May Road (Non-County) to Tanglewood Drive (Non-County), to Valley Drive (County Maintained).

2.23 Condominium Note

A note shall be added in the title block stating, “For Condominium purposes”.

2.24 Planned Unit Development Note

A note shall be added in the title block stating, “For Planned Unit Development purposes”.

2.25 Abandonment Statement

A. Abandonment statement (Parcel Map):

ABANDONMENT STATEMENT

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

2.26 Easements of Record Note (Final Maps and Parcel Maps)

Legal References: See Title III – Land Use and Development, Division 2 - Subdivision Standards, Humboldt County Code 323-6 (a)(8)

These easements are usually stated in the Title Report. The Easements of Record Note must state the recording source, the nature of the easement, the grantee and if it is locatable on the map. If the easement can be located show bearings and distance ties to it's location and label the easement on the map. If the easement cannot be shown state that it is not plottable in the note.

EASEMENTS OF RECORD

<recording source> <nature of the easement> <grantee> <shown hereon (or) not plottable>

Examples:

- A. *Book 123 OR, Page 456 – Easement for public highway granted to the county of Humboldt – shown Hereon*
- B. *Easement for ingress, egress and drainage over, under and across those portions of Lots 1, 28 and 29 of Tract no. 590, Book 24 of Maps, Pages 21-24 – shown hereon.*
- C. *Book 80 OR, Page 100 – Easement for right of way and water pipeline granted to John S. Doe – shown hereon*
- D. *Instrument No. 2006-4224-4 – Notice of lot line adjustment and certificate of subdivision compliance – blanket in nature – affects the property but is unplottable*
- E. *Book 1000 OR, Page 300 – Easement for ingress egress and public utilities over southerly 25 feet of subject property granted to John S. Doe – Shown hereon*
- F. *Instrument No. 1998-12345-8 – Easement for avigation granted to the county of Humboldt- affects the property but is unplottable*

2.27 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 into the **Easements of Record Statement (see section 2.26 “Easements of Record”)**, or recorded by separate document after the map is filed.

2.28 Further Subdivision Note

Legal Reference: County Code Section 323-6

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.

2.29 Airport Note / Overflight, Avigation Easement, Deed Notice

An Airport Note should not be put on the map. The Overflight, Avigation Easement, and/or Deed Notice should be recorded by separate document prior to the filing of the parcel or final map and then added to the **Easements of Record Statement** (*see section 1.26 “Easements of Record”*).

2.30 Subdivision Agreement

See Land Use Division for current template.

2.31 Non-County Lane Note

Legal References: County Code Section 323-2. (Note: As of 09/17/2015, there are two Sections identified as 323-2 in County Code; it appears that the correct County Code reference should be 324-2 as this section appears after Section 324-1.).

Label the road on the parcel or final map as “Non-County-Lane” or “Non-County Road”, also add the note below to sheet 1 of the map.

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.

2.32 Development Plan Note

Format approved by Planning & Building Department on 09/17/2015.

DEVELOPMENT PLAN NOTE

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 <insert APN>, Case No. <insert case number>.

2.33 Development Plan and Geologic Report Note

Format approved by Planning & Building Department on 09/17/2015.

DEVELOPMENT PLAN AND GEOLOGIC REPORT NOTE

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 <insert APN>, Case No. <insert case number>.

2.34 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 <insert street name> extends to the center of the street.

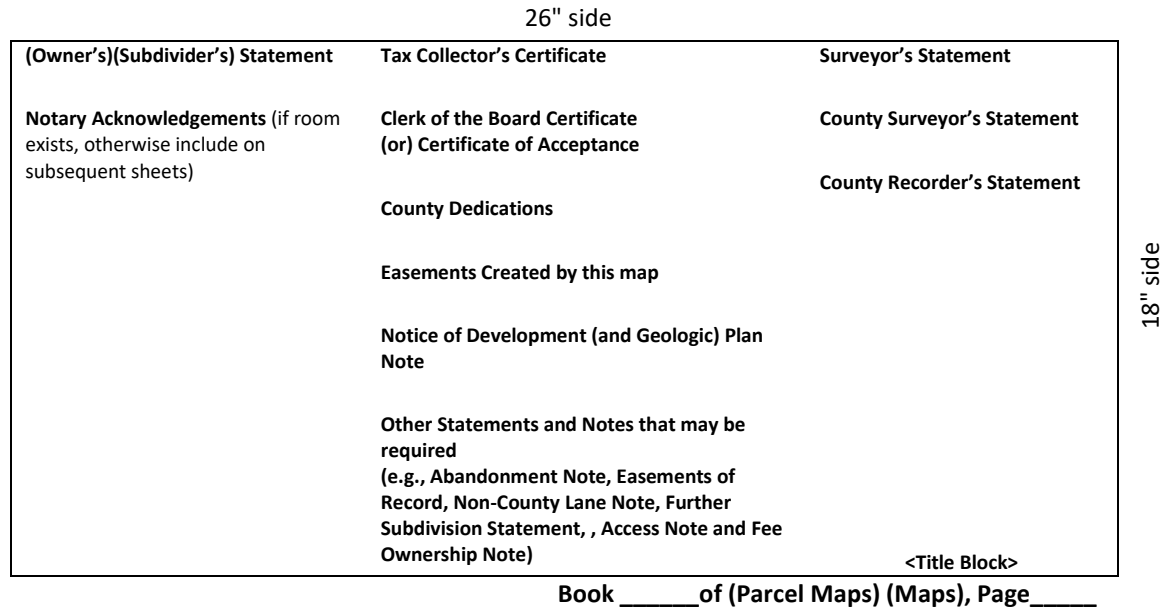
2.35 Sheet Layout

The sheet size is 18"x26" and layout shall be a 16" x 24" border with a 1" blank margin. The book and page information shall be put in the lower right side within the blank margin.

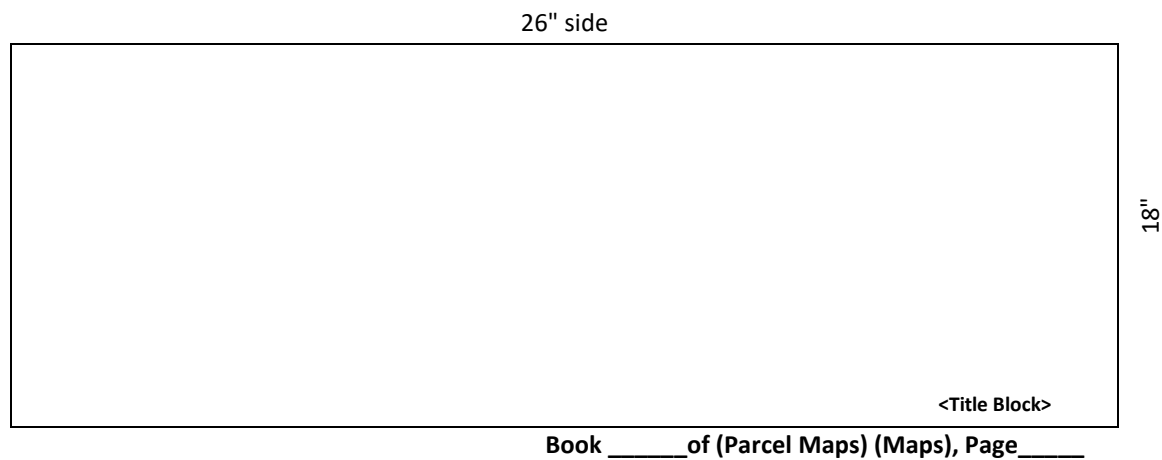
LAYOUT OF TITLE SHEET

Note that a **Vicinity Map** is not required or recommended to show on Subdivision maps. *(see 2.37H “Drafting Standards”)*

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



LAYOUT OF SUBSEQUENT SHEETS



2.36 Title Block

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.

(Vesting) (Parcel) (Tract) Map No. _____

<insert subdivision name, if any>

for <insert name of the subdivider>

for (subdivision) (planned unit development) (condominium) purposes

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

Within <insert public lands reference>, Humboldt Meridian

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

Date of Survey: <insert date> <insert name of surveyor/engineer>, (LS)(RCE)

<insert no.>

Scale: 1"= $\text{<insert scale>}'$

Sheet <insert no.> of <insert no.>

Notes:

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

Example:

N1/2 NW 1/4 Section 36 and NE 1/4 SE 1/4 Section 35, Township 3 North, Range 2 East and NW 1/4 SW1/4 Section 6, Township 3 North, Range 3 East.

<insert preamble> is to include the vesting deed recording reference in addition to what may be listed in the preamble on the preliminary subdivision report.

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.

2.37 Drafting Standards

A. Line weights & Types

See (CEAC) Guide to the Preparation of Records of Survey and Corner Records, attached as *Appendix 1*.

B. Font Size

The font size for all text shall be 0.1 inch typical or no less than 0.08 inch.

C. Symbols

1. Found and Set Monuments

The symbol for found and set monuments 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. If an 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
(see section 1.18G.1. “Legend”)

These monument locations shall not have a symbol.

4. Calculated Points

Calculated points shall not have a symbol.

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

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”

J. Surveyor/Engineers Seal Size

See Rules of the State Board for Professional Engineers and Land Surveyors Division 5. Article 1 section 411.(b)

The seal shall be no less than one and one-half (1-1/2) inches in diameter.

2.38 Closure Calculations

Legal References: County Code Section 326-14.

(see section 1.40A “Best Practices for Quicker Approval”)

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.

2.39 County Recorder Requirements

The map will be rejected for the following reasons and may be rejected for legality reasons.

- A. The Surveyor’s seal may be signed by the Surveyor only if the signature does not cross any of the lines or printed text of the seal.
- B. The Notary Acknowledgment language allows for the notary seal not to place their seal on the map. Do not allow the notary to put their seal on the map since it may smear.
- C. Do not place any signatures or hand written text over any printed text or lines on the Mylar.
- D. Do not use white out on the Mylar for corrections.

2.40 Best Practices for Quicker Approval

Legal Reference: None.

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

1. Provide closure calculations; not inverse 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.
6. Be sure that closure calculations show distances to the hundredth (X.XX) foot [thousandth (X.XXX) meter for Metric units] and angular measurement to the second (XX°XX'XX").
7. Compare your map to the closure calculations.
8. Check for sum of parts errors.

B. Record Data References

1. Make sure that full size or no less than 11"x17" copies of maps are provided (excluding corner records). If the 11"x17" copy is not legible, please provide full size.
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, legible copy of all assessor maps.

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, 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 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.
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/crows 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 title report are addressed on the map.

8. Make sure radial bearings are shown. The bearing direction is from the radius point to the curve.
- ~~8-9.~~ 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.

2.41 Certificate of Correction

Legal References: Government Code Section 66469; Government Code Section 66470; Government Code Section 66471; and Government Code Section 66472.

- A. An Amending Map may be required to be filed instead of a Certificate of Correction at the discretion of the County Surveyor.
- B. Certificates shall be submitted for checking on 8 ½" x 11" paper, with a 2 ½" square clear of writing in the upper right hand corner reserved for the Recorder's stamp/seal.
- C. Two copies of the original Certificate of Correction (COC) shall be submitted to the Surveyor's Office for review/checking. Once approved, the original must be signed and stamped/sealed and submitted to the Surveyor's Office for recordation.
- D. 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.
- E. One (1) legible, full-size (or 11"x17") copies of every sheet of the recorded and/or filed map. Illegible copies and reduced sized copies are not acceptable and will delay the review.
- F. If a dimension was transposed, provide signed and sealed printouts of traverse closure calculations clearly supporting any changes to a labeled dimension.
- G. Provide contact information for the submitting surveyor or engineer including full name, address, telephone number, and email address.
- H. Provide an updated Title Report or other evidence of present ownership.
- I. 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.
- J. Write the incorrect notes exactly as they appear on the filed map. Do not abbreviate unless abbreviations are shown on the map.
- K. 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.
- L. Items for correction should be labeled as to the location of the error in both the "incorrect data" list and the "corrected data" list, so as to avoid confusion.

Example:

The following data is incorrect:

- 1) Engineer’s Notes, Note 3: “ ... Indicates set nail and L.S. 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 R.C.E. 1202 tag.

And is corrected as follows:

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

M. 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.

N. The applicant shall use the current approved Certificate of Correction form.

2.42 Amending Map

Final / Parcel Maps Legal References: Government Code 66469 & 66472.1.

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.

Ronald C. Garton, PLS 7717
Humboldt County Surveyor

Date



2.43 Mapcheck Package Submittal (Parcel Maps and Final Maps)

When submitting a subdivision map for review the following items should be included:

- A. The map checking fee and index fee as stated in the current Humboldt County fee schedule (Current fee schedule on County Surveyor website)
- B. Two (2) full size copies of the map being reviewed stamped “preliminary” or “for examination only” (*see Government Code Section 8761(c)*)

- C. APN map
- D. Deeds used in survey
 - 1. Vesting deeds and any other deeds reference in the vesting deed
 - 2. Adjoiner deeds
- E. Title Report no more than six (6) months old
- F. All reference maps (filed or unrecorded) used in course of survey
- G. Closures of exterior boundary and all interior parcels or lots
- H. If the survey is in California State Plane Coordinates, enclose the NGS data sheets for the monuments noted on the map.

Hardcopy mapcheck packages and fees may be delivered or mailed to the County Surveyor's Office at the following address:

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

Electronic mapcheck packages may be submitted via email to CountySurveyor@co.humboldt.ca.us . Email submittals are limited to 20mb of attachments. Scans and copies of map and reference documents should be in a standard format such as .pdf, .jpg, .png or .tiff formats. Reference maps that are available through the County Surveyors Map Index <https://hummaps.com/maps/> do not need to be attached. A list of reference maps should be included with the transmittal.

Fees for electronic submittals should 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 at: <https://humboldt.gov.org/1427/Survey>.

DO NOT SUBMIT RECORDING FEES UNTIL INSTRUCTED TO DO SO.

2.44 Tentative Map Expiration ~~Date Table~~

A. Table of California Legislative Actions

Item	Final Map GC (SMA) Reference	Parcel Map GC (SMA) Reference	Expiration Date
Initial Term			
Two (2) years upon approval of the Tentative Map	66452.6(a)	66463.5(a)	
Automatic Time Extensions			
Two (2) year automatic time extension for all maps not expired on 09/13/1993	66452.11	66452.11	
One (1) year automatic time extension for all maps not expired as of 05/15/1996	66452.13	66452.13	
One (1) year automatic time extension for all maps valid as of 07/15/2008 that will expire before 01/01/2011	66452.21	66452.21	
Two (2) year automatic time extension for all maps valid as of 07/15/2009 that will expire before 01/01/2012	66452.22	66452.22	
Two (2) year automatic time extension for all maps valid as of 07/15/2011 that will expire before 01/01/2014	66452.23	66452.23	
Two (2) year automatic time extension for all maps valid as of 07/11/2013 that were approved on or after 01/01/2000	66452.24	66452.24	
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 66452.6(a)(2)	66452.6(a)	N/A	
Up to Five (5) years automatic: stay for moratorium (120 day minimum)	66452.6(b)	66463.5(d)	
Discretionary Time Extensions			
Up to six (6) years: six one-year discretionary extensions; must be applied for by applicant	66452.6(e)	66463.5(c)	
Two (2)- year discretionary time extension for all maps approved before 12/31/1999; must be applied for by applicant	66452.24	66452.24	
Up to Five (5) years discretionary: stay for litigation; must be applied for by applicant	66452.6(c)	66463.5(e)	
Development Agreements			
Negotiated (established by agreement): Maps with a Development Agreement	66452.6(a)	66452.6(a)	

B. Timely Filing

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:
 - 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
 - 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:
 - Clerk of the Board
 - County Surveyor
 - 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

2.45 Monumentation (Final Maps and Parcel Maps)

Monuments shall be set in accordance with the provisions contained in Sections 66495-66498 of the Subdivision map act and the other provisions of County Code 326-15.

2.46 Contiguous Ownership / Remainder Parcels

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

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 should 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 land division boundary.

If subdividing a multi-unit (phased) map, mapping the “overall tentative boundary” is required. Do not show areas within the “overall tentative boundary” (which will be mapped by later phases) as a remainder. Simply show the underlying/retracement data of said “later phases” on the current map.

Not A Part (NAP) 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 final map. No easements may be created or dedicated on the final map / parcel map within any portion labeled as “Not A Part” (NAP).

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 the Certificate of Compliance is being recorded concurrently with the final map / parcel map, the following note is to be shown on same sheet 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

DOC. NO. _____, OFFICIAL

RECORDS OF HUMBOLDT COUNTY

3.0 Record of Survey

Legal Reference: Professional Land Surveyors Act (CA Gov't Code 8762, et seq.)

The Humboldt County Surveyor utilizes the standards per the (CEAC) Guide to the Preparation of Records of Survey and Corner Records, attached as *Appendix 1*.

3.1 Purpose Note

Add a note explaining the purpose of the survey:

A. Record of Survey

PURPOSE NOTE

The Purpose of this Record of Survey is to illustrate and monument the (parcel of land)(north line of) the land described in <insert vesting deed document number>.

B. Record of Survey and Lot Line Adjustment

PURPOSE NOTE

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:

Instrument No. <insert instrument number>

Instrument No. <insert instrument number>

See Notice of Lot Line Adjustment and Certificate of Subdivision Compliance recorded as Instrument No <insert instrument number>

C. Record of Survey and Boundary Correction

PURPOSE NOTE

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>

Instrument No. <insert instrument number>

See Boundary Correction Deed recorded as Instrument No <insert instrument number>

3.2 Basis of Bearings (see section 2.8 “Basis of Bearings”)

3.3 Surveyor's Statement

Legal Reference: Government Code Section 8764.5 & Rules of the State Board for Professional Engineers and Land Surveyors Division 5. Article 1 section 411.(h)

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 <insert name of Person Authorizing Survey> in _____, 20 ____.

(Signed and sealed) _____

L.S. (or R.C.E.) No. _____

Dated _____

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 6764, 8750)

3.4 Multiple Surveyors Signing Map

See Rules of the State Board for Professional Engineers and Land Surveyors Division 5. Article 1 section 411.(g)(3)

3.5 County Surveyor’s Statement

Legal Reference: Government Code Section 8764.5

COUNTY SURVEYOR'S STATEMENT

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

~~Ronald C. Garton PLS 7717~~
Humboldt County Surveyor

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 8750)

3.6 County Recorder's Statement

Legal Reference: Business and Professions Code Section 8764.5. Format provided by Humboldt County Recorder on 09/15/2015.

COUNTY RECORDER'S STATEMENT

Filed this _____ day of _____, 20____ at _____ m. in Book _____ of Surveys, at page(s) _____, Humboldt County Records at the request of _____.

Kelly E. Sanders
Humboldt County Recorder

By: _____ Deputy

Fee: _____

Instrument No. _____

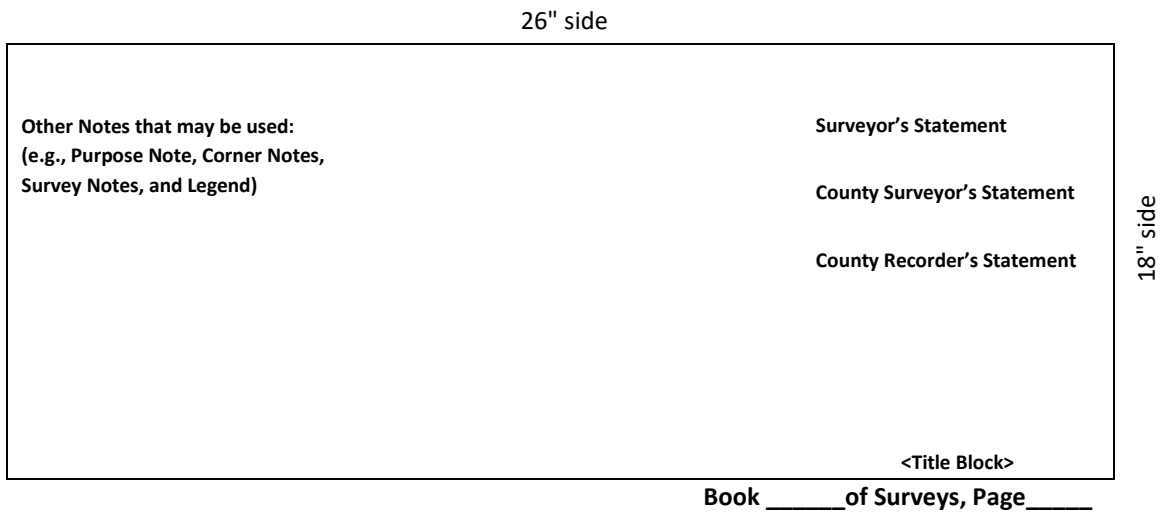
3.7 Sheet Layout

The sheet size is 18"x26" and layout shall be a 16" x 24" border with a 1" blank margin. The book and page information shall be put in the lower right side within the blank margin.

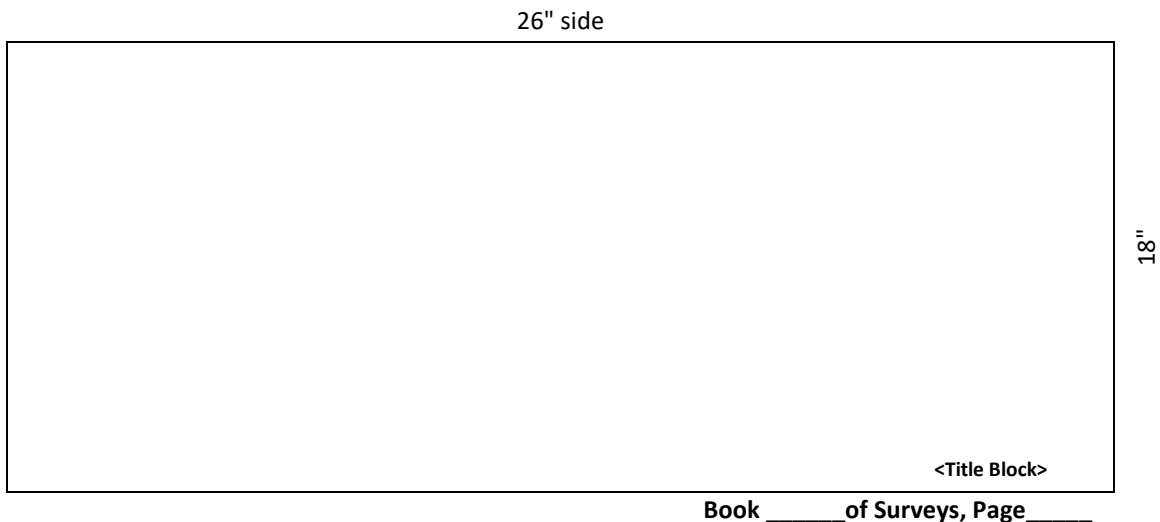
LAYOUT OF FIRST SHEET

Note that a **Vicinity Map** is not required or recommended to show on Subdivision maps. *(see 2.37H "Drafting Standards")*

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



LAYOUT OF SUBSEQUENT SHEETS



3.8 Title Block

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.

Record of Survey
for <insert name of client>

In the<city of (insert city name)> < unincorporated area of the County of
Humboldt>,
State of California
Within <insert public lands reference>, Humboldt Meridian

Date of Survey: <insert date> <insert name of surveyor/engineer>, (LS)(RCE)
<insert no.>

Scale: 1"= \langle insert scale \rangle' Sheet <insert no.> of<insert no.>

Notes:

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

Example:

N1/2 NW 1/4 Section 36 and NE 1/4 SE 1/4 Section 35, Township 3 North, Range 2 East
and NW 1/4 SW1/4 Section 6, Township 3 North, Range 3 East.

3.9 Closure Calculations

(see section 2.40A "Best Practices for Quicker Approval")

3.10 Drafting Standards

(see section 2.37 "Drafting Standards")

3.11 Technical Requirements

Legal References: See Government Code Section 8764 and the (CEAC) Guide to the Preparation of Records of Survey and Corner Records, attached as *Appendix 1*.

3.12 Memorandum of Oaths

Legal References: See Government Code Section 8760 & 8764

3.13 Use of the California State Plane Coordinate System

(see section 2.8D “Basis of Bearings”) See CEAC Guide to the Preparation of Records of Survey and Corner Records, attached as *Appendix 1*

When this system is used, the following shall be shown to ensure compliance with Section 8801-8819 of the Public Resource Code.

- A. Plane coordinate values may be expressed in meters or U.S. Survey Feet: units shall be noted.
- B. Use of CCS83 (even for basis of bearings without intent to establish coordinates) shall include the following items in their documentation:
 - 1. Epoch date in decimal year format with two decimal places
 - 2. Datum and zone names as per §8815 and §§8803-8809.
- C. 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.
- D. 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.
- E. Presenting coordinate values, or a basis of bearings derived from coordinate values, involves showing significant figures, which by their very nature claim accuracy. Per §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.
- F. Per §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.
- G. Per §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.

- H. Notation of names of the field observed ties (e.g., acceptable CORS stations), to include:
 - 1. Station
 - 2. Northing (Y) NOTE UNITS
 - 3. Easting (X) NOTE UNITS
 - 4. Height (or) Elevation NOTE UNITS
 - 5. Accuracy (ies)

- I. 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.

- J. Per §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.
 - 1. Mapping Angle and Grid Factor
 - 2. Station
 - 3. Northing (Y) NOTE UNITS
 - 4. Easting (X) NOTE UNITS
 - 5. Mapping Angle (theta)
 - 6. Combination Factor
 - 7. Elevation (optional; refers to California Orthometric Height)
 - 8. Height (refers to California Geodetic Coordinate ellipsoid height, used to calculate Combination Factor)

3.14 Mapcheck Package Submittal (Record of Survey)

When submitting a Record of Survey for review the following items should be included:

- A. The mapcheck fee and index fee as stated in the current Humboldt County fee schedule
- B. Two (2) full size copies of the map being reviewed stamped “preliminary” or “for examination only” (*see Government Code Section 8761(c)*)
- C. APN map
- D. Deeds used in survey
- E. Vesting deeds and any other deeds reference in the vesting deed
- F. Adjoiner deeds
- G. All reference maps used in course of survey printed no less than 11”x17”

- H. Closures of each parcel
- I. If the survey is in California State Plane Coordinates, enclose the NGS data sheets used for the monuments noted on the map.

Hardcopy mapcheck packages and fees may be delivered or mailed to the County Surveyor's Office at the following address:

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

Electronic mapcheck packages may be submitted via email to CountySurveyor@co.humboldt.ca.us . Email submittals are limited to 20mb of attachments. Scans and copies of map and reference documents should be in a standard format such as .pdf, .jpg, .png or .tiff formats. Reference maps that are available through the County Surveyors Map Index <https://hummaps.com/maps/> do not need to be attached. A list of reference maps should be included with the transmittal.

Fees for electronic submittals should 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 at: <https://humboldt.gov/1427/Survey>.

DO NOT SUBMIT RECORDING FEES UNTIL INSTRUCTED TO DO SO.

3.15 Proposed Easements

Easements cannot be dedicated, reserved or created on a Record of Survey. If proposed or future easements are to be shown (not recommended), the following notes must appear on the map:

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.

~~PROPOSED EASEMENT(S) SHOWN HEREON ARE NOT CREATED BY THIS MAP AND ARE INTENDED TO BE CREATED BY SEPARATE INSTRUMENT AT A FUTURE TIME.~~

COUNTY SURVEYOR'S NOTE

~~THE HUMBOLDT COUNTY SURVEYOR AND THE COUNTY OF HUMBOLDT ASSUME NO RESPONSIBILITY THAT THE PROPOSED EASEMENT(S) SHOWN HEREON WILL BE CREATED AT A FUTURE TIME.~~

3.16 Lease Areas - Subdivision Map Act Compliance

Legal Reference: PLS Act 8762.5

When showing a lease area on a record of survey use the following note if not on the latest equalized tax roll:

SUBDIVISION MAP ACT COMPLIANCE

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.

Ronald C. Garton, PLS7717

Humboldt County Surveyor

Date

3.17 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>.

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" Counter Clockwise 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.

4.0 Corner Records

*Legal References: PLS Act 8773, Rules of the State Board for Professional Engineers and Land Surveyors Division 5. Article 1 section 464 and the (CEAC) Guide to the Preparation of Records of Survey and Corner Records, attached as **Appendix 1**.*

A. When submitting a corner record for review, the following items should be included:

1. The checking fee as stated in the current Humboldt County fee schedule
2. Two (2) copies of the corner record
3. All reference maps used in the course of the survey printed no less than 11"x17"
4. All reference deeds used in the course of the survey
5. Closures of each parcel

Once the corner record has been approved, submit a signed and sealed hard copy, printed on white card stock paper, consisting of a front and back page using the current Corner Record form located at

http://www.bpelsg.ca.gov/pubs/forms/corner_record.pdf, attached as **Appendix 2**.

Hardcopy mapcheck packages and fees may be delivered or mailed to the County Surveyor's Office at the following address:

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

Electronic mapcheck packages may be submitted via email to CountySurveyor@co.humboldt.ca.us. Email submittals are limited to 20mb of attachments. Scans and copies of map and reference documents should be in a standard format such as .pdf, .jpg, .png or .tiff formats. Reference maps that are available through the County Surveyors Map Index <https://hummaps.com/maps/> do not need to be attached. A list of reference maps should be included with the transmittal.

Fees for electronic submittals should 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 at:

<https://humboldt.gov/1427/Survey>.

~~DO NOT SUBMIT RECORDING FEES UNTIL INSTRUCTED TO DO SO.~~

5.0 Lot Line Adjustments

~~(See Humboldt County Code 325.5)~~ Applications are processed through Planning and Building Department. See Humboldt County Code 325.5 for complete requirements.

The office of 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.” In addition, 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 Chapter 2.0 Subdivisions, will apply. In addition, it is recommended that only the newly-configured parcel boundaries be depicted on the map, to minimize potential confusion on the part of future readers.

6.0 Boundary Corrections

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

7.0 Legal Descriptions Review

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.

When a plat is required, it shall be 8.5”x11” 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:

- 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.
- 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.
- 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.
- Adjoining parcels are graphically depicted and labeled with the Assessor Parcel Number.
- 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).
- For aliquot parts-style legal descriptions, the greater parcel must be shown. Add stated and calculated dimensions based upon the legal description.

Appendices

Appendix 1: County Engineers Association of California (CEAC) Guide to the Preparation of Records of Survey and Corner Records

Appendix 2: Corner Record Form

Appendix 3: Standard Documents for Humboldt County Public Works Land Use Division

A. Easement Deed & Covenant

This document is used to ensure that easements are carried forward when ownership of property transfers at a future date.

[More to be included here as they are made available]