

Humboldt County Surveyor's Office

Guide for the Preparation of Survey Maps and Documents

Version History

April 12, 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.