

San Bernardino County Surveyor's Submittal Requirements for First Check of Records of Survey

The San Bernardino County Surveyor's Office is now accepting digital submittals for the Record of Survey map check process. While paper copies will still be accepted for map submittals, our office prefers that maps be submitted as a digital file. Map check return comments will be delivered in the form of a pdf file via email, so please ensure that we have a valid email address on file for your firm. Listed below, and also available on our website, are the updated submittal requirements for Records of Survey:

- 1) For maps submitted within the unincorporated county areas, please submit an electronic copy of the map (pdf preferably, however, we can accept tiff, jpg or png) to surveymap.submit@dpw.sbcounty.gov.
 - a. If your submittal is larger than 20MB, either send it as multiple emails or contact the Surveyor's Office for further instructions.
- 2) For maps submitted within city boundaries, an electronic copy of the map will be submitted to the City, so a paper copy is no longer required.
- 3) Please include copies of all deeds relevant to any property lines established by the survey (pdf, tiff, or jpg are acceptable).
- 4) Please include copies of all research and reference documents listed on the map.
 - a. Any document that can be found within the Surveyor's IDM System does not need to be submitted. Instead, please provide a list of any documents referenced on the map in an excel spreadsheet (template provided by the Surveyor's Office).
 - b. Copies of all deeds and documents not found within the Surveyor's IDM System are still required to be submitted with the map (pdf, tiff, or jpg are acceptable).
- 5) At this time, electronic payment for map checking is not available. Please submit the map checking deposit of \$500.00 for the first sheet and \$300.00 for each additional sheet thereafter, to the Surveyor's Office (address below). The check(s) should be made payable to the County of San Bernardino. Please include the check amount and check number in your submittal email.

San Bernardino County Surveyor's Office
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