

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

The San Bernardino County Surveyor's Office is now accepting digital submittals for the Corner Record review process. While paper copies will still be accepted for the review process, our office prefers that the 1st review for Corner Records be submitted as a digital file. Review 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. A copy of the Corner Record form is available on our website and contains fillable fields for Page 1. For Page 2, you are not required to print your Corner Record onto the attached form; please make sure that the Book/Page field at the upper-right, that the File Document field at the lower-left and Page 2 of 2 at the lower-middle are included on your Page 2 (as shown on the Corner Record form available on our website). Listed below are the updated submittal requirements for Corner Records:

- 1) Please submit an electronic copy of the document (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) Please include copies of all deeds relevant to the survey (pdf, tiff, or jpg are acceptable).
- 3) 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).
- 4) At this time, electronic payment for Corner Record filing is not available. Please submit the \$18.00 filing fee 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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