



SECTION 8771(b) CORNER RECORDS ELECTRONIC APPLICATION FORM

From the Office of the Alameda County Surveyor.

IMPORTANT CHANGE TO PRE/POST-CONSTRUCTION MONUMENT REFERENCE POLICY. PLEASE READ.

The following procedure will be required for Corner Records submitted to this office to comply with the requirements of Section 8771(b) ¹.

Pre-Construction Monument Reference

- 1) Conduct research of existing corner records. Go to the Alameda County Public Works Agency Survey Documents web page located at: <http://www.acgov.org/MS/surveyorDocSearch/>
- 2) Search for existing corner records of affected monuments.
- 3) If no corner record exists for the monument in question, the surveyor shall comply with the requirements of the Land Surveyor's Act section 8771(b).
- 4) If a Corner Record exists for the monument in question, the surveyor shall field-verify the information shown on the corner record. Should the reference information be consistent, and in the opinion of the surveyor, sufficient for re-establishment of the monument, no corner record will be required by this office².

¹ Section 8771(b) of the Land Surveyor's Act requires that monuments shall be located and referenced...prior to the time when any streets, highways, other rights-of-way, or easements are improved, constructed, reconstructed, maintained, resurfaced, or relocated. The Act further requires for a corner record or record of survey of the references be filed with the county surveyor.

² Section 8773.4

(b) A corner record ***need not*** be filed when:

(1) A corner record is on file and the corner is found as described in the existing corner record.

County of Alameda 8771(b) Corner Record ELECTRONIC APPLICATION FORM Date: _____

Street Name: _____ Street Name(s) for intersection: _____

APN(S) (Must be shown on Corner Record), for multiple CR's list one APN _____

Property Address: _____ City _____

Firm or Agent Preparing the Corner Record

Name: _____

Address: _____

Phone: _____ Email: _____

Application Contact (If Different from Above)

Name: _____

Address: _____

Phone: _____ Email: _____

Payment method: Check No. _____ Cashiers Check No. _____ I Request review of this submittal within 20 days: Yes ___ No ___

	Item Description and Order	E-File Naming	Paper Original
1	Application	Application_YYYYMMDD.pdf	
2	Corner Record Fee: For Fee, See Here: http://www.acgov.org/surveyor/submit.htm Please add the APN and Property Address to the Memo line of the check. Include a scan of the check. Payable to: Alameda County Treasurer. <i>Fee is non-refundable.</i>	Processing Fee_YYYYMMDD.pdf	Yes
3	Corner Record – 8.5" x 11"	Corner Record_XX_YYYYMMDD.pdf	
4	Additional Information not referenced above	Misc.pdf	

Please read through the following instructions for the *Corner Record Electronic Application* carefully.

Tip: Naming your files properly will greatly expedite the processing of your application.

- A. **Download and complete application. Create .pdf copies of all items listed in the above checklist.**
- B. **Name each .pdf according to the "E-File Naming" convention in the checklist.**
- C. **Prepare files for electronic submittal. Create the following submittal folders:**



APPLICATION



CHECKPRINT

Insert the required PDF's in the following submittal folders:

1. Application_YYYYMMDD.pdf _____ APPLICATION Folder
2. Processing Fee_YYYYMMDD.pdf _____ APPLICATION Folder
3. Corner Record_YYYYMMDD.pdf _____ CHECKPRINT Folder
4. Misc. pdf _____ CHECKPRINT Folder

IMPORTANT-Corner Record submittals that include multiple CR's for multiple monument projects:

- Complete a *single APPLICATION FORM* for the submittal.
- Choose 1 APN for the package in the APPLICATION FORM
- *Combine* all CORNER RECORD CHECKPRINTS into a *single* Corner Record_XX_YYYYMMDD.pdf document. Enter the amount of corner records in the submittal at XX.
- Calculate the processing fee for the *total amount* of referenced monument CORNER RECORDS.
- Complete submittal folders.

Combine all submittal folders to a single "ZIP" folder. Optional: Add the APN after "APP-CR"



APP-CR



APP-CR-APNXXXX-XXX-XX-XX

If the file size is small (**less than 100mb**), email to: mapsub@acpwa.org. If the file size is too large to email, save to a USB flash drive and submit application to:

Office of the Alameda County Surveyor, 399 Elmhurst Street, Hayward, Ca 94544.

See fee schedule for submittal fee. Fee may be submitted in check form and mailed separately. Be sure to include the subject property address and/or Assessor Parcel Number in the memo line of the check. Project will not be considered complete without this information. Fee can also be paid in person at Alameda County Public Works Agency located at 399 Elmhurst Street, Hayward, Room No. 113.
ATTN: ALAMEDA COUNTY SURVEYOR

Thank you,
D. Ian Wilson, PLS
Alameda County Surveyor