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Office of the City and County Surveyor
1155 Market Street, 3rd Floor
San Francisco, CA 94103

Bruce R. Storrs, City and County Surveyor

April 9, 2013

Professional Surveyors and Engineers,

In an effort to increase our efficiency and convenience, effective immediately, we are requesting that all checkprint submittals for Parcel and Final Map include a submittal in a PDF format.

- The PDF version of your Parcel or Final Map should be saved as a monochrome, and will appear in black, white, and gray only.
- Save your drawing in an 18" x 26" size.
- Please use the following naming convention when saving your Parcel or Final Map as a PDF:

PIDxxxx_ABxxxx_Date of Submittal mm/dd/yy

Example: PID7195_AB1728_060412

- When emailing the PDF drawings, please also use the above naming convention as the Subject Line in the email.
- All PDF drawings are to be e-mailed to our general e-mail address at:
Subdivision.Mapping@sfdpw.org

NOTE: The PID is your assigned project number, which you will have received with the project tentative map approval. The AB is the Assessor's Block number of your project.

If you have any questions or suggestions, please call Robert Hanley of our office at 415-554-5809.

I look forward to your participation and your comments.

Sincerely,

A handwritten signature in black ink that reads "Bruce Storrs".

Bruce R. Storrs, PLS
City and County Surveyor
City and County of San Francisco