

## Record of Survey Application

Assessor's Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

### Firm or Agent Preparing the Record of Survey

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Application Contact (If Different From Above)

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

	Item Description and Order	E-File Naming	Paper Original
1	Application	1.0 Application.pdf	
2	Record of Survey Fee <a href="#">Fee Schedule</a>	2.0 Processing Fee.pdf	Yes
3	<a href="#">Preliminary Title Report (PTR)</a> If Available	3.0 Preliminary Title Report.pdf	
4	<a href="#">Record of Survey</a> - 26" x 18"	4.0 Record of Survey.pdf	
5	Grant Deeds and Other Recorded Documents: <input type="checkbox"/> <a href="#">Subject Site</a> <input type="checkbox"/> <a href="#">Adjoiners</a> <input type="checkbox"/> Record Maps on block otherwise relevant	5.1 Subject Deeds.pdf 5.2 East Adjoiner.pdf 5.3 West Adjoiner.pdf (use similar naming convention for all record maps on blocks)	
6	<a href="#">Closure Calculations</a>	6.0 Closure Calcs.pdf	
7	Information used to establish boundary not referenced above (Historic block diagrams, A-17, Q-20, SUR maps, private records)	7.1 [describe doc1].pdf (use similar naming convention for all record maps on blocks)	

## Electronic Submittal for the Application

The Bureau of Street Use and Mapping has transitioned to the requirement that all applications be submitted electronically. Submitting electronically has many advantages including being able to transmit an application quickly via email, saving paper and copy expenses, and simplifying the contents of an application package.

Please read through the following instructions carefully.

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

- A. Download hyperlinked documents and create .pdf copies of all items listed in the checklist in the order indicated.**
- B. Name each .pdf according to the item number and description in the checklist.**
- C. Prepare files for electronic submittal**  
Create a zip file of all .pdfs. If the file size is small (less than 20mb), email to [subdivision.mapping@sfdpw.org](mailto:subdivision.mapping@sfdpw.org). Or, if the file size is too large to email, burn to CD or USB flash drive and submit application to 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103.
- D. Document Submittal**
  - a. Collate and organize all the copies of the required original paper forms using the Checklist. **It is the applicant's responsibility to submit a complete and organized application packet.** SFPW will not make extra copies of any requested and submitted document and will deem the application incomplete until the applicant submits all of the required materials.
  - b. Submit a completed and collated application packet to SFPW, Bureau of Street Use and Mapping located at 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103.

**INCOMPLETE SUBMITTALS WILL BE CHARGED AN ADDITIONAL \$250.00 APPLICATION PROCESSING FEE - FEES ARE NON-REFUNDABLE.**