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**Technical Bulletin # 2016-1**  
**Minimum Standards**  
For surveying within  
The City and County of San Francisco  
Bruce R. Storrs, P.L.S.  
City and County Surveyor  
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The following are standards that should help you provide San Francisco Public Works with the information needed to process your project as quickly as possible through the map review process at San Francisco Public Works.

The City and County Surveyor requires that all maps shall provide complete and thorough explanation either graphically or by narration on the face of the map regarding the establishment or re-establishment of any boundary line(s).

All questions/comments regarding your map shall be resolved or it will be returned to you as incomplete and may be subject to an additional fee for re-submittal.

San Francisco boundaries are very rarely predictable or routine, even within the same block. They are almost always a case-by-case study.

Your boundary resolution(s) need to stand alone. It is the burden of the surveyor to provide sufficient information upon the face of their map to clearly and unambiguously demonstrate their resolution and support it with found evidence.

There may exist multiple combinations of block development that can influence your resolution. The observations and memorialization of these development patterns can be very significant for the demonstration of your boundary resolution.

### Minimum Standards

1. Establish a minimum of 2 intersecting monument lines. One of these lines is to be labeled as the basis of survey or basis of bearings and referenced in a basis of survey/basis of bearings note.
2. Each monument line requires a minimum combination of 3 ties to City monuments and/or right of way monument reference points. There may be exceptions to this if 3 ties are not practical, (e.g. In the Outside Lands).
3. Display all found right of way monument reference points and City monuments. Show measured and record distances. At a minimum, show all right of way monument reference points including City monuments immediately adjacent to the subject block. When applicable, maps may contain a note stating to the effect:
  - a. Monument marks within the subject block not shown hereon were searched for, not found (sfnf).
  - b. Monument marks were not accessible at the time of the survey (along with an explanation of the lack of accessibility).
4. Monument lines, block lines (right-of-way lines) and property lines are presumed to be 90 degrees unless otherwise evidenced by the original documents creating the property.
5. Establish the right of way lines that are referenced in the subject deed and adjoining property deeds. This will generally result in the establishment of at least 3 of the right of way lines of the subject block.
6. Show record and measured distance from established monument lines to established right-of-way lines.
7. If an historic block diagram exists that contains the surveyed project, it must be referenced on the map. Any dimensions shown on the map that are taken from said historic block diagram and used as evidence to establish any boundary or right-of-way lines must be field verified.
8. Record information alone is not sufficient to resolve boundary lines for your project.
9. Graphically show, or describe by note, all primary evidence used to support the resolution of right-of-way lines. This may include, but is not limited to:
  - a) Record dimensions between established monument lines and right-of-way lines per city monument maps or subdivision maps.
  - b) Found record or not-of-record monuments. Includes points set and shown on any recorded map.
  - c) Building occupation lines / any occupation affecting your resolution
  - d) City curb lines
10. At a minimum, show all found monuments of record and not-of-record along established right-of-way lines in the area containing the subject property between the midpoint of the block and closest intersecting right-of-way lines located on the survey. If the subject property deed and adjoining property

deeds tie to all 4 right of way lines, show all found monuments of record or not of record along the established right-of-way lines.

11. If San Francisco Public Works has set random points with an assigned monument name near the four corners of the surveyed block, locate all of these points and show location on map.
12. Tie all boundary lines of the subject property to established right-of-way lines.
13. Monument all subject property corners, or offsets thereto, which are adjacent to public streets or rights-of-way. Describe character and location of set monuments.
14. List on the map the vesting deed or most recent recorded map of subject and adjoining properties using the recording document number or instrument number in parentheses. E.g. (2016-K123456) or (47 P.M. 10). Only where a document number is not available, may a "Book and Page" or "Image and Reel number" be exclusively used, along with the date of recordation.
15. Plot the building(s) located on the subject property when the field survey was performed. Tie building corners directly to the property line in areas that are adjacent to public streets or rights-of-way. Be specific about where the measurement was taken. E.g. "set mark on building corner at wood siding 5.0 feet up". Describe the character of shown buildings. E.g. "4 story over basement wood frame building".
16. Show all potential gaps or overlaps between the subject property and adjoining properties caused by title issues, block surplus, or block shortages. Provide all evidence supporting conclusions, including but not limited to the McEnerney judgments.
17. Any exceptions to the above guidelines must be explained when check print of map is submitted.

Sincerely,



Bruce R. Storrs, P.L.S.  
City and County Surveyor