



City and County of San Francisco

San Francisco Public Works · Bureau of Street Use and Mapping

Office of the City and County Surveyor

49 South Van Ness, Avenue, Suite #300, San Francisco, CA 94103

www.sfpublishworks.org · Telephone: 628-271-2000

Subdivision.Mapping@sfdpw.org



Record of Survey Application

To increase efficiency and reduce paper consumption, the Office of the City and County Surveyor requires that all project applications be submitted electronically.*

- Paper applications will be returned to project applicants.
- As our applications are currently being updated, disregard application language which calls for paper submittal.
- Applications must be entirely complete or will be rejected.
- Application re-submittals are subject to an additional \$250.00 administrative fee.
- Electronic file size submittal in any one email is limited to 20 megabytes. (Multiple emails or "Zip" files may be used.)
- Digital media is accepted by post or messenger delivery.
- Submit each application document as a separate PDF file. (Do not bundle multiple documents into one PDF.)
- Document file naming convention should reflect the name of the document as found in the application checklist.
- ***Note: All documents requiring notarized signature must be submitted in both electronic and original hardcopy format.**
- *All checks that are submitted to Public Works Mapping Department are required to be submitted with an Assessor Parcel Number (APN) and subject property address written on the face of the check. If a check is submitted without the APN and property address then the submittal will be considered incomplete and subject to an additional \$250 fee for re-submittal.*
- *It is the policy of Public Works Mapping Department that every project has a single point of contact. All correspondence with Public Works Mapping Department must come through the Project Surveyor.*



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Assessor's Parcel Number: _____

Property Address: _____

Surveyor Preparing the Record of Survey

Name: _____

Address: _____

Phone: _____

Email: _____

Property Owner: (If Applicable)

Name(s): _____

Address: _____

Phone: _____

Email: _____



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	Item Description and Order	E-File Naming	Paper Original
1	Application	1.0 Application.pdf	
2	Record of Survey Fee Fee Schedule	2.0 Processing Fee.pdf	Yes
3	Preliminary Title Report (PTR) If Available	3.0 Preliminary Title Report.pdf	
4	Record of Survey - 26" x 18"	4.0 Record of Survey.pdf	
5	Grant Deeds and Other Recorded Documents: <input type="checkbox"/> Subject Site <input type="checkbox"/> Adjoiners <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	Closure Calculations	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)	



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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. Or, if the file size is too large to email, burn to CD or USB flash drive and submit application to 49 South Van Ness, 9th 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 49 South Van Ness, 9th Floor, San Francisco, CA 94103.

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