



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

Department of Public Works

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Corner Record Check List

The purpose of this checklist is to strive for the standardization of data shown on corner records and to expedite review by the County Surveyor. Prior to submittal, please review your corner record for compliance with the applicable items on this checklist. See map submittal requirements on the back side of this check list. Please use the current Corner Record Form established by the Board for Professional Engineers & Land Surveyors (currently BPELSG-2016).

WRITTEN INFORMATION REQUIRED ON FRONT SIDE OF CORNER RECORD FORM

ITEM	OK	NA	COMMENTS
1. Title Block: City when appropriate; County in which the survey is located; brief legal description.			
2. Corner Type: Check appropriate type. Give date of survey.			
3. California Coordinate: Optional – Fill in if known.			
4. PLS Act Ref: Check appropriate box.			
5. Corner: Check appropriate box.			
6. Narrative of corners found, set, reset, replaced. A) Give evidence used to identify section corner, if appropriate, or B) Describe in detail existing monumentation that was used to precisely establish or re-establish corner with the Recorder’s Office map book and page of the survey being retraced. C) Physical Condition: Describe condition of found, set or reset monuments. (Size, Tag No., etc.)			
7. Surveyor’s Statement: Date; signature and sealed; license number.			

DRAWING – BACK SIDE OF CORNER RECORD FORM

ITEM	OK	NA	COMMENTS
8. Bearing and distances of all lines shown; curve data to include Radius, Delta, Length and Radial Bearings if appropriate.			
9. Monuments found or replaced, described as to kind, size, location, Tag No., and other data relating there to. Give reference to record map. For public land corners, a sketch showing site recovery information (Topo Calls, Bearing Trees, etc.)			
10. Legends: Found monuments, solid symbol; set monuments, open symbol; all () record data identified by recorders. Book & Page; other used symbols defined.			
11. Identify all record data shown with recorded Map Book and Page.			
12. Streets: name complete, spelling correct, width shown, both R/W lines shown.			
13. Scale and north arrow			
14. Drafting suitable for scanning, minimum size lettering 3/32”			

CORNER RECORD SUBMITTAL REQUIREMENTS

Please submit the following items at the time of submittal to the County Surveyors Office:

1. _____ Two Copies of your Corner Record. The original Corner Record can be submitted at this time, or at final submittal. See note below.
2. _____ Copy of the government notes if filing for government corners and filed map if applicable.
3. _____ Completed copy of this check list
4. _____ Filing fee of \$17.00. Check made payable to “County of Nevada”.
5. _____ To obtain a copy of your filed Corner Record, please provide a postage-paid, self-addressed envelope.

NOTE: Please use the current Corner Record form prescribed by the State Board of Registration (currently BPELSG-2016). For the final Corner Record, a copy is acceptable if it is on comparable card stock, regular paper is not acceptable for an original Corner Record.

After the examination by the County Surveyor, you will be notified pursuant to Section 8773.2(f) of the Professional Land Surveyor’s Act. Please list your current address and telephone number.

Please provide the following parcel and contact information:

Assessor Parcel Number: _____

Surveyor Name: _____

PLS No. (or RCE): _____

Mailing address:

Telephone number: _____

E-Mail Address: _____

Please check if you want to correspond via e-mail. I will allow the County Surveyor to correspond via e-mail.

If you have any questions regarding this form, or corner records, please contact the County Surveyor's Office at 530-265-7022.