



RECORD OF SURVEY AND CORNER RECORD DIGITAL MAP SUBMITTAL PROCEDURE

1. Submit a complete map package to pw.maps@co.slo.ca.us. A complete submittal includes map, methods & reasoning statement, closure calculations, and deeds.
2. County staff will assign an RS or CR number to the map and email that number to you.
3. Once you receive the map number, go to this website for payment:
<https://slocounty.gov/munipay>
4. Select the "Map and Plan Checking" dropdown. The fee listed is the sum of both Public Works Review Fee and the Clerk-Recorder's Fees for your convenience.
5. Click the appropriate + to add the fee to the total.
 - If the RS is multiple pages, select the + for each additional sheet.
6. Review the Total on the right and click "Purchase Items"
7. Complete "Card Information"
8. Complete "Other Information"
 - Under Memo: Enter the RS or CR number
 - There is no need to upload any files
9. Forward the payment receipt to pw.maps@co.slo.ca.us.
10. When the map has been reviewed, we will email our redline comments to you.
11. Resubmit check prints to pw.maps@co.slo.ca.us until originals are requested.
12. Original Records of Survey can be dropped off or mailed to:
County Surveyor
976 Osos Street, Room 207
San Luis Obispo, CA 93408
13. Final Corner Records shall now be submitted digitally. Please email a signed & stamped pdf to pw.maps@co.slo.ca.us for filing. To abide by federal ADA law, final submittals shall be legible and capable of text recognition.

Please feel free to give me a call or email me if you have any questions or comments.

Thank you,
James A Cooper, PLS, RCE
County Surveyor
(805) 781-1237