



COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY



Juan C. Perez, P.E., T.E.
Director of Transportation

Transportation Department

TO: ALL SURVEYORS AND ENGINEERS

**FROM: RIVERSIDE TRANSPORTATION DEPARTMENT
SURVEY DIVISION**

RE: RECORD OF SURVEY FIRST SUBMITTAL REQUIREMENTS

All of the following items must be submitted to this office by a licensed land surveyor/qualified registered civil engineer before the map will be accepted for checking:

1. First submittal application completed and signed.
2. Two copies of map.
3. Copy of grant deeds.
4. Copies of reference material and record maps (will be returned upon request).
5. Closures/calcs (if applicable).
6. Deposit fee.
7. Transmittal on letterhead from surveyor/engineer with current address and phone number.

It is the responsibility of the licensed land surveyor/qualified registered civil engineer to ensure the above items are included with the first submittal package. Failure to include all items may result in an incomplete review or non-acceptance of the submittal.

Thank you.