

## **Effective April 1, 2017 – Changes to Section 464 of Division 5 of Title 16 of the California Code of Regulations (CCR) related to use of the Corner Record form while practicing land surveying.**

On December 21, 2016, the Office of Administrative Law (OAL) approved changes to Section 464 of the Board Rules related to use of the Corner Record form while practicing land surveying. The language in Section 464, and the associated form, were changed based on feedback from the licensed land surveying community and review by the Board's Land Surveyor Technical Advisory Committee (LSTAC). The Board had recognized that it had been almost 10 years since Section 464 was last amended and believed that changes to enabling statutes and current land surveying practices made it necessary to revise the language and associated form.

The electronic version of the new Corner Record form available on the Board's web site is provided in "fillable PDF" format. This allows the form to be completed entirely in electronic format before printing, sealing, dating, and signing by the submitting licensed individual. Additionally, the form can be filled in and printed on heavier paper stock and submit in the more traditional manner for those individuals or agencies that have not fully transitioned to electronic submittals.

You cannot develop your own version of the form and it cannot contain any additional information since the form is actually developed through the Board's formal rulemaking process which is required to make any changes and approved through the state Office of Administrative Law (OAL). It is also meant to be standardized in use across the entire state.

It is important to understand that effective April 1, 2017, all new Corner Record submittals must use the new form. Any Corner Record forms that were signed, sealed and dated in accordance with Title 16, CCR Section 411, and submitted to the appropriate agency prior to the aforementioned effective date do not need to be submitted on the new form.

### **General Notes**

1. This form has been tested with the version of Adobe Acrobat most recently available as of March 1, 2017. Use of any previous versions of Adobe Acrobat or other software that can read a PDF file is subject to unforeseen issues and the user's own risk.
2. The Agency Index and Document Number lines on both pages are for the local agency index system.
3. Suggested steps to insert an electronic image into the 'sketch area' on Page 2 of the form:
  - a. Setup a Layout in CAD software in Paper Space that represents Page 2 of the Corner Record form.
  - b. Draw a rectangle on a layer that has a property of 'No Plot' that represents the exterior box of the 'sketch area' on the form.
  - c. Use MVIEW (or Model View) snapping to the corners of the rectangle drawn in the previous step.
  - d. Zoom the drafted area in Model Space within the MVIEW to the desired scale relative to Paper Space.
  - e. Setup a Plot Style that plots only the coordinates of the rectangle drawn in the Layout with a scale of 1 = 1 and plot to either a TIF, PNG, or JPG image.
  - f. In the electronic Corner Record form, either select 'Add Image' from the popup menu that appears when upon right-clicking in the sketch area or selecting 'Add Image' from the Content Editing menu and select the image plotted from the CAD software.
  - g. Position the inserted image to fit within the 'sketch area' being careful not to stretch the image which could cause scaling issues.
  - h. Save PDF file.