



**LARRY W. WARD
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER**

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County Clerk-Recorder
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Website: www.riversideacr.com
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Date: November 3, 2008

To: Title Companies, Escrow Companies, and Other Interested Parties

From: Larry W. Ward, Assessor-County Clerk-Recorder

Subject: Map Filing Requirements

The submission and filing of all maps must be done at the Recorder's Main Office. This office is located at 2724 Gateway Drive, Riverside, California, 92507. Maps must be submitted between the hours of 8:00 AM and 4:00 PM. Pursuant to Government Code 66466 (a) of the Subdivision Map Act, the County Recorder shall have not more than 10 days, from the date of receipt, within which to examine and accept or reject a map for filing. Maps are filed in the order in which they are received.

The Basic Recording Specifications for all Maps (excluding Condominium Plans) are:

Maps must be printed on white tinted Mylar and comply with the following:

- a. 3 mil or 4 mil thick.
- b. 18x26 Mylar with a 1" blank border.
- c. All text and signatures must be in black permanent ink (no colors).
Note: Permanent ink cannot smudge, rub, or flake off. Grey ink is not acceptable.
- d. Font type must be simple, single or double stroke. DO NOT use complex, hard-to-read fonts.
- e. Font size must be .08 or larger.
- f. Line width and character stroke width must be between .014" and .020".
- g. Character width must be 80% - 100%.
- h. Embossed characters are not acceptable.
- i. All maps must contain a Recorders Statement.

The general guideline for the legibility of maps is that all the information (street names, text, stamps etc.) be legible and photographically reproducible.

Please be advised that effective **Friday, November 21, 2008**, the following are the new guidelines for map submissions:

All maps submitted for filing in Riverside County must contain 2 sets of 18x26 mylars. Each additional copy submitted will be subject to a \$14.00 conformed map copy fee. (Please note a city map will no longer require a third copy.)

Please contact Melissa Garcia at 951-486-7024 for questions concerning map recording fees and recording requirements.