



## **CHECKLIST FOR SURVEY MAPS BEING RECORDED**

(Adopted in WAC 332-130)

The following checklist applies to land boundary survey maps and plans, records of surveys, plats, short plats, boundary line adjustments, and binding site plans required by law to be filed or recorded with the county. There are other requirements to meet legal standards. Records of survey filed pursuant to 58.09 RCW that comply with this checklist, shall be recorded; no other checklist is authorized for determining their recordability.

### **ACCEPTABLE MEDIA:**

- For counties required to permanently store the document filed, the only acceptable media are: black ink on mylar or photo mylar
- For counties exempted from permanently storing the document filed, acceptable media are: any standard material compatible with county processes; or, an electronic version of the original.
- All signatures must be original and, on hardcopy, made with permanent black ink.
- The media submitted for filing must not have any material on it that is affixed by adhesive.

### **LEGIBILITY:**

- The documents submitted, including paper copies, must have a uniform contrast throughout the document.
- No information, on either the original or the copies, should be obscured or illegible due to cross-hatching, shading, or as a result of poor drafting technique such as lines drawn through text or improper pen size selection (letters or numbers filled in such that 3's, 6's or 8's are indistinguishable).
- Signatures and seals must be legible on the prints or the party placing the seal must be otherwise identified.
- Text must be 0.08 inches or larger; line widths shall not be less than 0.008 inches (vicinity maps, land surveyor's seals and certificates are excluded).

## **INDEXING:**

- The recording officer's information block must be on the bottom or right edge of the map.
- A title block (shows the name of the preparer and is on each sheet of multiple sheets).
- An auditor's certificate (on the first sheet of multiple sheets, although Vol./Pg. and/or AF# must be entered by the recording officer on each sheet).
- A surveyor's certificate (on the first sheet of multiple sheets; seal and signature on multiple sheets).
- The map filed must provide the following indexing data: S-T-R and the quarter-quarter(s) or approximate quarter-quarter(s) of the section in which the surveyed parcel lies.
- Optional: a graphic representation of the section divided into quarter-quarters may be used with the quarter-quarter(s) in which the surveyed parcel lies clearly marked.

## **MISCELLANEOUS:**

- If the function of the document submitted is to change a previously filed record, it must also have: a title identifying it as a correction, amendment, alteration or change to a previously filed record,
- A note itemizing the changes.
- For records of survey:
  - The sheet size must be 18" x 24"
  - The margins must be 2" on the left and ½" for the others, when viewed in landscape orientation.
- In addition to the map being filed there must be two prints included in the submittal; except that, in counties using imaging systems fewer prints, as determined by the Auditor, may be allowed.

### **Note**

The responsibility for properly preparing a Survey or any other document is on the person preparing the document. It is not the responsibility of the Auditor or Deputy Auditors to screen the document to make sure it is properly drafted. Our responsibility is limited to making sure that the proper fees are tendered, contains document title, acknowledged, names and signatures present for indexing as well as indexing information and formatting requirements required by the State and that it is legible for reproduction. Beyond that, we have no responsibility. Any document not properly prepared or insufficient to do that job intended, is the responsibility of the document preparer or presenter and not that of the Auditor.