

Re: Filing issues with the “CHECKLIST FOR SURVEY MAPS BEING RECORDED” WAC 332-130-050.

From the Recorder’s Office of the Auditor for the County of (County Name).

Greetings:

On (Date) we received a survey from you or your agency with a request to file. The client shown on this survey is (Name). The location of this survey as shown on the map is (Section Township Range). This survey is rejected at this time.

As part of the statutory duty of this office, imposed on us by [RCW 58.09.050](#)(4), we will review, and accept or reject, surveys for legibility and other issues as set forth in the recorder’s checklist. The checklist has been developed through the process described in [RCW 58.09.110](#). **The recorders checklist as provided in WAC 332-130-050 is the basis for the rejection of this survey.** The recorders checklist is a valuable tool for the recorders offices of the state because we have no training or experience to oversee or assess any technical or professional aspects of surveys.

Please amend those issues identified on the attached checklist, PAGES 2 & 3, and resubmit the survey for filing.

The Department of Natural Resources, Public Land Survey Office (PLSO) has been provided with a copy of this notice. The PLSO has assured us that they will speak with you on questions or concerns you may have with this notice. If necessary that office will cooperate with and advise each of us in our respective duties concerning this survey.

The current contact information for the PLSO Manager is:

Bob R. Knuth, PLS 36617, CfedS 1439
801 – 88th Ave. SE Tumwater, WA 98501-7019
Office 360-902-1197, Off hours 707-599-3336
Mail to: PO Box 47019, Olympia, WA, 98504-7019

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 chapter [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 standards 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 number filled in such that 3's, 6's or 8's are indistinguishable).
- [] Signatures, date, 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, date, 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 1/2" 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.