

## Jackson County Surveyor's Check List for Partitions

Partition Name: \_\_\_\_\_ City: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Contact info: \_\_\_\_\_ Date: \_\_\_\_\_

- \_\_\_ 1. Location of partition by ¼ Section, Township, Range, & City (if appropriate). 209.250(3)a (check accuracy of information)
- \_\_\_ 2. North arrow and scale of plat. 209.250(3)c
- \_\_\_ 3. Show measured distance & bearing from initial point to a monumented section corner, ¼ corner, 1/16 corner, or DLC corner in Township and Range or to a monumented lot corner or boundary corner of a recorded subdivision, partition, or condominium. 209.250(3)d 92.060(1)
- \_\_\_ 4. Initial point described and identified (min. 30" pin). 92.060(1)
- \_\_\_ 5. Measured bearings, angles, and distances used for establishing or re-establishing lines or monuments separately indicated from record. If "record" show recording reference. 209.250(3)e
- \_\_\_ 6. Show relationship of monuments found and set. 209.250(3)f
- \_\_\_ 7. Description of all monuments found which are shown on map. Give origin of monument if known, or deed record. 92.050(5)
- \_\_\_ 8. Lengths and courses of each line shown. 92.050(4)
- \_\_\_ 9. Curve data: arc, central angle, radius, chord length and bearing. 92.050(8)
- \_\_\_ 10. Area of each parcel. 92.050(7)
- \_\_\_ 11. Location, dimensions, & purpose of all easements with recording reference, if recorded. 92.050(6)
- \_\_\_ 12. Identify basis of bearing showing from which line of the plat, deed record, previous survey, solar, etc. 209.250(3)d
- \_\_\_ 13. Width of all streets, alleys, and easements. Co. 16.040(1)(K)
- \_\_\_ 14. Show abutting streets and subdivisions.
- \_\_\_ 15. Road centerline monumented-Major Partition Co. 05.190(1)
- \_\_\_ 16. Boundary Line Agreements with recording number
- \_\_\_ 17. Parcels to be numbered consecutively. 92.050(4)
- \_\_\_ 18. All streets named (or labeled "private" if appropriate). 92.050(4) and 92.090(2)b
- \_\_\_ 19. Legend showing description of monuments found & set (include description of surveyor's cap), abbreviations, and symbols
- \_\_\_ 20. Assessors plat and tax lot number, lower left corner.
- \_\_\_ 21. Surveyor's business name and address. 209.250(3)h
- \_\_\_ 22. Size: 18"x24" with 1" margin clear of drafting. 92.080
- \_\_\_ 23. Material: 3 to 5 mil. Mylar drafting film.
- \_\_\_ 24. Date of survey. 209.250(3)b
- \_\_\_ 25. Surveyor's seal and original signature with expiration date, on all original sheets. 92.070(1) and 209.250(3)g
- \_\_\_ 26. Lettering and numbering shall be clear and legible, suitable for reproduction. Min. height of 0.08"
- \_\_\_ 27. Sheets numbered (example: sheet 1 of 3).
- \_\_\_ 28. All signatures in archival quality black ink. 92.080

- \_\_\_ 29. Narrative. Co. 209.250(2) If separate document, need location, date, client, surveyor's business name and address, reference to controlling deeds, and surveyor's stamp on last page.
- \_\_\_ 30. If over 2 sheets, need face sheet and index sheet. 92.080
- \_\_\_ 31. Space for "Received" stamp.
- \_\_\_ 32. Current title report.
- 33. **Certificates and Approvals**
  - \_\_\_ a. Surveyor's Certificate 92.070(1)
  - \_\_\_ b. Planning approval. Co. 16.060(1)h 92.044(2)a
  - \_\_\_ c. City or County Surveyor. 92.100(1)
  - \_\_\_ d. Assessor (approval) 92.100(1)
  - \_\_\_ e. Tax Collector: "All taxes..." 92.095(1)
  - \_\_\_ f. Clerk. 92.120(2)
  - \_\_\_ g. Exact copy certificate. 92.120(3)
  - \_\_\_ h. Declaration properly notarized. 92.075(1)
  - \_\_\_ i. County Surveyor File Number
  - \_\_\_ j. Consent from holders of trust deed, mortgage, etc. for any public dedication. 92.075(3)
  - \_\_\_ k. Notary stamps legible. (If not stamped, need all notarial information: Signature, printed name, registration number, & expiration date.) 194.031

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Surveyor notified on: \_\_\_\_\_ by: \_\_\_\_\_

Plat checked, okay for filing:

Plat has deficiency that needs attention:

New/Revised information checked & approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Surveyor notified: \_\_\_\_\_