

Survey for: _____ Date _____
 Survey by: _____ Checked by: _____
 Tax map: _____ Researched for indexing _____
 Tax lot(s) _____ Copy to Assessor _____
 Fee(s) _____ Copy to Planning _____
 Amount Due _____

SURVEY CHECK LIST

Title Block:	<u>yes</u>	<u>no</u>
Name of person for whom the survey was conducted.....	___	___
Location of survey:		
township	___	___
range	___	___
section and quarter section	___	___
donation land claim name and number	___	___
subdivision name, block and lot number	___	___
partition plat number, parcel number	___	___
 Survey map:		
North Arrow	___	___
Scale	___	___
Basis of Bearing, including survey reference number (identify the line)	___	___
Narrative	___	___
Date of the survey	___	___
Initial Point shown, (correct type of monument?).....	___	___
Brg & dist. on all lines traced or established (new and/or record)	___	___
Curve data when applicable	___	___
Tie to sec., 1/4 cor., DLC, sub. lot & blk., partition parcel corner	___	___
County, state and public road names and numbers	___	___
city street names only	___	___
right-of-way widths	___	___
Relationship between found pins and set pins	___	___
Identify all found monuments on the map face or in a legend	___	___
or set monuments (including size, length cap description etc.)	___	___
Define abbreviations in legend	___	___
Surveyor's stamp, signature and expiration date of their license	___	___
Surveyors name, address & business name	___	___
Lettering is of correct size	___	___
Minimum 1/2" border for surveys, property line adjustment surveys	___	___
Minimum 1" border for partitions, subdivision (add. 3" margin left side/recorder)	___	___
Meets county map sizes, 8½"x14",11"x17",14"x17",18"x24"	___	___
 Received and filed statement for surveys and PLA's	___	___
Planning authority signatures for PLA's	___	___

yes no

Math checks:

- Boundary closure — —
- Parcel/area closure — —
- Individual distances add to the total — —
- Area shown if applicable — —

Partition or Subdivision plats:

- Easements of record shown (recording record) — —
- Boundary certificate agrees with the map — —
- map bearings follow the same direction as the cert. — —
- Title report — —
- Boundary and parcel closures — —
- True and exact copy statement on the 18" x 24" mylar — —

Signature blocks necessary:

- Signature lines for all owners (including notary statement) — —
- correct county/state and expiration date — —
- New dedication of easements (shown and in dedication) — —
- if public right-of-way is dedicated, appropriate city engineer signature
 and county commissioner signature lines — —
- City official — —
- Linn County Tax collector statement — —
- Director, Linn County planning & building dept. sig. Line — —
- Planning case number — —
- Linn County Clerk target sheet recording statement — —
- Linn County Surveyor signature line — —
- Trust deed holder if necessary — —
- Affidavit of consent if necessary — —

Those surveys not meeting these requirements will be returned at the surveyor's expense if necessary or requested.

Notified surveyor of changes necessary: _____ Date _____

Returned to surveyor _____ Date _____