

ST. LOUIS COUNTY PUBLIC WORKS DEPARTMENT
LAND SURVEY DIVISION

REGISTERED LAND SURVEY CHECKING LIST
(Chapter 508)

(For registered (torrens) property only)

1) SECTION CORNER CERTIFICATES REQUIRED - Any P.L.S. monuments used to determine plat boundaries will require corner certificates. The files should be looked at to see if any certificates already exist. These certificates should be submitted along with the plat before the checking process takes place. Certificates are reviewed and compared with record information to help insure that the monuments are correct. Other significant monuments used to determine plat boundaries must have reference ties (tie sheet).

Note: Review of the plat will not begin until Government Corner Certificates are received and approved unless otherwise directed by the County Surveyor.

2) TITLE - The number of the Registered Land Survey (R.L.S) shall be printed in capital letters. A general location should be located directly underneath in smaller text. Example:

REGISTERED LAND SURVEY NO. 25
Located in the SW 1/4 of SW 1/4 Section 3, T.57N., R.17W., 4th P.M.

Check with County Recorder's Office to obtain the sequential R.L.S. number.

3) DESCRIPTIONS - Descriptions shown on R.L.S. should be limited to those of record prior to the development of the R.L.S. Follow the description carefully. Bearings, distances, and curve data should match the plat drawing.

The R.L.S. number shall be written exactly as it appears in the title and in capital letters.

Check for spelling and punctuation.

4) INDEX MAP AND SECTION SUBDIVISION - This map should show the location of the plat. The north orientation for the index map should be the same as the plat itself.

The map should show a full section with enough information to locate the property in a quarter-quarter section or a government lot. Show certificate document numbers for certified corners of record. This map should show and identify prominent physical features within a half mile such as highways, rivers, lakes, and railroads. This map should also include a description of the section.

5) R.L.S. EXTERIOR CLOSURE - All bearings, distances, and curve data (if applicable) should be on the plat. Make sure they correlate with the tract descriptions. After it is checked with the descriptions, a mathematical check can then be made to check the closure. The exterior should close to within .02 feet North-South and .02 feet East-West.

See if there is a ROW map available for road accessing the tracts. The ROW data should match up with the plat.

Also, if there are any adjoining plats, the abutting dimensions should be compared. If they differ, the adjoining plat dimensions should also be noted.

a) Distances - Check for correct distances. Distances should be to the hundredths of a foot from monument to monument. On indefinite objects such as shoreline and slopes, distances should read to the nearest foot.

b) Bearings/Angles - If there is a possible error in a bearing or angle, it should be noted here. (The most common error is an inverted bearing)

c) Curve Data - When centerlines of curvilinear roads are shown, the central angle (to the nearest second), radius and arc length (to the nearest hundredth of a foot) must be shown. Chord bearing and length is optional.

Segments of centerline curves shall show arc length and central angle only and to the same technical precision standard as noted above.

Right of way radius must be shown unless the ROW is concentric with the dimensioned centerline curve data.

Non-tangential curves must be labeled "not tangent" at the point of intersection. The chord bearing and chord length must be shown. Abbreviated as follows:

- C. Brg. - for chord bearing
- C. - for chord length

The central angle and arc length shall be shown on all curved lines within tracts.

The use of L = for the length of curve is optional. However, if the length of curve is labeled L =, then every length of curve on the plat must be so labeled.

Dash radial lines at the ends of all curves shall be extended far enough toward the radial point to clearly indicate the direction of curvature.

To avoid congestion of a R.L.S., if there are many curves involved, a tabulation of curve data is permissible.

6) TRACT CLOSURE - A mathematical check should be run around the tract to check the closure. Closure should be within .02 feet North-South and .02 feet East-West.

a) Distances - If there is a possible error in a tract exterior distances, it should be noted here. All distances should be shown to the hundredths of a foot.

b) Bearings/Angles - If there is a possible error in a bearing or angle, it should be noted here (The most common error is an inverted bearing). If there is a curve involved and the tract line happens to be a radial line, it should be labeled as such.

c) Curve Data - When centerlines of curvilinear roads are shown, the central angle (to the nearest second), radius and arc length (to the nearest hundredth of a foot) must be shown. Chord bearing and length is optional.

Right of way radius must be shown unless the ROW is concentric with the dimensioned centerline curve data.

Non-tangential curves must be labeled "not tangent" at the point of intersection. The chord bearing and chord length must be shown. Abbreviated as follows:

- C. Brg. - for chord bearing
- C. - for chord length

The central angle and arc length shall be shown on all curved lines within parcels.

The use of L = for the length of curve is optional. However, if the length of curve is labeled L =, then every length of curve on the plat must be so labeled.

Dash radial lines at the ends of all curves shall be extended far enough toward the radial point to clearly indicate the direction of curvature.

To avoid congestion of a R.L.S., if there are many curves involved, a tabulation of curve data is permissible.

7) ACREAGES (optional) - The acreage should be shown approximate ($2.5 \pm$ acres). The checker should check the acreages to make sure they are correct.

When Planning and Zoning receives the checked plat, they should feel confident that the acreages are calculated correctly. In most cases, City and County ordinances have minimum acreage requirements per tract.

8) SIGNATURE BLOCKS (as required) - The signature blocks that may appear on a R.L.S. are as follows:

Surveyor's Certificate
County Surveyor
Planning Dept.
County Recorder

9) TRACT IDENTIFIERS - All tracts shall be identified progressively using capital letters. Begin with the letter "A" and label each tract progressively throughout the plat.

10) LAKE/RIVER/SWAMP LOCATIONS - Any lake, river, or swamp shall be identified on the plat. Any wet lands shown should be designated with a dashed contour line.

11) BASIS OF BEARINGS - A plat note shall state the basis of the directional orientation of the R.L.S.. The statement "all bearings are assumed" shall not be used. This statement negates the mathematical relationship of the lines.

North orientation should be toward the top of the plat (30 inch side). If this is not possible, North shall be toward the binding edge of the plat (left 20 inch side). In either case all dimensions, designations, tract labels, etc., should read from the bottom and right side of the plat.

12) NORTH ARROW - It is required to show the North orientation of the plat. It should be somewhat large so that it is easily noticed.

13) PLAT BAR SCALE - A bar scale is required. Directly underneath the bar scale should be **SCALE IN FEET**. A stated scale is not required but can be shown.

Scales shall be confined to those normally used on an engineer's scale.

14) LEGEND - The plat shall include a legend defining any lines and/or symbols used on the plat.

Option #1 - Monuments set shall be an open circle.

Monuments found should be a solid circle.

Option #2 - The size and description of the monuments found should be noted wherever possible. On monuments set, the R.L.S. number should be shown.

Computer generated plat monuments may have boundary lines extended through the monument symbol.

15) PLAT BOUNDARY OUTLINED - The R.L.S. boundary should have the heaviest line weight on the plat.

16) TRACT BOUNDARIES - Tract boundaries should be solid lines.

17) ROAD NAMES AND WIDTHS - The name and/or number of any public thoroughfare in the plat and R/W width shall be shown in solid letters.

18) SURVEY LINES - In any instance where a river, stream, creek, lake, or pond constitutes a boundary line within or of the R.L.S., a survey line shall be shown.

The survey line shall be shown as a dashed line.

The survey lines should be labeled as such or referenced in the legend.

Bearings and distances between the angle points shall be shown.

Monuments shall be placed at all angle points along the survey lines and at each point where the parcel line intersects the survey line.

The approximate distance to the nearest foot from all angle points to the shoreline must be shown.

19) SUBDIVISION LINES LABELED - All subdivision lines, including government lot lines shall be labeled. Angles/bearings and distances should also be shown from a subdivision corner to a point of intersection of the plat.

All quarter-quarter, section, or government lots shall be identified by stipple lettering.

20) MONUMENTS LABELED - All section corners, quarter corners, sixteenth corners, and meander corners should be labeled and identified. The type of monument should also be indicated.

Option #1 - Monuments set shall be an open circle.
Monuments found should be a solid circle.

Option #2 - Clearly note whether monument was set or found. Type, size, and R.L.S. number on monuments set should be noted.

21) PLAT SIZE - The plat shall be 20 inches high by 30 inches long. A 2 inch border on the left side and a 1/2 inch border around the other sides.

22) PLAT REVIEW FEE - An APPLICATION FOR PLAT CHECKING and the required fee must be submitted before the review process will begin. See APPLICATION FOR PLAT CHECKING form for current fees.

No plat checking will be started until we receive the plat checking fee and necessary corner certificates/tie sheets.