

CITY OF BELLINGHAM SURVEY PLAT CHECKLIST REPORT

TO BE FILLED OUT BY A PROFESSIONAL LAND SURVEYOR

This checklist is based on the Revised Code of Washington, Washington Administrative Code, and the Bellingham Municipal Code. For justification, explanation, and additional information on checklist items see the RCW, WAC AND BMC. **All items are checked for compliance by the City of Bellingham Land Surveyor.**

Plat Name: _____ Checked By: _____, _____

Project. SUB _____ Date: _____

Planner _____

SURVEYOR/ FIRM: _____

TWP _____ RNG _____ SEC _____ 1/4 _____ 1/4 1/4 _____

Check all boxes that apply. Add comments if necessary for clarification.

A. DRAFTING

1. 18"X24" Sheet for Short Plats, Lot Line Adjustments, and Binding Site Plans **(RCW 58.09.050 (1)(a), (1)(b))** 24"X24" Sheet for Plats
2. Permanent Black Ink on Mylar, or photo Mylar, and suitable for producing legible prints and scanned images. **(WAC 332-130-050 (4)).** *For final review only.*
3. North Arrow. **(RCW 58.09.060 (1)(b); WAC 332-130-050 (1)(a)(iv))**
4. Scale noted and shown graphically. **(WAC 332-130-050 (1)(c))**
5. Vertical Datum noted when elevations are shown **(WAC 332-130-050 (1)(iv)(B))**
6. Legend. **(WAC 332-130-050)**
7. Letter height not less than .08". (Surveyors are urged to use all upper-case letters as these are much easier to read on microfilm). **(WAC 332-130-050 (1)(d)(iii))**
8. No cross-hatching, shading, or other highlighting technique that diminishes the legibility of the drafting. **(WAC 332-130-150 (1)(d)(ii))**
9. Uniform contrast throughout the document **(WAC 332-130-050(1)(d)(i)).** *No color prints for review.*

B. TEXT INFORMATION

10. Title Block on the right or lower edge. **(WAC 332-130-050 (1)(a))**
11. Business Name of Firm and/or Surveyor. **(WAC 332-130-050 (1)(a)(i))**

- 12. Sheet designation for multiple sheets. **(WAC 332-130-050 (1)(a)(i))**
- 13. Survey location to 1/4 1/4 section (may be section diagram). **(RCW 8.09.060(1)(c); WAC 332-130-050 (1)(a)(iv)).** County and State.
- 14. Legal Description. **(BMC 18.20.030)**
- 15. Current plat certificate, not older than 7 days. **(BMC 18.20.050)**
- 16. Additional location information as required (DLC, Government Lot, Subdivision, etc.). **(WAC 332-130-050 (1)(a))**
- 17. City Plat Number in upper right corner.
- 18. Subdivision name and division number. **(BMC 18.16.020)**
- 19. Auditor's Certificate (on first of multiple sheets). **(RCW 58.09.080; WAC 332-130-050 (1)(a)(ii))**
- 20. Surveyor's Certificate with License Number, Signature, Date and Seal (on first sheet of multiple sheets; following sheets must have signature, seal, and date). Original signature in permanent black ink. **(RCW 58.09.030; RCW 58.09.080; WAC 196-23-020; WAC 332-130-050 (1)(a)(iii)). As of July 1, 2008, no expiration date shall appear on seal. (WAC 196-23-010:Seals.)**
- 21. Planning and Community Development Certificate. **(BMC 18.12.010)**
- 22. Department of Public Works Certificate. **(BMC 18.12.010)**
- 23. Declaration signed by owner(s)
- 24. Acknowledgement(s) **(RCW 64.08)**

C. SURVEY INFORMATION

- 25. Monuments described as found, set, reset replaced or removed; with type, size, location and date visited. **(WAC 332-130-050 (1)(f)(iv); RCW 58.09.060 (1)(a))**
- 26. Monuments set are marked or tagged with surveyor's license number or name of government agency. **(RCW 58.09.120)** (Special provisions apply to GLO Corners, see below).
- 27. Permanent control monuments set at every controlling corner on the boundaries of the parcel being divided. **(RCW 58.17.240)**
- 28. Found monuments shown.
- 29. Lot corner monumentation set and shown.
- 30. Right-of -way monument ties set and sketches submitted. **(BMC 18.20.030)**
- 31. Existing easements shown with Auditor's File numbers.

- 32. Easement dedication shown, if required. Public or private, purpose and Auditor File number.
- 33. Vacation Ordinances shown with Auditor's File numbers.
- 34. Bearings shown in degrees, minutes and seconds; distances in decimal feet. Curve data shown with controlling elements including radial bearings for non-tangent curves. **(WAC 332-130-050(1)(b))**
- 35. Basis of Bearing shown between to 2 found City right-of-way monuments. Show and identify both monuments with bearing and distance between. **(BMC 18.20.030)**. Basis of bearing note **(WAC 332-130-050 (1)(b); RCW 58.09.060 (1)(c))**
- 36. Gives RECORD legal description, or reference to instrument of record. **(WAC 332-130-050 (1)(f); RCW 58.09.060 (1)(c))**
- 37. If coordinates of the Washington system are shown, the control scheme is also shown. If elevations are shown, the vertical datum must be identified. **(WAC 332-130-050 (1)(b), (1)(f); RCW 58.09.070)**
- 38. A statement listing the type of equipment used (total station, robotic, GPS, etc.) and the method of survey (field traverse, analytical photogrammetry, global positioning system, etc.). **(WAC 332-130-100)**
- 39. A statement noting that the error of closure does not exceed 1:10,000. **(WAC 332-130-090) (BMC 18.20.030)**.
- 40. Street Dedication. **(BMC 18.12.030)**
- 41. Adjacent plat boundaries, name and lot number/letter. **(Development Guidelines 13-4.01)**
- 42. Existing structures shown. **(Development Guidelines 13-4.01(5))**
- 43. Existing and assigned street addresses. **(RCW 58.17.280)**
- 44. Plat boundary, lot and right-of-way closure reports stamped, signed and dated by a Professional Land Surveyor.

D. AMENDED SURVEYS

- 45. Has a title prominently identifying it as an alteration or amendment to a previously recorded survey and referencing the survey amended by Book and Page. **(WAC 332-130-050 (3))**
- 46. Has a prominent note identifying the changes made. Each item explicitly states what the change is and where it is located on the original. **(WAC 332-130-050 (3))**
- 47. Complies with the requirements in effect at the time the survey, which is being amended, was recorded. **(WAC 332-130-050 (3))**
- 48. Has the indexing information, Auditor's Certificate and Surveyor's Certificate as described above. **(WAC 332-130-050 (3))**

E. INTERPRETATION

- 49. CONTROLLING MONUMENTS SHOWN? Shows all corners found, established, re-established or calculated (with corresponding bearings and distances) which were used to control the survey, and would be needed to re-survey the parcel shown. **(WAC 332-130-030 (2); WAC 332-130-050 (1)(f))**

- 50. LOGIC OF THE SURVEY CLEAR? Shows sufficient section subdivision or controlling parcel data to support the position of any sectional subdivision corner or controlling parcel corner used to reference the parcel surveyed or, lists a recorded instrument showing that information. Methods and data used to re-establish GLO corners and subdivide sections are to be stated (should comply with current BLM manual and supplements; if not, methods must be explained). **(WAC 332-130-030 (1), (2); RCW 58.09.060 (1)(e)).**

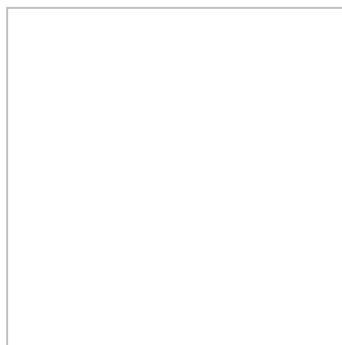
- 51. Shows ties to adjoining surveys of record, and notes when they identify different corner positions. **(WAC 332-130-050 (1)(f); RCW 58.09.060 (1)(c)).**

- 52. Shows deed calls that are at variance with measured distances and directions of the surveyed parcel. **(WAC 332-130-050 (1)(f); RCW 58.09.040 (1)(a)).**

- 53. Identifies ambiguities, hiatuses, and/or overlapping boundaries. **(WAC 332-130-050 (1)(f)).**

- 54. Discloses cases where reasonable analysis may give alternate boundary locations as a result of ambiguity in the description. **(RCW 58.09.040 (1)(c)).**

- 55. Gives location and description of physical appurtenances such as fences, or structures which may indicate encroachment, lines of possession, or conflict of title. **(WAC 332-130-050 (1)(f)).**



Seal/Signature/Date Signed