

## Checklist For Maps and Plats

### Review Officer's Responsibilities

### Surveyor's Responsibilities

<p>A map must be presented to the Review Officer unless: (1) 47-30 (f) (11) b or c is applicable [see Note 1 for exception], (2) the map is a municipal boundary plat, annexation map, highway R-O-W plan, or roadway corridor map, or (3) the map is an attachment containing the non-certified survey statement.</p>	
<p>Expeditious Review—47-30.2(b) The review officer is responsible for reviewing plats in a timely manner. The review officer examines the plat for compliance after all approvals and certificates have been affixed to the plat. This is the last step before the plat is recorded by the register.</p>	
<p>Size requirements 47-30(a) Size of plat must meet register of deeds' requirements; plats must have a minimum 1½" border on the left side and a minimum ½" border on the other sides.</p>	<p>Surveyor must submit the map on the proper size.</p>
<p>Reproducible 47-30(b) Plat must be reproducible so legible copies can be made.</p>	<p>Surveyor is responsible for making sure that the plat is submitted on the proper material as stated in 47-30(b). Proper material is ink on Mylar or archived material—no paper, sepia, velum, linen, etc.</p>
<p>Title Block 47-30(c) Title block information required by 47-30(c) must be shown. 1.) Name of owner, 2) Property designation, 3) Township, county, state, 4) Date or dates the survey was made, 5) Scale or scale ratio, 6) Name and address of the surveyor or firm preparing the plat.</p>	<p>The surveyor is responsible for putting all the required information in the title block.</p>
<p>The existence of the surveyor's certificate as to land use regulations, one of five choices per 47-30f(11). If the surveyor certifies to 47-30f(11 b.) or 47-30f(11c.) the plat may be recorded without review officer approval [see Note 1 for exception]. If the surveyor includes the language in the certificate but does not certify the specific provisions that apply the plat cannot be recorded.</p>	<p>Surveyor must include the certificate per 47-30(f11)</p>
<p>The presence of the surveyor's original signature, seal, and registration number as prescribed in 47-30 (d), but a map prepared before October 1, 1997, that meets the signing and certification requirements of GS47-30 at that time can be recorded. Sticky back seals may not be used but computer generated seals are acceptable.</p>	
<p>Control corners—GS39-32.3 A plat of land subdivided for purposes of sale and on which streets have been laid off must show control corners.</p>	<p>The review officer is responsible for making sure that the plat contains control corners per GS39-32.3 but does not question the quality of the control corners used by the surveyor.</p>

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<p>DOT approval—GS 136-102.6 A plat of land that show lots subdivided for sale on which there is a new public street or a change in an existing street must have the approval of the local district engineer of the Division of Highways. The review officer must make sure that all new streets and changes in existing streets are designated either public or private.</p>	<p>The surveyor is responsible for making sure that plat has been approved by DOT before it is submitted for review by the review officer.</p>
<p>Subdivision Ordinances—GS 153A-332, 106A-373. In cities and counties with subdivision ordinances, all subdivision plats must show planning agency approval before the plats can be recorded. The review officer is responsible for making sure the proper unit has approved the plat but the review officer does not review the approving authority's work.</p>	<p>The surveyor is responsible for making sure that the appropriate planning agency has approved the plat before it is submitted to the review officer.</p>
<p>47-30(m) and (n) Maps attached to deeds must be no larger than 8½" x 14" and 1) be prepared by a surveyor and contain the surveyor's original signature and seal; or 2) be a certified copy of a map having an original signature and seal; or 3) contain the statement THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.</p>	
<p>Exemption to 47-30 Maps prepared by a surveyor who is deceased at the time the map is presented for recording is exempt from the requirements of 47-30.</p>	<p>47-30(h) It is the responsibility of the person presenting the plat to prove to the Review Officer that the plat was prepared but not recorded prior to the death of a registered land surveyor.</p>
<p>No Responsibility</p>	<p>North Arrow</p>
<p>No Responsibility</p>	<p>Course and distance of property lines surveyed</p>
<p>No Responsibility</p>	<p>Distances, horizontal or grid</p>
<p>No Responsibility</p>	<p>Information about curved lines</p>
<p>No Responsibility</p>	<p>Closure</p>
<p>No Responsibility</p>	<p>Names of adjacent landowners</p>
<p>No Responsibility</p>	<p>Right of ways, watercourses, utilities, roadways</p>
<p>No Responsibility</p>	<p>Grid Ties</p>
<p>No Responsibility</p>	<p>Vicinity Map</p>

**Note 1:** Per GS 39-32 and/or GS 136-102.6, there are certain instances where Review Officer review is required even if the plat is in an are with no ordinance

**Note 2:** The review officer cannot refuse to certify maps and plats that contain errors or omissions in areas that are solely the surveyor's responsibility. However, the review officer may wish to bring these problems to the surveyor's attention so that problems may be corrected before maps and plats are recorded.

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Accordingly, **effective January 1, 2005 the Surry County Register of Deeds will require two clear legible paper copies for recording.** I trust this change will simplify the overall process and reduce the expense of preparing plats for recording in our office.

Should you have a question or concerns, please contact us at (336) 401-8150