



## Plat Checklist

Complete and submit with plat for review.

- 1) The final plat submittal is of archive quality bi-axially oriented polyester film that does not exceed 32 x 36 inches. Margins shall be 1½ inch on the left and ½ inch on the top, right and bottom.
- 2) Use the standard DNR legend and border configuration, an example of which is available on the DNR Survey Section webpage at <http://www.dnr.state.ak.us/mlw/survey/>.
- 3) All sheets have the official division title block per the Special Survey Instructions.
- 4) It is the responsibility of the surveyor to comply with 12 AAC 36.185. Use of Seals. All sheets must include:
  - a) surveyors seal and date each time the registrant signs and seals a document by electronically or manually inserting the date within the seal or within two inches of the seal
  - b) business name, physical address, and telephone number
  - c) project name or identification
  - d) project address or location
  - e) certificate of authorization number issued to the corporation, limited liability company, or limited liability partnership to practice architecture, engineering, land surveying, or landscape architecture, if applicable.
- 5) The plat is prepared in black ink (no gray scale) and with mechanical lettering equipment.
- 6) All line work and lettering is professional quality and all line widths and lettering sizes are of such size that information is clearly shown without overlap or confusion. All lettering is a minimum size 80 Leroy®, or equivalent, with No. 100 recommended. Size 80 lettering is uppercase.
- 7) When more than one sheet is used, an index sheet shows the entire parcel. Each sheet shows the sheet number and total number. The last sheet has the approval certificates. All sheets are the same size.
- 8) The plat must be in an appropriate engineering scale, preferably of one inch representing a multiple of 100 feet. If larger than 100 scale is a multiple of 10.
- 9) Details are shown at an appropriate indicated scale.
- 10) Vicinity map is in the upper right hand corner of the first sheet and is at least four inches on each side at a scale of 1:63,360. Sections, townships and ranges, boundaries such as national forest or

municipal boundaries, and other prominent physical or natural features such as roads, lakes, or rivers are shown. The source and date/revision date of the base map is indicated.

- 11) Nomenclature of the survey is in the title block.
- 12) The Basis of Bearings and Basis of Coordinates are shown. Bearings are true bearings, and distances are in US Survey Feet reduced to horizontal. The Basis of Bearing and Basis of Coordinates are shown on the plat in **bold lettering**. The Datum is noted, including the conversion method.
  - a) **Basis of Bearing:** is between two recovered monuments for which there is a record bearing; preferably the longest line of record. Or alternately the Basis of Bearing was determined via OPUS solutions on two or more monumented points.
  - b) **Basis of Coordinates:** Is on a primary monument with record coordinates or coordinates computed from record tie information to a rectangular monument in the PLSS. Or alternately geographic coordinates were determined via OPUS solution. Observations are on a primary monument, set or recovered, which is shown on the plat with ties to the survey. Documentation accompanying the first plat submittal includes recordable copies of the "NGS OPUS Solution Report," and a completed "GPS Station Observation Log." The NGS Opus Solution Report shows sufficient GPS data for minimum of an OPUS-RS solution.
- 13) Bearings are shown to the nearest second and distances to one hundredth of a foot. Boundary line distances are shown from monument to monument. Witness distances are shown.
- 14) As depicted on the sample plat, the following are shown positioned directly above the title block:
  - a) A foot scale identical to the drawing scale,
  - b) a metric bar scale,
  - c) Two equations: 1 meter = 3.280833 U.S. survey feet, and 1 U.S. acre = 0.4047 hectare.
- 15) The date of plat preparation and date of north arrow declination are shown.
- 16) Certificates are shown as follows, with the headings capitalized and underlined:
  - a) CERTIFICATE OF OWNERSHIP AND/OR DEDICATION with NOTARY'S ACKNOWLEDGEMENT
  - b) APPLICANT CERTIFICATE with NOTARY'S ACKNOWLEDGEMENT
  - c) SURVEYOR'S CERTIFICATE
  - d) PLAT APPROVAL (Appropriate Platting Authority Certificate)
  - e) ACCEPTANCE OF DEDICATION (as appropriate in Unorganized Borough)
  - f) TAX CERTIFICATE (Appropriate Taxing Authority Certificate or "This subdivision lies outside of any taxing authority, at the time of filing.")
- 17) All notes are shown as required by the General Survey Instructions.
- 18) All notes are shown as required by the Special Survey Instructions.

- 19) Both record and found bearings and distances are shown on the plat.
  - a) In the event there are two sets of record data that of the latest plat of record is shown with the plat nomenclature indicated.
  - b) In the event that it was not required to tie a line of record, and the record data was used to compute closure, record monumentation along these lines is indicated.
  
- 20) All easements and rights-of-way are shown on the plat in lieu of a "note" whenever possible. In unsurveyed sections, protracted section lines and easements are computed and shown, with propertyline intersection dimensions, on the plat. Easements are identified by legal creating source, i.e. statute, regulation, plat or ADL No.
  
- 21) The names of adjacent owners or claimants, or an indication that the land is not owned or claimed, adjacent U.S. surveys, private surveys or subdivisions, and Alaska state land surveys are shown.
  
- 22) A public access easement is shown contiguous with the bed of public water and 50 feet upland of the ordinary high water mark of all public or navigable water. The easement is depicted on the plat with a dashed line and is labeled "50' Public Access Easement reserved to the State per AS 38.05.127."
  
- 23) The current Division of Mining, Land and Water title block is in the lower right-hand corner of each sheet of the plat, and labeled per the special survey instructions. Name, Address and Phone number of the surveyor are in the upper right-hand corner of the title block.
  
- 24) The correct sections and townships shown based on the surveyor's field location of parcel boundaries with respect to protracted or surveyed sections and townships.
  
- 25) The exact marks on all monuments recovered and set are shown on the plat with data pertaining to bearing trees and/or monument accessories established. **Recommended format:**

MONUMENT ACCESSORY TABLE					
MONUMENT MARKINGS		DESCRIPTION	BEARING OBJECT	BEARING	DISTANCE
		SET 3.5" AL CAP ON 2.5" x 30"	8" SPRUCE	N23°E	34.2'
		AL POST W/ MAGNET FIXED TO CAP	12 " BIRCH	S36°E	20.6'
		. 3' ABOVE GRADE WITH CARSONITE POST 1' NORTH	4" BLACK SPRUCE	S67°W	17.7'