



## 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://dnr.alaska.gov/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 are 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 or smaller 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) **BASIS OF BEARINGS:**

- a) The Basis of Bearings shall be between any two recovered monuments for which there is a record bearing: preferably nearby and the longest line of record; and must be clearly noted on the plat in **bold** lettering.
- b) Alternately, the Basis of Bearing may be determined using high precision Global Navigation Satellite System (GNSS). The Datum, epoch, and conversion method information (if applicable) must also be noted on the plat.

Required Note (as applicable):

- a) ***If based on a known Bearing which shall be identified in bold lettering within the graphics:***  
All bearings shown are true bearings as oriented to the Basis of Bearings and distances shown are reduced to horizontal field distances.

***OR***

- b) ***If based on GNSS:***  
Bearings are based on high precision Global Navigation Satellite System technology in the (*datum and Epoch*), using (*brand model*) receivers, differentially corrected and processed using (*name of software*), Version \_\_\_\_ software. Local plane bearings are orientated to true geodetic North at (*monumented position on the survey*). Distances shown are reduced to horizontal field distances. (*Note the conversion method information, if applicable.*)

13) **BASIS OF COORDINATES:**

Geographic NAD 1983 coordinates (and if applicable NAD 1927) are required to be shown at a monumented Corner, or Witness Corner, of the ASLS/ATS/ASCS. The Basis of Coordinates must be clearly noted on the plat in **bold** lettering.

- a) The Basis of Coordinates shall be derived from a field tie to a NGS survey monument, or from a tie to a primary monument with record coordinates (shared OPUS Solutions are acceptable), or coordinates computed from record tie information to a rectangular monument in the PLSS.
- b) Geographic coordinates may also be derived from survey-grade GNSS observations if sufficient to process through OPUS. Observations shall be on a primary monument, set or recovered, which shall be shown on the plat with ties to the survey. Note that if the point for the Basis of Coordinate is a random control point it **MUST** be monumented with a primary monument. Documentation accompanying the first plat submittal must include the “NGS OPUS Solution Report.” The NGS Opus Solution Report shall show sufficient GPS data for the minimum of an OPUS-RS solution.

Required Note (as applicable):

**a) If based on Record Coordinates:**

The shown record coordinates are from \_\_\_\_\_, these coordinates were held as the Basis of Coordinates.

**OR**

**b) If based on an OPUS Solution:**

The NAD 83 (*year*) coordinates (*Lat/Long*) are based on an OPUS Solution (Epoch: *XXXX*) for the (*monumented position*) and used for verification only of the location. The coordinates were constrained to the National Spatial Reference System using the CORS reference stations: *XXXXX-1 (PID #)*, *XXXXX-2 (PID #)*, and *XXXXX-3 (PID #)*.

14) 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.

15) 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.

16) The date of plat preparation and date of north arrow declination are shown.

17) 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.")



18) All notes are shown as required by the General Survey Instructions.

19) All notes are shown as required by the Special Survey Instructions.

20) Both record and found bearings and distances are shown on the plat.

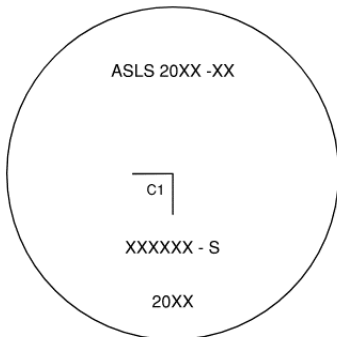
- a) In the event there are two sets of record data that of the latest plat of record is shown with the plat nomenclature indicated.
- b) In the event that it was not required to tie a line of record, and the record data was used to compute closure, record monumentation along these lines is indicated.

- 21) 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 property line intersection dimensions, on the plat. Easements are identified by legal creating source, e.g., statute, regulation, plat or ADL.
- 22) 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.
- 23) 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."
- 24) 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.
- 25) The correct sections and townships shown are based on the surveyor's field location of parcel boundaries with respect to protracted or surveyed sections and townships.
- 26) 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:**

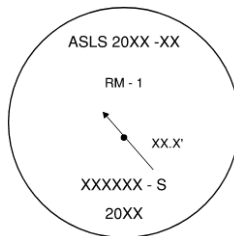
MONUMENT ACCESSORY TABLE					
MONUMENT MARKINGS		DESCRIPTION	BEARING OBJECT	BEARING	DISTANCE
		SET 3.5" AL CAP ON 2.5" x 30" AL POST W/MAGNET FIXED TO CAP, 3' ABOVE GRADE WITH CARSONITE POST ↑ NORTH	8" SPRUCE	N23°E	34.2'
			12" BIRCH	S36°E	20.6'
			4" BLACK SPRUCE	S67°W	17.7'

**Typical Monument Cap Markings** (for reference):

Primary Monument  
 Typical 3¼" Cap  
 Minimum 2½" Cap



Reference Monument  
 Typical 2" Cap  
 Minimum 1½" Cap



Secondary Monument  
 Typical 2" Cap  
 Minimum 1½" Cap

