



Plat Submittal Requirements

All items to be submitted in PDF format except as otherwise noted.

- 1. This checklist with all applicable items checked. Incomplete submittals will be returned.
- 2. Plat Review Fees per Director's Fee Order Number 3 dated June 12, 2018.
- 3. Cover letter listing the submitted data as it relates to the Plat Submittal Requirements.
- 4. Plat converted from DWG to PDF at full scale in Digital Format.
- 5. If applicable, OPUS Solution Report.
- 6. Field Data – (PDF format preferred, submitted digitally only).
 - i. Copy of field notes and a short description of the field survey procedures.
 - ii. Point List- PNEZD (Number, Northing, Easting, Elevation, Description)
Format: CSV.
 - iii. Computations and adjustments
 - 1. Traverse closure and adjustments (if applicable).
 - 2. Geodetic Tie and Computations, NCAT conversions.
 - 3. Lot Summary Report – Adjusted.
 - iv. Description of Recovered Monumentation – (condition and accessories)
 - 1. Previously existing monuments and accessories found in a disturbed condition must be returned to the original position and condition as nearly as possible or replaced to perpetuate the position.
 - 2. Method used to refurbish or re-establish to perpetuate the original condition.
 - v. GNSS data: Adjusted and Final Coordinate Files and Reports (such as Network Adjustment Report and Vector Report).
- 7. Digital photographs (organized by monument or point number) showing:
 - a. Legible cap markings.
 - b. General conditions at the monument.
 - c. All accessories from the monument.
 - d. Close-up of all bearing tree tags or scribes.
 - i. Set Monument(s) and Accessories Photos (including Reference Monuments).
 - ii. Recovered Monument Photos or Rubbings.
- 8. Completed Plat Checklist.