

Checklist for Maps

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, condominium plat, highway R-O-W plan, or roadway corridor map, or (3) the map is an attachment containing the non-certified survey statement. If the plat is certified using 47-30(d) it will be reviewed as a 47-30 plat. A Plat that is exempt from 47-30 should contain a board rules certification and an explanation of the exemption.</p>	<p>All plats signed by a NC PLS are required to meet Board Rules in addition to any requirements derived from NC GS 47-30. The NC PLS is responsible for using the appropriate certificate. The plat will be reviewed in accordance with the certificate of certification.</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 registrar.</p>	
<p>Size requirements 47-30(a) Size of plat must meet Register of Deed's requirements; plats must have a minimum 1 1/2" border on the left side and a minimum 1/2" 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 original ink on mylar or a reproduced drawing transparent and archival. - no paper, sepia, velum, linen, etc.</p>
<p>Title 47-30(c) Title 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, bar scale 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>Confirm the existence of the surveyor's certificate as to land use regulations, one of five choices per 47-30(f)(11) must be designated. If the surveyor certifies to 47-30(f)(11)(b.) or 47-30(f)(11)(c) 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(f)(11). If a stand alone certificate is on the plat said certificate must have surveyors signature in addition to the GS 47-30(d) certification. If (f11) certification is included within the GS 47-30(d) certification the GS 47-30(d) certification signature is only necessary.</p>
<p>Confirm the GS 47-30(d) certification has the required content, the name of the person who supervised the making of the plat, origin of the source title information, ratio of precision, statement identifying any boundary lines not survey, the source information those lines were plotted from, and date of the certification. Confirm that the plat is properly acknowledged with an original signature of the surveyor, reproducible seal and surveyors registration number. Stick on seals are not acceptable. If any limiting statements are used such as "preliminary, not for recording" the plat is to be considered as not properly acknowledged for the purpose of recording.</p>	<p>If the plat was prepared under a previous version of GS 47-30 it shall be the surveyors responsibility to prove that the elements of the certificate meet the requirements of that version and that the plat was prepared in accordance with that previous version. Along with the requirements of the previous version of GS 47-30, the plat must meet the size, material and legibility requirements as of the date of recording. In GS 47-30 versions prior to GS 47-30 (f)(11) the absence of a (f)(11) statement shall be considered a certification of (f)(11)(e) and the plat must be reviewed for compliance with local ordinances.</p>
<p>Control Corners - GS 39-32.3 A plat that is certified as NC GS 47-30(f)(11)(a) and creates or alters street geometry must have a minimum of 2 control corners designated on said plat.</p>	<p>The review officer is responsible for making sure that the plat contains control corners per GS 39-32.3 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 shows lots subdivided for sale on which there is a new public street or a change in an existing public street must have the approval of the local district engineer of the Division of Highways unless the street is within a municipality and off of the DOT road system. 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 the plat has been approved by DOT before it is submitted for review by the review officer.</p>
<p>Local Ordinances - GS 153A-332,160A-373. In cities and counties with local ordinances that regulates parcels of land, all subdivision plats must show local agency approval before the plats can be recorded. The review officer is responsible for making sure the proper authority has approved the plat, but the review officer is not responsible for the approving authority's work.</p>	<p>The surveyor is responsible for making sure that the appropriate local agency has approved the plat before it is submitted to the review officer.</p>
<p>Maps attached to deeds—47-30(m) must be no larger than 8 1/2" 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; All 47-30 requirements apply except size and material.</p>	<p>All plats signed by a NC PLS are required to meet Board Rules in addition to any requirements derived from NC GS 47-30.</p>
<p>47-30 (n) plats no larger than 8 1/2 x 14 and contain the precisely worded 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>A plat containing the 74-30(n) statement has requirements other than size, material, and legibility.</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. The Review Officer shall at the time of approval note on the map "Approval in accordance with GS 47-30 (h) - The Deceased Surveyor Section"</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 prior to the death of the registered land surveyor.</p>
No responsibility	North Arrow
No responsibility	Course and distance of property lines surveyed
No responsibility	Distances, horizontal or grid
No responsibility	Information about curved lines
No responsibility	Closure
No responsibility	Names of adjacent landowners
No responsibility	Right of ways, watercourses, utilities, roadways
No responsibility	Grid Ties
No responsibility	Vicinity Map

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 area with no ordinance.

Note 2: A water supply watershed protection ordinance may qualify as an ordinance that regulates parcels of land.

Note 3: 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.