



WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES – SURVEY ADVISORY BOARD

RECORD OF SURVEY CHECKLIST

New tool for land surveyors!

Hello Professional Land Surveyors of Washington State:

Our friends at the DNR PLSO have noticed that there is a growing issue with some surveys in Washington State, as many do not comply with all the requirements of state law. They also noticed a large number of instances where the Section or other vital piece of information on the map was missing or incorrect. This seems to indicate that either the map wasn't checked before it went in for recording, or whoever did check it was not thorough in their review. It doesn't necessarily mean that these surveys are wrong (the boundary resolution may be fine), just that they do not have everything on them that makes them a "survey" under Washington law. It also means that, whenever the STR indexing information is incorrect, then likely the map will be indexed at the County incorrectly, making it difficult (sometimes impossible) for other surveyors to find it later on.

In the interest of helping with this (we know how busy everyone is) the DNR SAB has put together a survey review checklist based on one that was negotiated many years ago by the LSAW Lower Columbia Chapter and Clark County. We (and other surveyors in attendance at the meeting) took this checklist, reviewed it, added some additional requirements, and took out local ordinances. The result is attached.

The purpose of this checklist is to help Professional Land Surveyors and their staff check their surveys for compliance with Washington State Law prior to recording, and make the self-review process much faster, easier, and thorough. It is also hoped that it will allow survey technicians to check their own work first (saving the PLS time later), while seeing the WACs and RCWs that regulate the work they are doing and to hopefully help them along the way to licensure by thoroughly understanding the laws surrounding the surveys that they are preparing. Another benefit of this checklist is that, since the affidavit of minor correction is no longer allowed, hopefully more of those little errors will be caught prior to recording and save the PLS from having to record an amended ROS, with the associated \$426 (or so) recording fee.

What this checklist isn't:

This checklist is not intended to be a replacement for State Law. WAC and RCW references with hyper-links are included for all checklist items, and what is written in state law holds over anything paraphrased in the checklist.



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This checklist does not include local ordinances (County, City, etc.) that may also apply to the survey you are preparing. You will need to check with the local jurisdictions.

Not all applicable WACs and RCWs are included on the checklist, and the checklist is not a substitute for a thorough understanding of State Law: It is intended simply as a reminder and to speed up the review process. Final review of any ROS, Plat, or survey document (prior to recording) is done by the stamping PLS who must have a thorough understanding of state and local law requirements.

One way that the review process could go:

- 1) PLS or survey technician finishes the map
- 2) Map is reviewed by the technician with the checklist to make sure it is complete
- 3) Map goes to the PLS (or another PLS if multiple in same company) for final review with the checklist
- 4) Map gets revised and recorded

If the PLS has no technicians or other folks to review their survey in-house, it is highly recommended that they develop a relationship with another PLS where they trade each other's surveys for review. Another method would be to find a PLS at a local City, County (or even the DNR) that wouldn't mind reviewing your survey prior to recording. Obviously, these reviews wouldn't be binding but could be extremely useful.

Again, this checklist is meant to be just another tool to help the PLS review their survey prior to recording. If anyone has other ideas that could help with the review process to make sure that all surveys comply with the requirements of State Law, and so surveyors don't have to spend our hard-earned money on recording fees for amended surveys, please let us know and we will take them under consideration.

Thanks so much for your help and understanding!

The DNR Survey Advisory Board



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RESOURCES – SURVEY ADVISORY BOARD

RECORD OF SURVEY CHECKLIST

Last Revised: June 9th, 2025

The purpose of this checklist is to help Professional Land Surveyors and their staff check their surveys for compliance with Washington State Law. State Law (WAC/RCW references and hyperlinks shown herein) holds over anything paraphrased herein. This checklist does not include local ordinances (County, City, etc.) that may also apply. Not all WACs and RCWs are included on this list, and this checklist is not a substitute for a thorough understanding of State Law: It is intended as a reminder. Final review of any ROS, Plat, or survey document (prior to recording) is done by the stamping PLS who must have a thorough understanding of state and local law requirements.

COMPLIES

Yes No

DRAFTING & INDEXING

1. 18" x 24" Sheet; 2" left margin, others 1/2". [RCW 58.09.050 \(1\)\(a\), \(1\)\(b\)](#)
2. Permanent Black, and suitable for producing legible prints and scanned images.
[WAC 332-130-050 \(2\)\(4\); RCW 58.09.050 \(1\)\(b\)\(i\)](#)
3. No shading, hatching, or other highlighting technique that diminishes the legibility of details or text. [WAC 332-130-050 \(1\)\(d\)\(ii\)](#)
4. North Arrow (oriented correctly). [RCW 58.09.060 \(1\)\(b\); WAC 332-130-050 \(1\)\(b\)\(i\)](#)
5. Scale noted and shown graphically. [WAC 332-130-050 \(1\)\(c\) ; RCW 58.09.060 \(1\)\(b\)](#)
6. Letter height not less than 0.08". (Surveyors are urged to use all upper-case letters as these are much easier to read on scanned docs.). [WAC 332-130-050 \(1\)\(d\)\(iii\)](#)
See also DNR SAB Did You Know article on [Legibility and Scanning](#).

TITLE BLOCK

7. Information block located along the bottom or right edge of the document containing the following (unless a local requirement specifies that this information be displayed differently):
[WAC 332-130-050 \(1\)\(a\);](#)

COMPLIES

Yes No

8. Business name of firm and/or surveyor / phone number and address (on all sheets). [WAC 332-130-050 \(1\)\(a\)\(i\)](#)
9. Sheet designation for multiple sheets, such as "Sheet 1 of 5". [WAC 332-130-050 \(1\)\(a\)\(i\)](#)
10. INDEXING INFORMATION (shows on first of multiple sheets):
Survey location - statement of Township, Range, Section, and 1/4 1/4, Sectional diagram may be used additionally, but not in-lieu of statement. [RCW 58.09.060 \(1\)\(c\)](#); [WAC 332-130-050 \(1\)\(a\)\(iv\)](#) ;
11. Additional location information as required (DLC, Government Lot, Subdivision, etc.).
[WAC 332-130-050 \(1\)\(a\)\(iv\)\(A\) & \(B\)](#)
12. Auditor's Certificate (on first of multiple sheets). " Filed for record this _____ day of _____, (year) _____ at _____M. in book _____ of _____ at page _____ at the request of _____ "
(Signed) _____ " [RCW 58.09.080](#); [WAC 332-130-050 \(1\)\(a\)\(ii\)](#)
Deputy County Auditor
The Auditor's File Number (AFN) may be added to the certificate (many Auditor's Offices use AFN in addition to book and page or instead of, so check with your Auditor). However, the certificate must be as written in RCW (with the AFN line added). So even if a County doesn't use book and page, that still needs to remain in the Auditor's Certificate until it changes.
13. Surveyor's Certificate with License Number, Signature, Date and Seal with signature and date (on first sheet of multiple sheets). [RCW 58.09.080](#); [WAC 332-130-050 \(1\)\(a\)\(iii\)](#)
14. All sheets must have Seal with signature and date. **As of July 1, 2008, no expiration date shall appear on seal.** [WAC 196-23-010: Seals.](#) [WAC 196-23-070: Signature.](#)
15. All signatures and writing shall be made in permanent black ink or ink capable of being imaged. [WAC 332-130-050 \(2\)](#).

SURVEY INFORMATION

16. Monuments described as found, set, reset, replaced or removed; with type, size, location and date visited. [WAC 332-130-050 \(1\)\(f\)\(iv\)](#); [RCW 58.09.060 \(1\)\(a\)](#)
17. Monuments set are marked or tagged with surveyor's license number or name of government agency (Special provisions apply to GLO Corners, see below) [RCW 58.09.120](#)
See also local requirements.

COMPLIES

Yes No

18. Bearings shown in degrees, minutes and seconds; distances in decimal of feet; curve data shown where appropriate, with controlling elements. [WAC 332-130-050 \(1\)\(b\)\(iv, v, vi\)](#)
19. A legend containing line types and symbols that are not otherwise identified by notations. [WAC 332-130-050 \(1\)\(b\)\(vii\)](#)
20. The basis for bearings, angle relationships or azimuths shown. The description of the directional reference system, along with the method and location of obtaining it, must be clearly given (such as "North by Polaris observation at the SE corner of section 6"; or "Assumed bearing based on..."). If the basis of direction differs from record title, that difference should be noted. [WAC 332-130-050 \(1\)\(b\)\(iii\)](#); [RCW 58.09.060 \(1\)\(b\)](#) See also "Basis of Bearings" Did You Know article on the DNR SAB website: [DYK- Basis of Bearings](#)
21. Show the record land description of the parcel or boundary surveyed with a reference to the instrument of record. [WAC 332-130-050 \(1\)\(f\)\(v\)](#); [RCW 58.09.060 \(1\)\(c\)](#)
22. If coordinates of the Washington system are shown, the method and source for establishing said coordinates, as well as the control scheme are shown. The combined factors shall be stated, along with the metadata of the observations. The datum tag and coordinate epoch date of coordinates shall also be shown. [RCW 58.09.070](#); [RCW 58.20.180](#); [WAC 332-130-070 \(2\)](#)
23. If elevations or topography are shown, the vertical datum must be identified. [WAC 332-130-050 \(1\)\(b\)\(ii\)](#) Topographic element on any survey map requires compliance with [WAC 332-130-145](#)
24. A statement listing the type of equipment used and the method of survey. [WAC 332-130-100](#)
25. Report the relative accuracy standards or field traverse standards, as appropriate for your survey. Each land boundary survey analyzed using relative accuracy should contain a statement reporting the relative accuracy achieved and identifying the method of mathematical analysis used in achieving the stated relative accuracy and must explain reasons for exceeding the maximum allowable relative accuracy standard (if such is the case). [WAC 332-130-070 \(1\)](#); [WAC 332-130-080 \(3\)](#); [WAC 332-130-085](#); [WAC 332-130-090](#)

GLO CORNERS

26. Documentation is provided for all GLO or BLM corner(s) or point(s) used to control the location of the parcel surveyed. (See guidelines for specific requirements). [WAC 332-130-030 \(3\)](#)

COMPLIES

Yes No

27. For physical re-establishment of GLO corners that are shown for the first time on the record of survey: Two references required. Ties to two monuments of the survey can serve as the references; a set of Washington coordinates can serve as one reference. (A Land Corner Record may be filed instead; three references are then required). [WAC 332-130-030 \(4\)](#)
28. Remonumented GLO corners are magnetically locatable and have a cap stamped in accordance with the BLM Manual of Instructions, Number 17 (above), local jurisdiction requirements. [WAC 332-130-030 \(4\)](#); [RCW 58.09.120](#)

AMENDED SURVEYS

29. Has a title prominently identifying it as an alteration or amendment to a previously recorded survey and referencing the survey amended by Book and Page and/or Auditor's File Number (AFN). [WAC 332-130-050 \(3\)\(c\)\(i\)](#)
30. Has a prominent note identifying the changes made. Each item explicitly states what the change is and where it is located on the original. [WAC 332-130-050 \(3\)\(c\)\(iii\)](#)
31. Complies with the requirements in effect at the time the survey, which is being amended, was recorded. Such maps filed or recorded must comply with the applicable local requirements and/or the recording statute under which the original map was filed or recorded; [WAC 332-130-050 \(3\)\(a\)](#)

INTERPRETATION

32. ARE ALL CONTROLLING MONUMENTS SHOWN? Shows all corners found, established, re-established or calculated (with corresponding bearings and distances) which were used to control the survey, and would be needed to re-survey the parcel shown. [WAC 332-130-030 \(2\)](#); [WAC 332-130-050 \(1\)\(f\)](#)
33. IS THE LOGIC OF THE SURVEY CLEAR? Is there a narrative or enough notes on the face of the survey that would allow others to understand the rationale for the boundary locations shown thereon and to allow for the accurate and unambiguous retracement or re-creation thereof without requiring oral testimony for clarification? Do those notes and that rationale make sense? [WAC 332-130-030 \(1\), \(2\)](#); [RCW 58.09.060 \(1\)\(e\)](#); [WAC 332-130-050 \(1\)\(f\)](#)
See also DNR PLSO Did You Know Article on [Intelligent Interpretation](#)

COMPLIES

Yes No

34. Shows sufficient section subdivision or controlling parcel data to support the position of any sectional subdivision corner or controlling parcel corner used to reference the parcel surveyed; OR, lists a recorded instrument showing that information. Methods and data used to re-establish GLO corners and subdivide sections are to be stated (should comply with current BLM manual and supplements; if not, methods must be explained). [WAC 332-130-030 \(1\), \(2\); RCW 58.09.060 \(1\)\(e\); WAC 332-130-050 \(1\)\(f\)\(iii\)](#)
35. Shows ties to adjoining surveys of record, and notes when they identify different corner positions. [WAC 332-130-050 \(1\)\(f\)\(i\); RCW 58.09.060 \(1\)\(c\)](#)
36. Shows deed calls that are at variance with measured distances and directions of the surveyed parcel. [WAC 332-130-050 \(1\)\(f\)\(ii\)](#)
37. Identifies ambiguities, hiatuses, and/or overlapping boundaries. [WAC 332-130-050 \(1\)\(f\)\(vi\)](#)
38. Discloses cases where reasonable analysis may give alternate boundary locations as a result of ambiguity in the description. [RCW 58.09.040 \(1\)\(c\)](#)
39. Gives the location and identification of any visible physical appurtenances such as fences or structures which may indicate encroachment, lines of possession, or conflicts of title. [WAC 332-130-050 \(1\)\(f\)\(vii\)](#)

Additional Sources of Information to Aid in Checking Records of Survey

[DNR SAB Website](#) which includes Did You Know articles on many subjects related to ROSs, agendas, minutes, and online meeting links to SAB meetings (that include discussions and opinions related to ROSs), and other helpful information.

[DNR PLSO Website](#) which includes WebXtender links and manuals (for obtaining recorded and unrecorded surveys across the state – for free), articles and documents regarding records of survey, and information related to removing survey monuments (related to ALL construction projects – utility installation, fence building, subdivisions, road work, etc.).

[WA BRPELS Website](#) which includes laws relating to surveys and ROSs, Publications such as Board Policies, listing of all PLSs, the 1994 ad-hoc report on the survey recording act, and Board Journals, which includes many rulings, advice, and cases related to surveying and records of survey.