



Plat Submittal Requirements

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

- ☐ 1. This checklist with all 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 documentation. i.e. – review fees, cd w/digital data.
- ☐ 4. Plat converted from AutoCAD to PDF at full scale in Digital Format.
- ☐ 5. **One** full scale blackline copy of plat marked PRELIMINARY SUBMITTAL.
- ☐ 6. If applicable, OPUS Solution Report.
- ☐ 7. Field Data – (PDF format preferred).
 - ☐ i. Copy of field Notes
 - ☐ ii. Traverse Point Plot or field Note sketch and Point List- PNEZD (Number, Northing, Easting, Elevation, Description) Digital Format- CSV
 - ☐ iii. Computations and adjustments
 - 1. Traverse closure and adjustments
 - 2. Geodetic tie and computations, NADCON conversions
 - 3. Lot summary – Raw and 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 so as to perpetuate the position
 - 2. Method used to refurbish or re-establish to perpetuate the original condition.
 - ☐ v. All GNSS data; including raw data files, adjustment files, and final coordinate file shall be submitted in digital format only.
- ☐ 8. Digital photographs showing 1) legible cap marking, 2) general conditions at the monument, 3) all accessories from the monument and a close-up of all bearing tree tags or scribes
 - i. Set Monument and accessory monument Photos
 - ii. Recovered Monument Photos or Rubbings.
- ☐ 9. Completed Plat Checklist.