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SHAUN THORNLEY, TREASURER

September 14, 2011

Dear Surveyor,

The Box Elder County Recorder/Surveyor's Office would like to thank you for the survey services that your company has provided our residents in the past. We feel that we have had a great working relationship with each of you and would like to continue that same relationship. We hope that you will continue to provide excellent services as we introduce new filing and review procedures designed to better serve you and the public. Box Elder County has contracted with a new Professional Land Surveyor, James Coutts from ECI to assist the county with its surveying needs.

Our office has created a Subdivision Plat checklist that we will utilize when reviewing Subdivision Plats with compliance to State and County Code. This checklist has been attached to be used as a reference for future subdivision plat submittals to help streamline the review process.

Along with the provided checklist, the Licensed Surveyor contracted with the county would like to review a few laws and regulations that Box Elder County will be enforcing and/or encouraging our Surveyors to comply with:

SURVEYOR'S CERTIFICATE:

17-27a-603(4) (b) *The surveyor making the plat shall certify that the surveyor:*

- (i) holds a license in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act;*
- (ii) has completed a survey of the property described on the plat in accordance with Section 17-23-17 and has verified all measurements; and*
- (iii) has placed monuments as represented on the plat.*

-- EXAMPLE

I _____, do hereby certify that I am a Professional Land Surveyor and hold License No. _____ in accordance with Title 58, Chapter 22, of the Professional Engineers and Professional Land Surveyors Licensing Act; and have completed a survey of the property described on the plat in accordance with Section 17-23-17 of the Utah State Code, have verified all measurements, and have placed monuments as represented on the plat.

CORNER VISIT SHEETS:

17-23-17.5(2)(a) *Any land surveyor making a boundary survey of lands within this state and utilizing a corner shall, within 90 days, complete, sign, and file with the county surveyor of the county where the corner is situated, a written record to be known as a corner file for every public land survey corner and accessory to the corner which is used as control in any survey by the surveyor, unless the corner and its accessories are already a matter of record in the county.*

--These sheets are available to fill out in the Surveyor's Office or on the Box Elder County Surveyor's web page.

<http://www.boxeldercounty.org/surveyor.htm>

CORNER REFERENCES ON PLATS:

--The Box Elder County Surveyor's office would like to see a reference to a Corner Record for every PLSS corner visited or shown on the Plat. In the event that a Corner Record exists on file with the Box Elder County Surveyor's Office, a reference to that Corner Record/Tie Sheet on the Plat is sufficient. If a current Corner Record/Tie Sheet does not exist, the Surveyor's office would request that one be submitted with the Subdivision Plat.

4 + 3 Found Brass Cap Monument
9 + 10 2 ft below surface in Ring & Cover
 See BEC Monument Record 9N2WV15

SECTION CORNER TIE SHEETS:

Section corner tie sheets are now available to view online through our interactive web map. We are continuing to visit, take pictures, and update these section corner ties in an effort to perpetuate the corners and provide you with the most accurate and up to date information that we have.

<http://www.boxeldercounty.org/box-elder-county-web-map.htm>

If you have any questions regarding these or any other items feel free to contact the county Surveyors Office or you may contact James directly.

Box Elder County Surveyors Office

01 South Main Street
Brigham City, UT 84302
Main: (435)734-3391
Back Desk: (435)734-3359
besurveyor@boxeldercounty.org

**James J. Coutts, PLS, CFedS
Electrical Consultants, Inc.**

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Woods Cross, UT 84087
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Cell: (801) 589-3902
James.Coutts@ecisl.com

We hope that by making some of these changes the Recorder/Surveyor's Office will be able to provide a better service to both the public and the private surveyors working within our county. Thank you your attention to these items. We look forward to our continued working relationship with your firm.

Sincerely,



Chad Montgomery
Box Elder County Recorder/Surveyor