

SUMMIT COUNTY RECORDER / SURVEYOR OFFICE

The following information has been taken directly from the Utah State Legislature web site:

https://le.utah.gov/xcode/Title17/Chapter23/17-23-S17.html?v=C17-23-S17_2016051020160510

This information is being provided to assist those who file Survey Maps with the Summit County Recorder / Surveyor in compliance with Utah Code Title 17, Chapter 23, Section 17.

Effective 5/4/2022

17-23-17. Map of boundary survey -- Procedure for filing -- Contents -- Marking of monuments -- Record of corner changes -- Penalties.

[Additional Summit County specific requirements are shown in bracketed, red text]

- (1) As used in this section:
 - (a) "Land surveyor" means a surveyor who is licensed to practice land surveying in this state in accordance with [Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act](#).
 - (b) (i) "Township" means a term used in the context of identifying a geographic area in common surveyor practice.
(ii) "Township" does not mean a metro township as that term is defined in Section [10-2a-403](#).
- (2) (a) (i) Each land surveyor making a boundary survey of lands within this state to establish or reestablish a boundary line or to obtain data for constructing a map or plat showing a boundary line shall file a map of the survey that meets the requirements of this section with the county surveyor or designated office within 90 days of the establishment or reestablishment of a boundary. [\$40.00 fee for each survey page]
(ii) A land surveyor who fails to file a map of the survey as required by Subsection [\(2\)\(a\)\(i\)](#) is guilty of an infraction.
(iii) Each failure to file a map of the survey as required by Subsection [\(2\)\(a\)\(i\)](#) is a separate violation.
(b) The county surveyor or designated office shall file and index the map of the survey. [Record of Survey maps may now be filed electronically, see instructions below]
(c) The map shall be a public record in the office of the county surveyor or designated office.
- (3) This type of map shall show:
 - (a) the location of survey by quarter section and township and range;
 - (b) the date of survey; [and the clients name for indexing]
 - (c) the scale of drawing and north point; [drawing scale must be a scale found on a standard engineers' scale, 1:10, 1:20, 1:30, 1:40, 1:50, 1:60, 1:100 and a graphic North Arrow]
 - (d) the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to two or more section corners or quarter corners, including township and range, or to identified monuments within a recorded subdivision;
 - (e) all measured bearings, angles, and distances separately indicated from those of record;
 - (f) a written boundary description of property surveyed;
 - (g) all monuments set and their relation to older monuments found;
 - (h) a detailed description of monuments found, and monuments set, indicated separately;
 - (i) the surveyor's seal or stamp; and [surveyor's certificate with signature and date]
 - (j) the surveyor's business name and address. [phone and email]
- (4) (a) The map shall contain a written narrative that explains and identifies:
 - (i) the purpose of the survey;
 - (ii) the basis on which the lines were established; and
 - (iii) the found monuments and deed elements that controlled the established or reestablished lines.
(b) If the narrative is a separate document, it shall contain: [Prepared on white, letter or legal paper]
 - (i) the location of the survey by quarter section and by township and range;

- (ii) the date of the survey;
 - (iii) the surveyor's stamp or seal; and [signature and date]
 - (iv) the surveyor's business name and address. [phone and email]
- (c) The map and narrative shall be referenced to each other if they are separate documents. [\$40.00 document fee]
- (5) The map and narrative shall be created on material of a permanent nature on stable base reproducible material in the sizes required by the county surveyor. [24"x36" mylar media if filing original hard copy or pdf for electronic filing]
- (6) (a) Any monument set by a licensed professional land surveyor to mark or reference a point on a property or land line shall be durably and visibly marked or tagged with the registered business name or the letters "L.S." followed by the registration number of the surveyor in charge.
- (b) If the monument is set by a licensed land surveyor who is a public officer, it shall be marked with the official title of the office.
- (7) (a) If, in the performance of a survey, a surveyor finds or makes any changes to the section corner or quarter-section corner, or their accessories, the surveyor shall complete and submit to the county surveyor or designated office a record of the changes made. [Information & Supplies: call 435-336-0159 or email gwolbach@summitcounty.org]
- (b) The record shall be submitted within 45 days of the corner visits and shall include the surveyor's seal, business name, and address.
- (8) The Utah State Board of Engineers and Land Surveyors Examiners may revoke the license of any land surveyor who fails to comply with the requirements of this section, according to the procedures set forth in [Title 58, Chapter 1, Division of Occupational and Professional Licensing Act](#).
- (9) Each federal or state agency, board, or commission, local district, special service district, or municipal corporation that makes a boundary survey of lands within this state shall comply with this section.

INSTRUCTIONS FOR ELECTRONIC FILING OF RECORD OF SURVEY MAPS IN SUMMIT COUNTY:

1. **CREATE** – Save your stamped, signed and dated Record of Survey drawing as a pdf. Each survey must be submitted as a separate pdf document. A multiple page survey must be contained in a single, multiple page pdf document.
2. **EMAIL** – Send pdf documents to gwolbach@summitcounty.org and describe the number of surveys and the total number of pages you wish to file.
3. **PAY** -
 - A. Credit card payment
 - Email – Include Credit Card information in the submittal email to expedite payment and recording. Please include the following information:
 - Type of Credit Card
 - Cardholder Name
 - Cardholder Billing Address
 - Credit Card Number
 - Expiration Date
 - Three-digit Security Code on back of card.
 - Phone - Credit card payment may be made by phone. Please include your contact information in the submittal email.
 - B. Check payment
 - Please note in submittal email “Payment by Check”. Mail check for total amount due (\$40/page) to:
Summit County Recorder’s Office
Attn: County Survey Manager
PO Box 128
Coalville, UT 84017
4. **CONFIRMATION** - Once payment has been processed and the survey has been recorded, a confirmation email will be sent to you.