

WISCONSIN LAND SURVEY MAP CHECKLIST

(This form is NOT the Statute or Administrative Code.)

The purpose of this form is to provide a clear and concise document to assist land surveyors in the preparation and use of survey maps. It also serves as a reminder of some important aspects of the Administrative Code.

Property owners, real estate professionals, government officials and others may use this to better understand survey maps.

The ***bold italic text*** is taken from the administrative code (Register, December, 2005, No. 600 found at: <http://nxt.legis.state.wi.us>). Normal text is used to clarify, provide supporting definitions or suggest additional information for users of this checklist.

The check list should be complete with a \checkmark for compliance, a **X** for noncompliance and **N/A** for non applicable items.

A-E 7.01

The minimum standards of A-E 7 apply to every property survey performed in Wisconsin. This code applies to ALTA surveys, Condominium Plats, Annexations, Cemetery Plats, Transportation Project Plats, Subdivision Plats, Certified Survey Maps and others.

A-E 7.02

Property survey means any land surveying which includes as one of its principal purposes describing, monumenting, locating the boundary lines of or mapping one or more parcels of land. The term includes the restoration, perpetuation or reestablishment of a U.S. public survey corner.

443.01(4)

"Land surveying" means any service comprising the determination of the location of land boundaries and land boundary corners; the preparation of maps showing the shape and area of tracts of land and their subdivisions into smaller tracts; the preparation of maps showing the layout of roads, streets and rights-of-way of same to give access to smaller tracts; and the preparation of official plats, or maps, of land in this state.

443.02(4)

No person may practice land surveying in this state or use or advertise any title or description tending to convey the impression that the person is a land surveyor unless the person has been issued a certificate of registration or granted a permit to practice under this chapter.

A-E 7.01(1)

If other standards for property surveys are prescribed by statute, administrative rule, or ordinances are more restrictive, the more restrictive standards govern. Examples of these standards include: Wisconsin Administrative Code. A-E 1-9, and Wisconsin statutes: s. 236 Platting lands; s.82 Town Highways, s.703 Condominiums & s. 84.095 Transportation Project Plats.

A-E 7. 03 Boundary Location

- _____ **Based on records of the Register of Deed as nearly as is practicable.**
- _____ **Surveyor acquired data necessary including deeds, maps, certificates of title centerline, adjoining deeds etc.**
 - _____ *If research provided by other sources should be listed and described.*
- _____ **Field survey and analysis done by surveyor or under the surveyor's direction.**
- _____ **Set monuments marking the corners of the parcel unless monuments already exist. (See A-E 7.07)**

A-E 7.06 Measurements.

- _____ **(1) Measurements shall be made with instruments and methods capable of attaining the required accuracy for the particular problem involved.**
- _____ **(2) The minimum accuracy of linear measurements between points shall be 1 part in 3,000 on all property lines of boundary or interior survey.**
- _____ **(3) In a closed traverse the sum of the measured angles shall agree with the theoretical sum by a difference not greater than 30 seconds per angle, or the sum of the total angles may not differ from the theoretical sum by more than 120 seconds, whichever is smaller.**

A-E 7.07 Monuments

- _____ **All lot, outlot, park and public access corners are monumented suitable for purpose and nature of terrain.**
- _____ The lines that extend to lakes or streams shall be monumented at the point of intersection of the lake or stream lot line with a meander line established on solid ground.
- _____ Existing accepted and archival monuments should not be removed or reset. They should be noted as existing or found and described by type, material, diameter, and shape.
- _____ Monuments may be set along the right of way if the property corner falls in the centerline of a road.
- _____ Witness monuments may be used if the true corner may not be set.

A-E 7.05 Maps

- _____ **(1) Must be Drawn to a convenient scale.**
- _____ A graphic scale should appear on each sheet showing layout features. A convenient scale is one that could be found on a common civil engineer's tri-scale. We consider "convenient" to be from user's point of view, not the drafter's convenience.
 - _____ The scale should be stated in 1" = XXX' format.
- _____ **(2) Bearings shall be referenced to a monumented line as provided in s. 59.73(1) Stats.**
- _____ bearings shall be expressed with reference to a magnetic, true or other identifiable line of the public land survey, recorded and filed subdivision or to the Wisconsin coordinate system.

A-E 7.05 Maps continued

- _____ The exterior boundaries of the land surveyed must be clearly shown. *[Use a solid heavy line.]*
- _____ **(3) Show the exact length and bearing of the boundaries of the parcels surveyed.**
- _____ **Where the boundary lines show bearings, lengths or locations which vary from those recorded in deeds, abutting plats, or other instruments there shall be the following note placed along such lines, “recorded as (show recorded bearing, length or location)”.**
- _____ **(4) Describe all monuments used for determining the location of the parcel and show by bearing and distance their relationship to the surveyed parcel and indicate whether such monuments were found or placed.**
- _____ The material of which the monuments, corners, or other points are made shall be noted at the representation thereof or by Legend. The type, the outside diameter, length, and weight per lineal foot of the set monuments should be noted.
- _____ **(5) Identify the person for whom the survey was made, the date of the survey, and describe the parcel as provided in s. A-E 7.04.**
- _____ **(6) Bear the stamp or seal and signature of the land surveyor under whose direction and control the survey was made with a statement certifying that the survey is correct to the best of the surveyor’s knowledge and belief.**
- _____ **(7) Maps prepared in accordance with A-E 7 must be filed as required by s. 59.45 (1), Stats. in the county surveyor’s office within 60 days of completion.**

A-E 7.04 Descriptions.

Descriptions defining land boundaries written for conveyance or other purposes shall be complete, providing unequivocal identification of lines or boundaries.

_____ **The description shall contain necessary ties to adjoining data and dimensions sufficient to enable the description to be mapped and retraced**

And

_____ **shall describe the land surveyed by government lot, recorded private claim, quarter-quarter section, section, township, range and county Location by 1/4-1/4 section _____**

_____ **Section ___ T ___ N R ___ E-W**

_____ **City, Village or Town _____**

_____ **County _____**

And

_____ **by metes and bounds commencing with some corner marked and established by the U.S. public land survey;**

A-E 7.04 Descriptions continued

Or,

_____ *if the land is located in a recorded subdivision, a recorded addition to the subdivision, or recorded certified survey map, (per Wis. Stat. 236) then by the number or other description of the lot, block or subdivision of the land*

Which

_____ *has been previously tied to a corner marked and established by the U.S. public land survey.*

A-E 7.01 (2) Waivers

The land surveyor and his or her client or employer may agree in a signed statement to exclude any land surveying work from the requirements of this chapter except the preparation of a U.S. public land survey monument record and a map of work performed. The map prepared by the land surveyor for the client or employer shall include:

Clearly state any and all waivers

_____ *A-E 7.01 (a) A note stating that an agreement to exclude work from the requirements of this chapter has been made and the parties making the agreement.*

_____ *A-E 7.01 (b) The accuracy of linear measurements if the minimum requirement of 7.06 (2) has been waived.*

_____ *A-E 7.01 (c) The difference between the sum of angles and the theoretical sum; if the minimum requirement of 7.06 (3) has been waived.*

_____ *A-E 7.01 (d) The latitude and departure closure ratio; if the minimum requirement of 7.06 (4) has been waived.*

_____ *A-E 7.01 (e) The accuracy of bearings, angles and distances shown on the map; if the minimum requirement of 7.06 (5) has been waived.*

The following items either should appear if agreed to between the surveyor and client depending upon the purpose of the survey.

The Surveyor's Certificate required by A-E 7.05(6) should include

_____ Statement of who directed the Surveyor to make the survey and map

_____ The purpose of the survey

_____ The description of the lands as required by A-E 7.04

_____ The USPLS monument record requirements have been met.

_____ A statement that the surveyor has fully complied with the provisions of the statutes and administrative code in surveying and mapping the land.

_____ List all variations from A-E 7 and all waivers listed in A-E 7.01.

_____ Signed _____ Dated _____ Sealed _____ Date of Survey

Owner's or Client's Certification

_____ I hereby certify that I caused the land described herein to be surveyed and mapped as represented on this Map and accept map as drafted.

(Additional language should be added to include any variations from the minimum standards and purpose of the survey.) _____ Signed _____ Dated

A-E 7.08 U.S. PUBLIC LAND SURVEY MONUMENT RECORD.

(1) WHEN MONUMENT RECORD REQUIRED.

A U.S. public land survey monument shall be prepared and filed with the county surveyor's office as part of any land survey which includes or requires the perpetuation, restoration, reestablishment or use of a U.S. public land survey corner, and,

_____ **(a) There is no U.S. public land survey monument record for the corner on file in the office of the county surveyor or the register of deeds for the county in which the corner is located;**

or,

_____ **(b) The land surveyor who performs the survey accepts a location for the U.S. public land survey corner which differs from that shown on a U.S. public land survey monument record filed in the office of the county surveyor or register of deeds for the county in which the corner is located;**

or,

_____ **(c) The witness ties or U.S. public land survey monument referenced in an existing U.S. public land survey monument record have been destroyed or disturbed.**

(2) FORM REQUIRED.

_____ **A U.S. public land survey monument record shall be prepared on the board approved form or on a form substantially the same as the board approved form which includes all the elements required by this section.**

_____ **A form used for this purpose shall be entitled, "U.S. Public Land Survey Monument Record". Note: A copy of the board approved form is available from the Department of Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.**

(3) MONUMENT RECORD REQUIREMENTS. A U.S. public land survey monument record shall show the location of the corner and shall include all of the following elements:

_____ **(a) The identity of the corner, as referenced to the U.S. public land survey system.**

_____ **(b) A description of any record evidence,**

_____ **Monument evidence,**

_____ **Occupational evidence,**

_____ **Testimonial evidence**

_____ **any other material evidence considered by the surveyor,**

And

_____ **whether the monument was found or placed.**

_____ **(c) Reference ties to at least 4 witness monuments.**

(3) MONUMENT RECORD REQUIREMENTS continued.

_____ **Witness monuments shall be concrete, natural stone, iron, bearing trees or other equally durable material, except wood other than bearing trees.**

_____ **(d) A plan view drawing depicting the relevant monuments and reference ties which is sufficient in detail to enable accurate relocation of the corner monument if the corner monument is disturbed.**

_____ **(e) A description of any material discrepancy between the location of the corner as restored or reestablished and the location of that corner as previously restored or reestablished.**

_____ **(f) Whether the corner was restored through acceptance of an obliterated evidence location or a found perpetuated location.**

_____ **(g) Whether the corner was reestablished through lost corner proportionate methods.**

_____ **(h) The directions and distances to other public land survey corners which were used as evidence or used for proportioning in determining the corner location.**

_____ **(i) The stamp and signature or seal and signature of the land surveyor under whose direction and control the corner location was determined**

and

_____ **a statement certifying that the U.S. public land survey monument record is correct and complete to the best of his or her knowledge and belief.**