

MUSSELSHELL COUNTY

Submittal and Review Process for Certificate of Survey

Certificate of Survey for review can be submitted either electronically OR in hard copy format. The process for each submittal type is outlined below:

Electronic Submittal: Complete the survey review application and submit the required documents for review to the Musselshell County Examining Land Surveyor and the Musselshell County Sanitarian (see contact information below).

Hard Copy Submittal: Complete the survey review application and submit the required documents for review to the Musselshell County Examining Land Surveyor and the Musselshell County Sanitarian (see contact information below).

Review Process: Examining Land Surveyor and County Sanitarian will complete preliminary review of COS to ensure compliance. Upon completion of review, the Examining Land Surveyor will provide completed checklist and comments to the submitting Land Surveyor.

The submitting Land Surveyor will make necessary corrections (if needed), and submit a Record Set of drawings for final review and filing. The Record Set must be stamped and signed by submitting Land Surveyor and contain notarized signatures(s) of landowners(s). The Record Set will be mailed to the Examining Land Surveyor for final review and signature. Examining Land Surveyor will mail the signed Record Set and the completed checklist to the submitting Land Surveyor. A copy of the completed checklist and review application will be forwarded to the Clerk and Recorder.

When the Record Set has all the necessary signatures, the submitting Land Surveyor and/or Landowner will deliver to Clerk and Recorder for filing. The review fee of \$250 is due at time of filing, along with the filing fee and any supplemental documents (deeds, certificates, etc.) as required by the Clerk and Recorder. Remit payment to Musselshell County Clerk and Recorder.

Contact Information:

Clerk and Recorder

Cheryl Tomassi
506 Main Street
Roundup, MT 59072
(406) 323-1104
ctomassi@co.musselshell.mt.us

County Sanitarian

Susan Baldwin
300 1st Ave North, Suite 201
Lewistown, MT 59457
(406) 535-7466
sanitarian2@co.fergus.mt.us

Examining Land Surveyor

c/o Jake Ziska
1275 Maple Street, Suite F
Helena, MT 59602
(406) 443-3962
jziska@wwcengineering.com