

# MUSSELSHELL COUNTY

## Survey Review Checklist

Date:

File No.

### Submitting Land Surveyor:

**EXEMPTION CLAIMED:**  Boundary Relocation     Family Transfer     Mortgage     Court Ordered  
 Retracement     Ag Tract     Misc. (public utility site, cemetery, etc.)

### PLANNING/ZONING APPROVAL:

Provide documentation of survey approval by City (Applicable ONLY for survey lying within city limits of Roundup or Melstone)

### SANITARIAN APPROVAL:

Provide Documentation of approval by County Sanitarian

### INITIAL REVIEW

1.  Name(s) of Owners
2.  Title Block
3.  Names of adjoining and/or adjoining Cert. of Survey
4.  Legal Description of tract surveyed, and any remainders less than 20 acres
5.  Dimensions and area of each parcel proposed
6.  All parcels (existing and proposed) labeled by number or letter
7.  Certificate of County Treasurer
8.  Landowner certificate citing subdivision exemption (N/A for retracement)
9.  Certificate of Examining Land Surveyor
10.  Sanitary restriction exemption or documentation of review approval
11.  Date Survey Completed (must be within 180 days of filing)
12.  Signature and Seal of Licensed Professional Land Surveyor
13.  Deed for tract(s) surveyed
14.  (Boundary Relocation Only) Signatures of all landowners whose parcels will be altered by the survey
15.  (Boundary Relocation Only) Boundary of resulting parcel, if a boundary is completely eliminated
16.  (Boundary Relocation Only) Lots modified in a platted subdivision must be entitled "Amended Plat of the (subdivision)", but for all other purposes if a Certificate of Survey
17.  (Family Transfer Only) Name of Grantee, Relationship of Grantee/Grantor, Parcel to be conveyed to Grantee
18.  (Ag-Tract Exemption Only) Covenant language on survey

Initial Review Completed by:

Date:

### FINAL REVIEW

1.  Corrections/Revisions completed as requested
2.  Notarized signature of landowner(s)
3.  Signed Stamp and Date by Licensed Professional Land Surveyor
4.  Deed for newly created parcel(s)
5.  (Boundary Relocation Only) Quit claim or warranty deed or recordable agreement from adjoining landowner for that portion of the tract(s) being altered
6.  (Mortgage Survey Only) Letter from lending institution that requested survey
7.  (Court-Ordered Survey Only) Copy of judicial document that ordered survey

Final Review completed by:

Date: