



## Exempt Plat Review Checklist

Updated 05/2017

Date Prepared: \_\_\_\_\_

Prepared For (Owners): \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_

Date Sent/Delivered: \_\_\_\_\_

Sent/Delivered To: \_\_\_\_\_

### TYPE OF EXEMPTION(S)

- |  |   |
|--|---|
| <input type="checkbox"/> Court Order                   | <input type="checkbox"/> Utility/ROW Family     |
| <input type="checkbox"/> Conveyance/Transfer           | <input type="checkbox"/> Retracement            |
| <input type="checkbox"/> Mortgage/Lien/Trust Indenture | <input type="checkbox"/> Agricultural Exemption |
| <input type="checkbox"/> BLA / Aggregation of Lots     |   |

### EXEMPT PLAT FORMAT

- Plat Size: 18: x 24"
- Parent Copy: 8 ½" x 11"
- In instances when more than one mylar sheet must be used to adequately depict the land surveyed, each mylar sheet must show the number of that sheet and the total number of sheets included. All certifications must be placed or referred to on one mylar sheet

### SURVEY DATA:

- The title and title block must contain the quarter section, section, township, range, Principal Meridian, County, and City in which the surveyed land is located
- The Certificate of Survey must not bear the title "Plat," "Subdivision," or any title other than "Certificate of Survey" unless the survey modifies lots in a platted and filed subdivision and invokes an exemption from subdivision review. In this case, the plat must be titled "Amended Plat of the 'Subdivision Name'".
- Include the name(s) of the person(s) who commissioned the survey & the names of any adjoining platted subdivisions & numbers of any adjoining Certificates of Survey previously filed.
- Include the date the survey was completed & a brief explanation of why the certificate was prepared; i.e., to create a new parcel, retrace a section line, and/or retrace an existing parcel.
- Include a north arrow and a scale bar.

**SURVEY DATA continued...**

- Include the location of, and other information relating to, all monuments found, set, reset, replaced, or removed as required by Sect. 8.94.3001 (1)(c)
- If additional monuments are to be set after the Certificate of Survey is filed, these monuments must be shown by a distinct symbol, and the surveyor must explain why the monuments have not been set and a date by which they will be set
- Clearly show all monuments found during retracements that influence the position of any corner or boundary indicated on the Certificate of Survey.
- Clearly show the location of any section corners or corners of divisions of sections the surveyor deems to be pertinent to the survey
- Witness and reference monuments and basis of bearings.
- Include the bearings, distances and curve data of all boundary lines
- Lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute
- Include a narrative legal description of the parcel surveyed (ARM 8.94.3002)
- All parcels created by the survey must be designated by a number or letter, and the dimensions and area of each parcel provided
- Provide the location of any easement that will be created by reference to the Certificate of Survey

**CERTIFICATIONS**

- Provide Certificate of Surveyor, date, signature and seal of surveyor responsible for survey. Memorandum of oaths pursuant to 76-3-405, MCA
- Include signatures of all landowners whose parcels will be altered by the proposed relocation.
- Required agency signature blocks: Legal, County Treasurer, and Governing Body (if applicable).
- Specific declarations, signatures, etc (See 8.94.3002 (F, i-iv))

**REVIEW NOTES**

**Exemption Plat Review Contact List**

<b>PLANNING</b>		
<b>CLERK &amp; RECORDER</b>		
Vicky French; Deputy	<a href="mailto:vfrench@libby.org">vfrench@libby.org</a>	(406) 283-2307
<b>ENVIRONMENTAL HEALTH</b>		
Jake Mertes; Sanitarian	<a href="mailto:jmertes@libby.org">jmertes@libby.org</a>	(406) 283-2444