

CHECKLIST

Legal descriptions and exhibit maps submitted to the City shall conform to the following:

PROJECT NAME: _____

PROJECT #: _____

PLANSET DATE: _____

LEGAL DESCRIPTIONS

Legal descriptions shall be prepared in accordance with the current published version of the Arizona Boundary Survey Minimum Standards, including the items listed below:

- It is preferred that section corner monuments, when practicable, are shown and utilized for the basis of bearing for strip, metes, or metes and bounds descriptions
- A lot closure report shall be submitted for metes or metes and bounds legal descriptions, which includes the parcel geometric data, City of Prescott Coordinate System coordinates at each vertices, area, and linear error of misclosure
- Registered Land Surveyor seal

EXHIBIT MAPS

Exhibit maps shall be prepared in accordance with the items listed below:

- Exhibit maps shall be prepared on 8 ½" x11" (Letter) size paper and drawn to a standard scale
- Exhibit map margins shall be in accordance with Arizona Revised Statute 11-480
- Font size shall be 10 point minimum (ARS 11-480)
- The point of commencement, point of beginning or true point of beginning, and point of termination (strip descriptions), shall be shown
- The basis-of-bearings shall be shown
- It is preferred, but not required, that bearings and distances or curve geometry be shown for all
 - o tie lines/curves between the point of commencement and point of beginning
 - o lines/curves of the area described in the legal description (Radial lines and/or chord bearing and chord distance shown for non-tangent curves, in addition to standard curve geometry information)
- Monuments or lines controlling the boundary of the legal description must be shown and labeled
- Assessor parcel numbers, Lot numbers, Subdivision names, and Street names shall be shown
- Cross hatching and/or thick bold lines shall be shown for the boundary of the area described in the legal description. Shaded linework (grayscale) is not acceptable
- The entire area described in the legal description shall be depicted on the exhibit. If the entire area cannot be depicted legibly at a reasonable scale, break lines may be used, or larger scale mapping may be utilized together with match lines to depict the area
- Area in square feet and acres shall be shown for the area described in the legal description
- Yavapai County Recorder's Office recording information (Book and Page) shall be shown for existing easements, existing title lines and road right of way shown on the exhibit
- North arrow
- Graphic scale
- Legend or callouts to specific line types and/or symbols
- List of abbreviations
- City project number
- City project name
- Registered Land Surveyor seal

REVIEWED BY: _____

DATE: _____