

## COLORADO LAND SURVEY MONUMENT RECORDS FILING INSTRUCTIONS

**LEGISLATIVE DECLARATION:** It is hereby declared to be a public policy of this state to encourage the establishment and preservation of accurate land boundaries, including durable monuments and complete public records, and to minimize the occurrence of land boundary disputes and discrepancies. Monument Records must be filed pursuant to Title 38, Article 53, Colorado Revised Statutes.

### DETAILED INSTRUCTIONS BY ITEM NUMBER ON THE FORM:

Use permanent black lettering and lines that can be reproduced.

1. Indicate type of monument.
2. Describe monument found and accepted (in detail - include size, shape, material, color, and other pertinent markings) and the date of the field work. Please refer to Board Rules 6.13, 6.13.1, 6.13.2, and 6.13.3.
3. Describe monument set by you (in detail - include size, shape, material, color, and other pertinent markings). Please refer to Board Rules 6.13, 6.13.1, 6.13.2, and 6.13.3.
4. Make a neat sketch showing the relative positions of the monument and accessories (reference points). Accessories should not exceed 330 feet (5 chains) from monument. Refer to Chapter IV, Section 79-113 inclusive, *Manual of Surveying Instructions (2009)*. Accessories must be specifically identifiable and not generic, i.e. "Fence post with nail and tag # 6990" versus "Fence post". Give dimensions which should be **ACCURATE AND NOTED TO AT LEAST 0.1 FEET**; include north arrow; state basis of bearings, if used. Show and describe in detail contradicting monuments. Show street names or highway numbers, if applicable. Indicate scale or state N.T.S. (not to scale). Show markings exactly as found. A statement "as per Manual" is not sufficient.

Fill in the "Date of Field Work to Establish, Restore or Rehabilitate Monument" (date block "a") **and/or** the "Date Monument was used as a Control corner (date block "b")." These may be two different dates. For example, the date of the field work and the date the plat was signed. If a monument is established, restored or rehabilitated, date block "a" must be completed. If a monument was used as a Control corner, but was not established, restored or rehabilitated, date block "b" must be filled in. The six-month filing deadline is calculated using the earlier of the two dates.

5. Original seal, signature and date must be on each monument record submitted to the Board for filing. The signature must be through the seal (Board Rule 6.1.3). Also, list your firm's name, address, and phone number.
6. Show location of monument on section diagram. **EXCEPTION:** if monument is in an area not covered by the public land survey system, show point location as near as practical on projected section, township, range, and principal meridian. Write "projected" above diagram.
7. Give section, township, range, principal meridian, county, and index reference number. Exercise extreme care to ensure that section, township, range, principal meridian, county, and index reference number all correlate. Index reference number must be assigned by the surveyor. See sample index sheet for instructions. **EXCEPTION:** if monument is in an area not covered by the public land survey system see item #6 above.
8. If the monument is on a county boundary, reference all adjoining sections, townships, ranges, and principal meridians within appropriate counties (if monument is on a county line which is also a range line or township line, the index reference number will be different in the various counties). This item is to be used only if the monument is located on the county line.