

**Tooele County Surveyor's Office**  
**Final Plat Submittal Review/Requirements Checklist**  
(Revised September 19, 2022)

- Plat name/title shall include approved [Name (Phase No.) (Minor) (Sub/PUD/Condo) (Prior Plat Lot(s)/Unit(s) Amended)].
  - Along with the official plat title include the following (plat(s), street(s), lot(s), and/or unit(s) being vacated and/or amended), 1/4 Section, Township and Range, and the name or the governing agency.
- Plat to be signed, sealed, and certified by a Professional Land Surveyor (PLS) for submittal and each correction submittal.
  - Plat scaled to 24"x 36" with a north arrow, and both written & graphic scales.
- Plat exterior boundary to agree with existing division lines as depicted on filed or approved ROS Map(s).
  - Exterior boundary clearly defined (heavy line) with POB, lines, and curves labeled.
  - Boundary tied spatially to at least two existing (found) clearly described (with date stampings) Tooele County Survey (TCS) control monuments. Basis of bearings (B of B) identified between two control monuments.
  - Written legal description to agree with exterior boundary labels, ties to TCS control monuments, and B of B.
  - Show references to adjoining plats of record and references to vesting documents for adjoining parcels.
  - Plat boundary checked spatially for harmony with legal descriptions for said adjoining parcels and plats.
  - Review narrative on said filed or approved ROS Map(s) for an explanation of found evidence or deed elements used to reestablish or retrace each existing division line (not free lines) on the exterior boundary.
  - Search county records for other pertinent/conflicting surveys, deeds or filed ROS Map(s).
  - Plat exterior boundary angle points on existing division lines shall be recovered or set.
- Plat connecting or abutting existing streets to agree with existing streets as depicted on filed or approved ROS Map(s).
  - Centerlines and widths of all existing streets (within 200 feet of exterior boundary) clearly defined with line, curve, and offset labels, also identify and show dimensions to any existing (found) street monuments.
  - Review narrative on ROS Map(s) for an explanation of retracement of existing street rights-of-way.
  - Search County Road Book or other records for other pertinent or conflicting street rights-of-way.
  - Proposed changes to existing street rights-of-way shown per governing agency's written approval.
- Plat existing easements to agree with existing easements as depicted on filed or approved ROS Map(s)
  - Review submitted title reports for any referenced existing easements and review filed or approved ROS Map(s) for any observed evidence of possible unrecorded, statutory, or prescriptive easements.
  - Existing easements are to be depicted graphically on the plat along with references to their instrument(s) of record or to ROS map(s) asserting any observed evidence, said easements are to be clearly defined with line and curve labels, centerline offsets, and dimensions to future ownership interest lines (with some exception).
- Plat owner's dedication and consent to record to include operative language per governing agency.
  - The owners dedication to include specific conveyance language (who it is in favor of) and declared purpose for each particular easement type created by the plat. (better conveyed via separate document)
- Plat interior streets, lots, and easements to be adequately labeled with necessary line, curve, and offset dimensions.
  - Boundary, street, lot or unit figures to close mathematically within typical (0.02') rounding errors.
  - Check that the total area of the exterior boundary is equal to the sum of the interior streets and lots/units areas.
- Plat street monuments (to be set) depicted at street centerline intersections and as necessary cul-de-sacs, plat boundaries and inter-visibly along street rights-of-way corridors on curve PI's (if within asphalt), PC's, PT's, or Midpoints.
  - Consecutive monument connecting lines defined with monument to monument bearings and distances.
- Plat Notes to include 5/8" x 24" rebar with numbered survey cap to be placed at all lot corners prior to any occupancy.
  - Off-set pins to be placed in the back of the curb where applicable.
- Plat signature block and miscellaneous requirements per governing agency
  - Surveyor's signature block to include a reference to the filed ROS Map(s) and correct approval language.
  - Approved street names and addresses shown, lot addresses also shown.
  - Plat legend for all symbols and line types depicted.
  - Public utility and drainage easements to be shown.