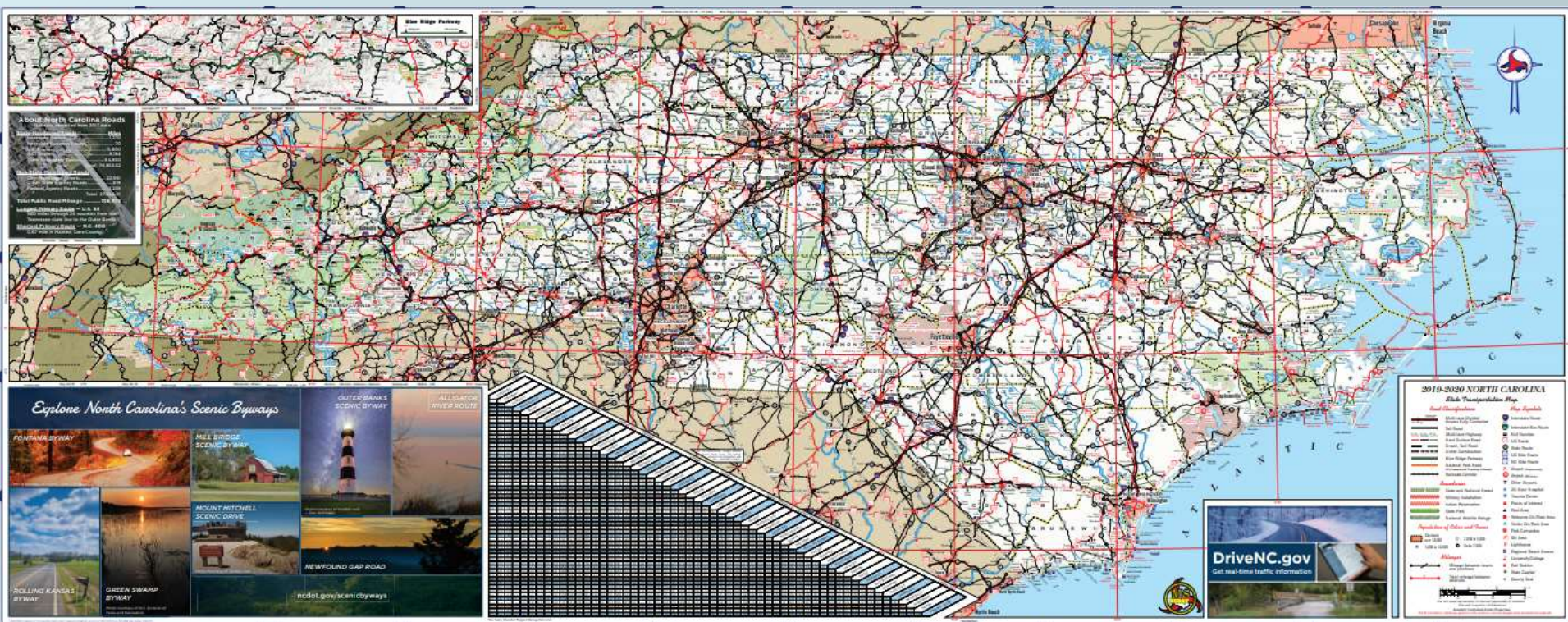


# Plat Review Officer Training – Part II



North Carolina Secretary of State  
Elaine F. Marshall, Secretary  
Land Records Management  
Program

Instructor: Richard A Elkins, GISP

Revised for SL 2017-10, 2017-27, 2019-35, 2019-111



[www.sosnc.gov](http://www.sosnc.gov)

# Plat Review Type Exceptions

- Maps Certified GS 47-30(f)(11)b or c
- County/Municipal Boundaries/Annexations  
GS 47-30(j)
- DOT Maps GS 47-30(l)
- Maps not prepared under GS 47-30
  - Includes Condo Maps prepared under GS 47C
  - Maps with “Board Rules” Certifications

*Some Registers of Deeds require all maps to be signed by a Review Officer, but this is contrary to General Statutes.*



# Plat Review Exception Items

GS 47-30 directs requirements for what must be on a plat, but 47-30(g) excepts certain specific items from Review Officer Review.

- Determination of “archival” materials 47-30(b)
- “Method of Computation” 47-30(e)
- Various map items 47-30(f)(1-10)

*Review Officers can point out missing items, but not use that as a reason to reject the map.*

# **GS 47-30(f)(1-10) Map Items Required, but not subject to the Review Officer's review**

1. North Arrow
2. Azimuth or Course and Distance
3. Horizontal or Grid Distance
4. Boundary Curve Information
5. All Boundary Data in Subdivisions
6. Monumented or Natural Corners
7. Name of adjacent landowners or other legal reference where applicable.
8. Right-of-ways, water courses, utilities, etc. adjoining or crossing property
9. Coordinates and/or Grid Tie
10. Vicinity Map & Legend

# GS 47-30(d) Certification

Maps must be certified by the Surveyor for compliance with GS 47-30

## Requirements for the Certificate:

- i. The source and information for the Survey
- ii. Ratio of Precision or Positional Accuracy
- iii. Surveyor's Signature and Seal

The Statute also provides a general form for the certification.

There is NO requirement for exact wording!

# Surveyor's Certificate shall be Substantially

Name of Surveyor

Record Information

Boundaries not surveyed

Ratio of Precision or positional accuracy

Date of signing

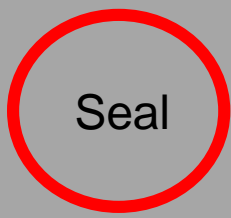
Signature

License Number



I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, page \_\_\_\_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, page \_\_\_\_\_; that the ratio of precision or positional accuracy as calculated is \_\_\_\_\_; that this plat was prepared in accordance with G.S. 47-30 as amended.

Witness my original signature, license number and seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.



\_\_\_\_\_  
Professional Land Surveyor & License Number

# GS 47-30(d) Certification

- Certificate includes source deed and/or plat reference(s) -- may reference a table on plat if there are too many for the Certification.
- Lines not surveyed must be clearly indicated, and a statement included revealing the source of information.
- Signature and Seal of the Professional Land Surveyor under whose supervision the survey plat was made.
  - Seal may be a rubber stamp or computer-generated image.
  - Signature must be original, not computer-generated unless it is an Electronic Document being filed under GS 47-30(o) Electronic Recording

# Surveyor's Certificate

## What do I need to review?

### Review Officer verifies

Form of Certificate  
Surveyor's Name  
Date  
Surveyor's signature  
Seal

### Not to be scrutinized

Deed Information  
Plat Information  
Ratio of Precision /  
Positional Accuracy  
Boundary Data for  
lines not surveyed



# Board Rules Certification

NCAC 21-56.1604(d)(12)

Any map not certified for recording under G.S. 47-30, and all reports of survey, shall contain this certificate signed by the Professional Land Surveyor in substantially the form shown on the next slide:

*These maps should not be signed by a Review Officer.  
Most are not intended for recordation.*

I certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book\_\_\_\_, page\_\_\_\_ or other reference source\_\_\_\_\_); that the boundaries not surveyed are indicated as drawn from information in Book\_\_\_\_, page\_\_\_\_ or other reference source \_\_\_\_\_; that the ratio of precision or positional accuracy is \_\_\_\_\_; and that this map meets The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56. 1600)

This \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Seal

\_\_\_\_\_  
 Professional Land Surveyor [www.esri.gov](http://www.esri.gov)

# When is a Surveyor required to follow Board Rules?

## Always!

Even on Plats that aren't governed by GS 47-30

Maps that are not intended to be recorded are not governed by GS 47-30.

The presence of the **Original Personal Signature and Seal** shall constitute a certification that the map conforms to the standards of practice for land surveying in North Carolina as defined in the Board Rules.

# GS 47-30(d) Certification

A surveyor's certification on a plat that is to be recorded in the Register of Deeds office is to certify compliance to NCGS § 47-30 as amended.

Board Rules for surveyors require an alternate certification to be used on plats that are usually not to be recorded.

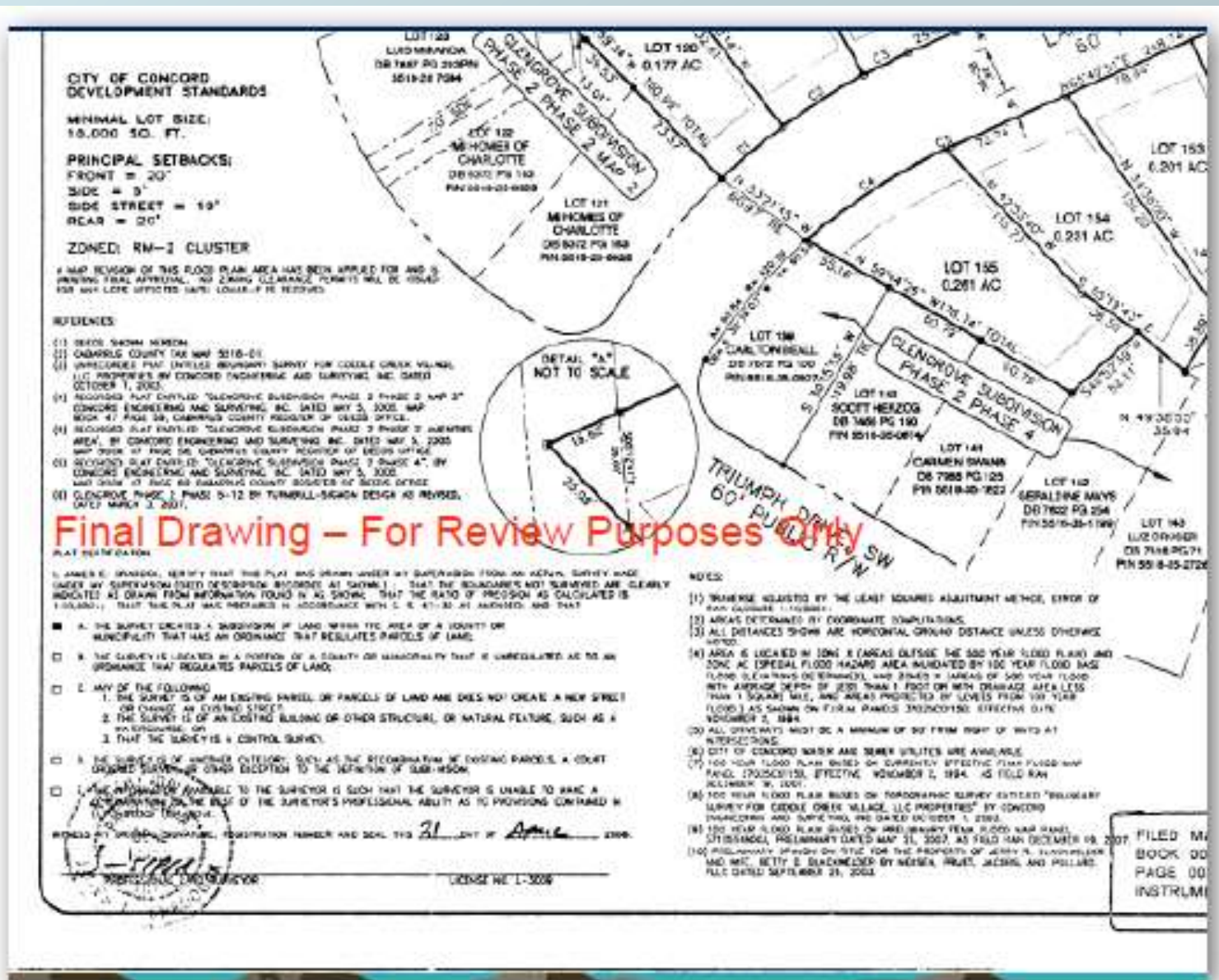
- Review Officers / Registers of Deeds –
  - Be careful to check plats for the property certification.
    - i.e. – plats that have:
      - “Preliminary Plat”
      - “Not for Recordation”
      - “For Review Only”



Should not be  
recorded!



# Properly Acknowledged Plats



# Properly Acknowledged Plats

A plat must be properly acknowledged (proper certification) by a seal and original signature from a Professional Land Surveyor before it can be recorded.

The NC Board of Examiners for Engineers and Surveyors has stated that a properly acknowledged document is a final document.

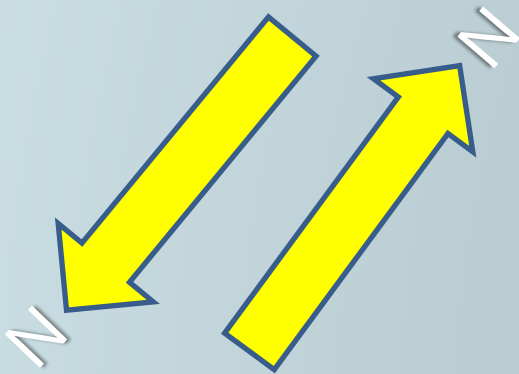
# Properly Acknowledged Plats

The North Carolina Court of Appeals stated,

“... By marking the map ‘Preliminary,’ the appellant essentially negated the effect of his certification.

NC Court of Appeals, NO. COA 12-1350, 7 May 2013

A “Preliminary” statement on a plat is a contrary statement to the document being final and negates the acknowledgement.



(It's like having two north arrows pointing in opposite directions.)

# Properly Acknowledged Plats

A plat presented to the Review Officer without being properly acknowledged should not be signed by the Review Officer.

Any plat that is not required to be reviewed by the Review Officer and does not have the proper acknowledgement should be rejected at the Register of Deeds office and not recorded.



# GS 47-30(d) Certification

Nothing in this requirement shall prevent the recording of a map that was prepared in accordance with previous version of GS 47-30 as amended, properly signed, and notarized under the statutes applicable at the time of the signing of the map so prepared.

Older versions of 47-30 can be found at the NC Society of Surveyors website under Resources >> Legislative Support

[http://ncsurveyors.com/files/PDFs/G S 4730 1960 2017 Combined.pdf](http://ncsurveyors.com/files/PDFs/G_S_4730_1960_2017_Combined.pdf)

# Review Officer Certification for a Map drawn under a previous version of GS 47-30.

I, \_\_\_\_\_ Review Officer of \_\_\_\_\_ County certify that the map to which this certificate is affixed was prepared in accordance with a previous version of GS 47-30 as amended, properly signed, and notarized under the statutes applicable at the time of the signing of the map. Said certification is authorized by NC GS 47-30(d).

\_\_\_\_\_  
Review Officer

\_\_\_\_\_  
Date

# Multi-sheet maps

NC G.S. 47-30(d) Certificate; Form.

. . . Where a plat consists of more than one sheet, only one sheet must contain the certification and all sheets must be signed and sealed.

The Review Officer only needs to sign off on one sheet, preferably the sheet with the 47-30(f)(11) statement.

# GS 47-30(d) Certification Multi-Page Maps

- Just like a deed, a map document may have more than one page.
- Only one page of the document is required to have the certification.
- All other sheets must be signed and sealed by the surveyor.
- Multiple-sheet plats shall be identified as a map set (example: "Sheet 2 of 3")



## G.S. § 47-30(f)(11) Surveyors certification as to survey category.

- The Surveyor shall certify on the face of the plat to one of the required categories.

Note: the Board of Registration has ruled that a certification that only includes a Statute reference and not the certification wording is not valid.

# NC GS 47-30(f)(11) Statement

This requirement applies both to:

- Full-size stand-alone plats AND
- Original Maps attached to other documents under GS 47-30(m)(1)

Both types are required to have a GS 47-30(f)(11) statement.

# Certification that this Plat meets the requirements of GS 47-30 Section "F-11-1"

This does not meet the certification requirements

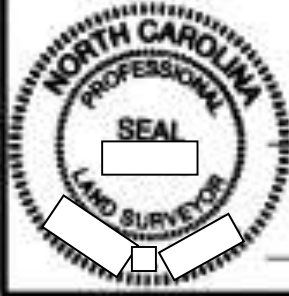
(and it isn't even a valid reference!)

12-16-09  
DATE

[Redacted] SURVEYOR

STATE OF NORTH CAROLINA, JOHNSTON COUNTY

[Redacted], DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 3927, PAGE 233 ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 3929, PAGE 283; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000±; THAT THE GLOBAL POSITIONING ACCURACY (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT THE 1-001 ACCURACY CLASSIFICATION (95% CONFIDENCE) USING RTK NETWORK; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. THAT THIS PLAT MEETS THE REQUIREMENT OF G.S. 47-30 SECTION F-11-1. WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS 16 DAY OF Dec, A.D. 2009



[Redacted] SURVEYOR

[Redacted] LICENSE NUMBER

REVIEW OFFICER'S CERTIFICATE

Toni A. Sandstead REVIEW OFFICER OF JOHN

CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CE AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR

1-21-2010  
DATE

[Redacted] REVIEW OFFICER

STATE OF NORTH CAROLINA, JOHNSTON COUNTY

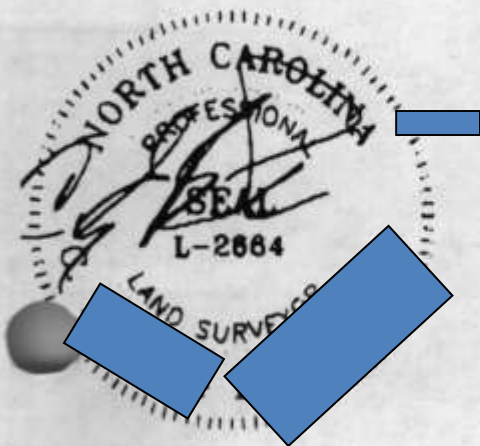
THIS INSTRUMENT WAS PRESENTED FOR REGISTRATION & RECORDING THIS 21 DAY OF January 2010 AT 3:40:46 PM

CRAIG OLIVE BY Anna Sta  
REGISTER OF DEEDS DEPUTY REG. OF DEED

RECORDED IN PB 74 PG 4



NC GS 47-30 (f)(11) by Statute reference is not proper, even if the number is valid.



I, [REDACTED] CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, RECORDED IN DEED BOOK \_\_750\_\_, PAGE \_\_398\_\_, ETC : THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK \_\_SEE\_\_ PAGE \_\_REF\_\_ : THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT MEETS THE REQUIREMENTS OF G.S. 47-30, SECTION F-11-C-1

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL,

THIS THE 23<sup>rd</sup> DAY OF JULY, A.D., 2009

[REDACTED]  
[REDACTED]

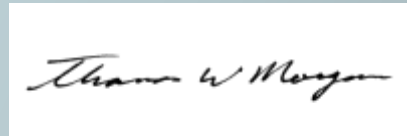
LICENSE NUMBER - [REDACTED]





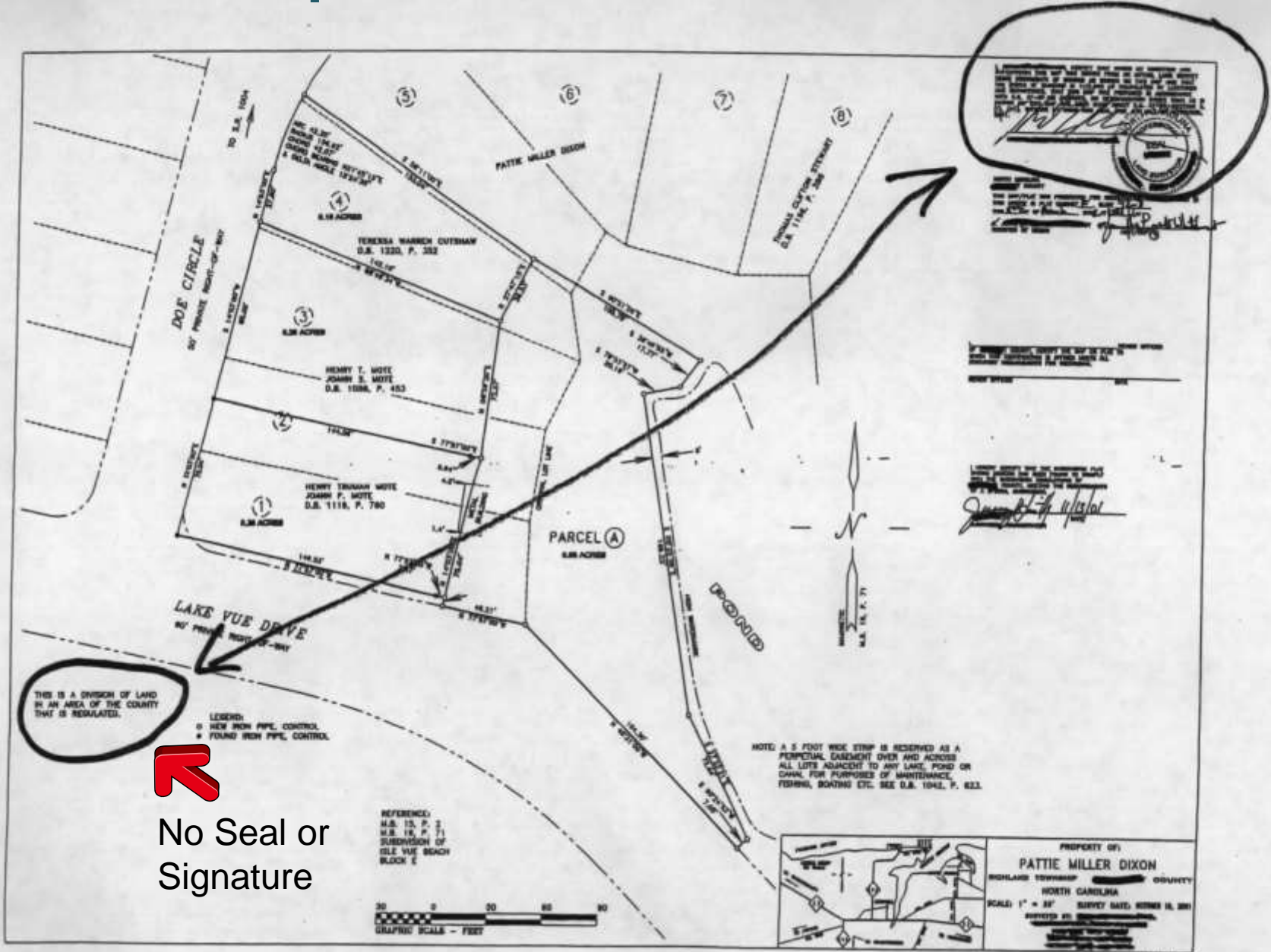
# Standalone Certification

Certification that the Survey creates a subdivision of land within regulated area of a county or municipality that has an ordinance that regulates parcels of land.

A white rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read "Thomas W. Morgan".

Note: There is an Attorney General ruling that says a certification must be independently signed AND sealed.

# Example- Standalone Certification



# An (f)(11) certification may be combined with the surveyor's certification


The Attorney General ruling stated that the (F)(11) certification could be included in the Surveyor's certification and if done, only one signature would be required.



I, , CERTIFY TO THE FOLLOWING:

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;

THIS MAP WAS DRAWN FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THE DEED DESCRIPTION(S) AND PLAT(S) FOR THIS PROPERTY IS (ARE) LISTED HEREON UNDER "REFERENCES"; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED IN A BROKEN LINETYPE, AND ARE DRAWN FROM INFORMATION SOURCES LISTED UNDER "REFERENCES"; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10000 OR GREATER, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED. WITNESSED BY MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 15th DAY OF OCTOBER, 2009.



PROFESSIONAL LAND SURVEYOR LIC.

# The certification can include all the categories; Only one can be certified.

- a. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- b. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- c. Any one of the following:
  1. That the survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
  2. That the survey is of an existing building or other structure, or natural feature, such as a watercourse; or
  3. That the survey is a control survey.
- d. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;
- e. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.



# What do we do with this?

This is to certify that this survey creates a subdivision of land within a county or municipality that has an ordinance that regulates parcels of land.



**MINOR SUBDIVISION**  
**FOR: T&T INVESTMENTS**  
**NOVEMBER 13, 2006**

1.889 ACRES

AREA BY DOUBLE MERIDIAN DISTANCE  
 LINCOLN TOWNSHIP  
 LINCOLN COUNTY NORTH CAROLINA  
 SEE DEED BK. 1070 PAGE 829  
 WATERSHED CLASS WS-IVP  
 ZONING CLASS. P2  
 PLY. 3834-21-8580 & 3834-21-7072  
 FLOOD PANEL# 370146-0038 (12/01/81)

OWNER: T&T INVESTMENTS OF LINCOLN, LLC  
 112 COLONIAL VILLAGE DR.  
 LINCOLN, NC 28092  
 (704) 733-7580

THIS PROPERTY IS NOT LOCATED IN A FLOOD HAZARD AREA AS DETERMINED BY N.M.D.

THIS PROPERTY MAY BE SUBJECT TO EXISTING EASEMENTS AND/OR R/W'S, RECORDED OR UNRECORDED, OBSERVED OR UNOBSERVED, AND NOT SHOWN ON THIS PLAT.

THIS SURVEY IS BASED UPON EXISTING PHYSICAL EVIDENCE AND OLD DEED.

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREOF, WHICH IS LOCATED IN THE PLANNING JURISDICTION OF THE CITY OF LINCOLN AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND ESTABLISH MINIMUM LOT SIZE AND BUILDING SETBACKS AS NOTED

OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATE OF APPROVAL FOR RECORDING**

I HEREBY CERTIFY THAT THE SUBDIVISION SHOWN HEREOF HAS BEEN FOUND TO COMPLY WITH THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF LINCOLN, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED BY REBECCA LEE LEE ON 11/21/06 FOR RECORDATION IN THE LINCOLN COUNTY REGISTER OF DEEDS OFFICE

ADMINISTRATOR \_\_\_\_\_ DATE 11.21.06  
 CITY OF LINCOLN, NC

**THIS IS TO CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND, THIS 11th DAY OF NOV., 20 06.**

NOT OR FORMERLY:  
 SOUTHERN BELL TELEPHONE  
 PLY 3820-21-0478  
 REG. BK. 738 PG. 324

STATE OF NORTH CAROLINA  
 COUNTY OF LINCOLN

I, \_\_\_\_\_ REVIEW OFFICER OF LINCOLN COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

11/21/06 \_\_\_\_\_  
 DATE REVIEW OFFICER

THIS IS TO CERTIFY THAT NO PART OF THIS INSTRUMENT IS LOCATED IN A FLOOD AREA AS DETERMINED IN FIRM PANEL# 370146-0102 E

11/21/06 \_\_\_\_\_  
 DATE



This is to certify that this survey does not create a subdivision of land within a county or municipality that has an ordinance that regulates parcels of land.



## G.S. § 47-30(f)(11)

...However, if the plat contains the certificate of a surveyor as stated in a., d., or e. above, then the plat shall have, in addition to said surveyor's certificate, a certification of approval, or no approval required, as may be required by local ordinance from the appropriate government authority before the plat is presented for recordation.

## G.S. § 47-30(f)(11) a, d, or e

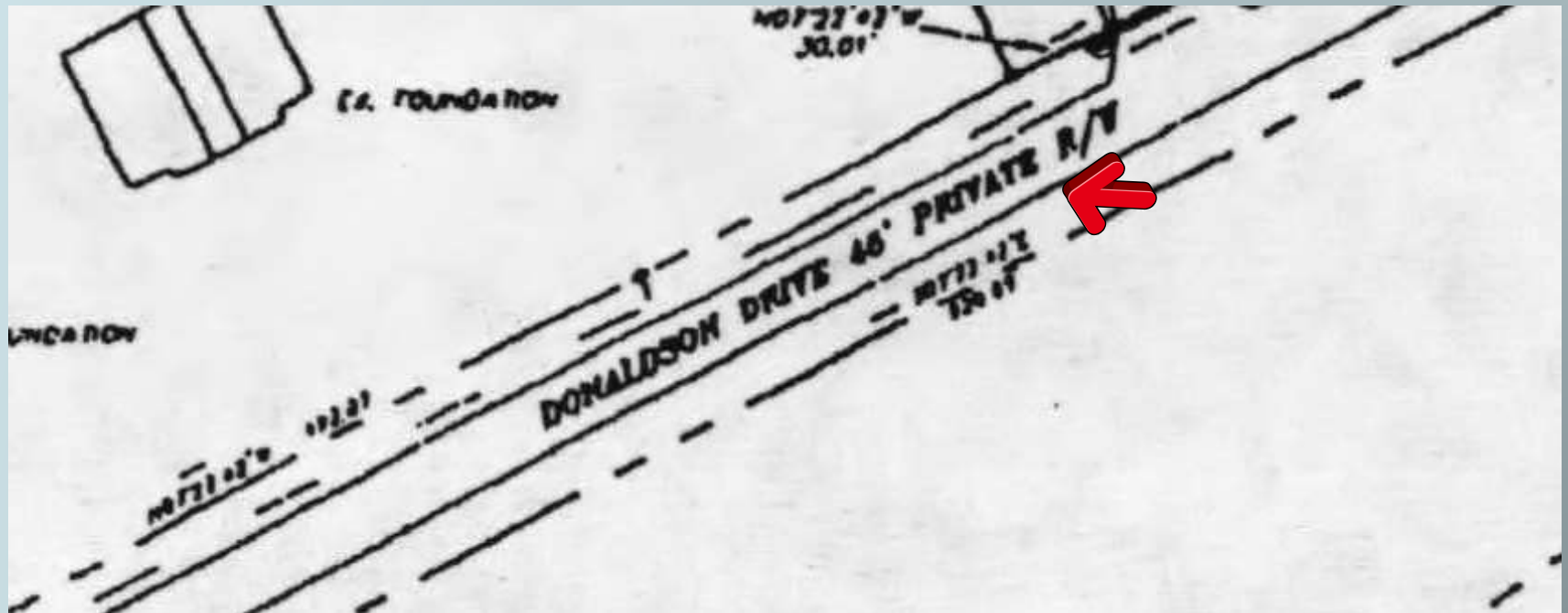
Any map that is required to be signed by the Review Officer must also have Planning/Regulatory Signoff.

- Local Jurisdiction must sign off that all local ordinances have been met OR
- No approval required.

It's not the job of the Review Officer to determine whether or not a map qualifies as an exemption to the local subdivision ordinances. **That is the job of the Planner!**

# G.S. § 136-102.6(d)

The Review Officer shall not certify a map or plat subject to this section unless the new streets or changes in existing streets are designated either public or private...



## G.S. § 136-102.6(d) (continued)

...The plat or map required by this section shall not be recorded by the Register of Deeds without a certification pursuant to G.S. § 47-30.2 and, if determined to be necessary by the Review Officer, a certificate of approval by the Division of Highways of the plans for the public street as being in accordance with the minimum standards of the Board of Transportation for acceptance of the subdivision street on the state highway system for maintenance.

## Public Streets Require DOT Sign Off

If a G.S. § 47-30(f)(11)(a) certificate is certified and a public street is created or changed outside of the municipal corporate limits or are shown on the comprehensive Department of Transportation plan for future development, DOT must execute the certificate of approval before the plat can be recorded.



# GS § 47-30(f)(11)

- A map or plat must be presented to the review officer unless one or more of the following conditions are applicable:
  - (1) The certificate required by GS 47-30(f)(11) shows that the map or plat is a survey within the meaning of GS 47-30(f)(11)b.\* or c.\*\*

# GS § 47-30(f)(11)

- If the plat contains the certificate of a surveyor as stated in sub-subdivisions “b” or “c” of this subdivision, nothing shall prevent the recording of the plat if all other provisions have been met.
- But; if the plat has a certificate by the surveyor of “a”, “d”, or “e,” the plat must also have the certification of approval or no approval needed, as may be required by local ordinance.  
and the county review officer approval as provided in GS 47-30.2 before being presented for recordation.

# GS § 47-30(f)(11)(b) or (c)

\* GS 47-30(f)(11)(b) That the survey is located in a portion of the county or municipality that is unregulated as to an ordinance that regulates parcels of land.

\*\* GS 47-30(f)(11)(c) Any of the following:

- 1. That the survey is of an existing parcel or an existing easement and does not create a new street or change an existing street.
- 2. That the survey is of an existing building or other structure, or natural feature, such as a water course.
- 3. That the survey is a control survey.
- 4. That the survey is a proposed easement for a public utility as defined in G.S. 62-3

# GS 47-30(a) Size Requirements

Counties (ROD option) may specify:

(1) Only 18 inches x 24 inches

(2) A combination of:

- 18 inches x 24 inches and
- 21 inches x 30 inches

(3) A combination of:

- 18 inches x 24 inches and
- 24 inches x 36 inches

(4) A combination of all three

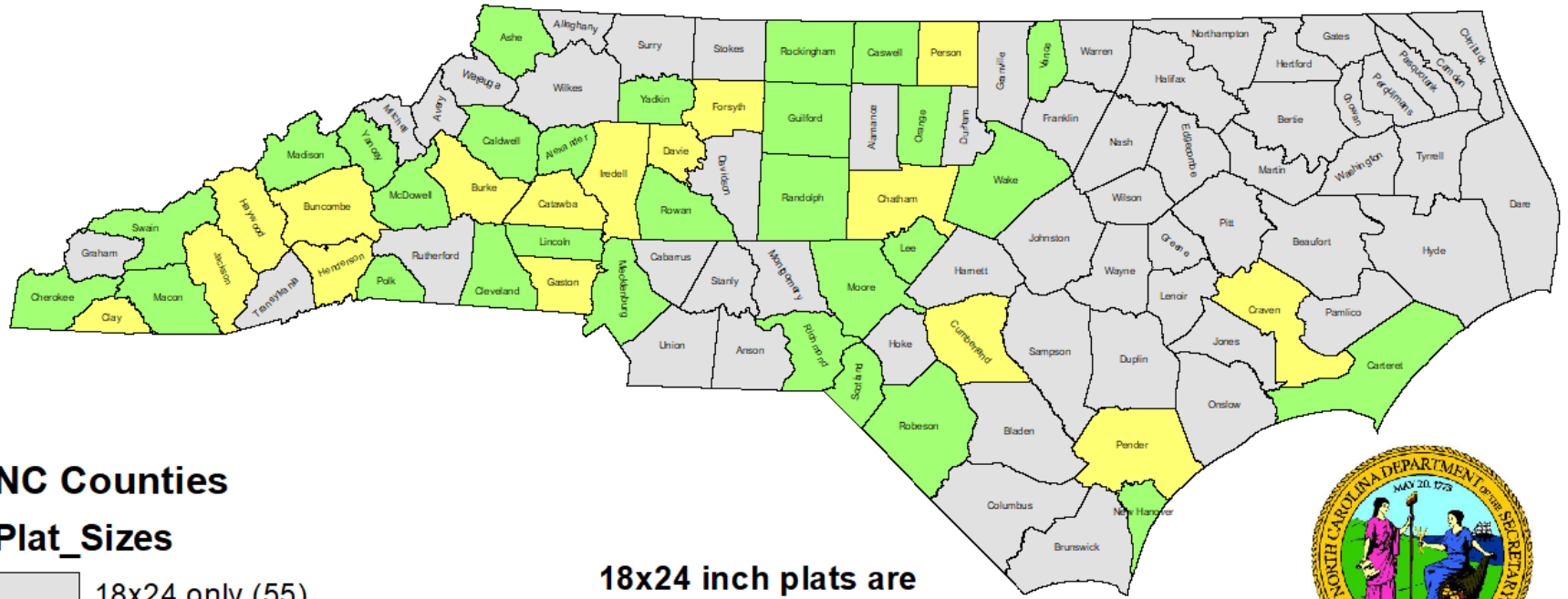
# GS 47-30(a) Size Requirements

## An Easier Way to Look at it:

- All counties must accept 18 inches x 24 inches
  - For more than half of counties, this is the only size they accept
- There are two optional sizes which may be accepted at the discretion of the Register of Deeds:
  - 21 inches x 30 inches
  - 24 inches x 36 inches
  - More than a quarter of counties will accept all 3 sizes



# Plat Sizes Accepted by County (2019)

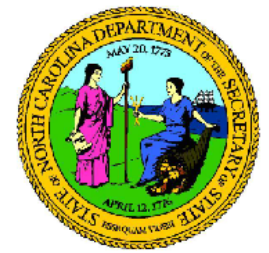


## NC Counties

### Plat\_Sizes

- 18x24 only (55)
- 18x24 or 21x30 (0)
- 18x24 or 24x36 (16)
- all 3 sizes accepted (29)

**18x24 inch plats are accepted in all counties. 21x30 and/or 24x36 may also be accepted at the discretion of the Register of Deeds.**  
**Source: www.ncard.us March 2019**



Map Prepared by Rich Elkins, GISP  
 Land Records Manager  
 NC Secretary of State's Office  
 relkins@sosnc.gov

# Size Requirements by County

Master list of Plat / Map size requirements are posted at:

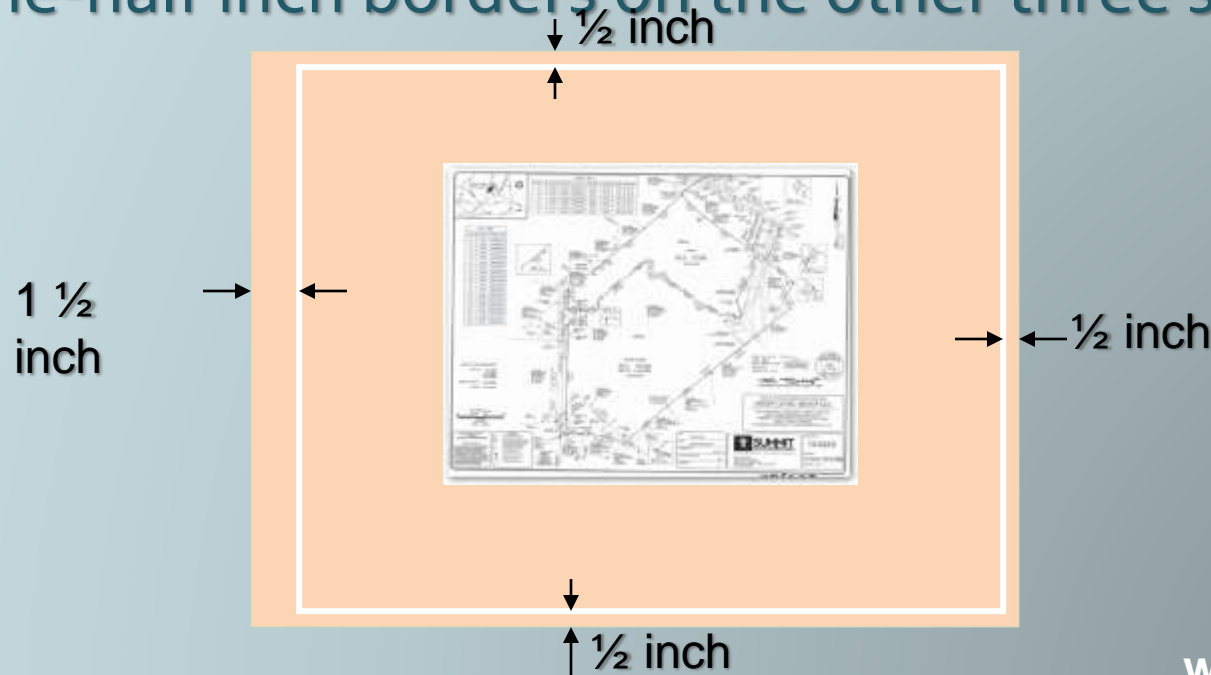
- NC Secretary of State [sosnc.gov](http://sosnc.gov) go to Land Records Management page and the MAP will be under “[Standards and Specifications](#)”
- The official LIST is on the NC Association of Registers of Deeds website at: [www.ncard.us/recording-standards](http://www.ncard.us/recording-standards)

# G.S. § 47-30(a) Margin Requirements

- Minimum Margins

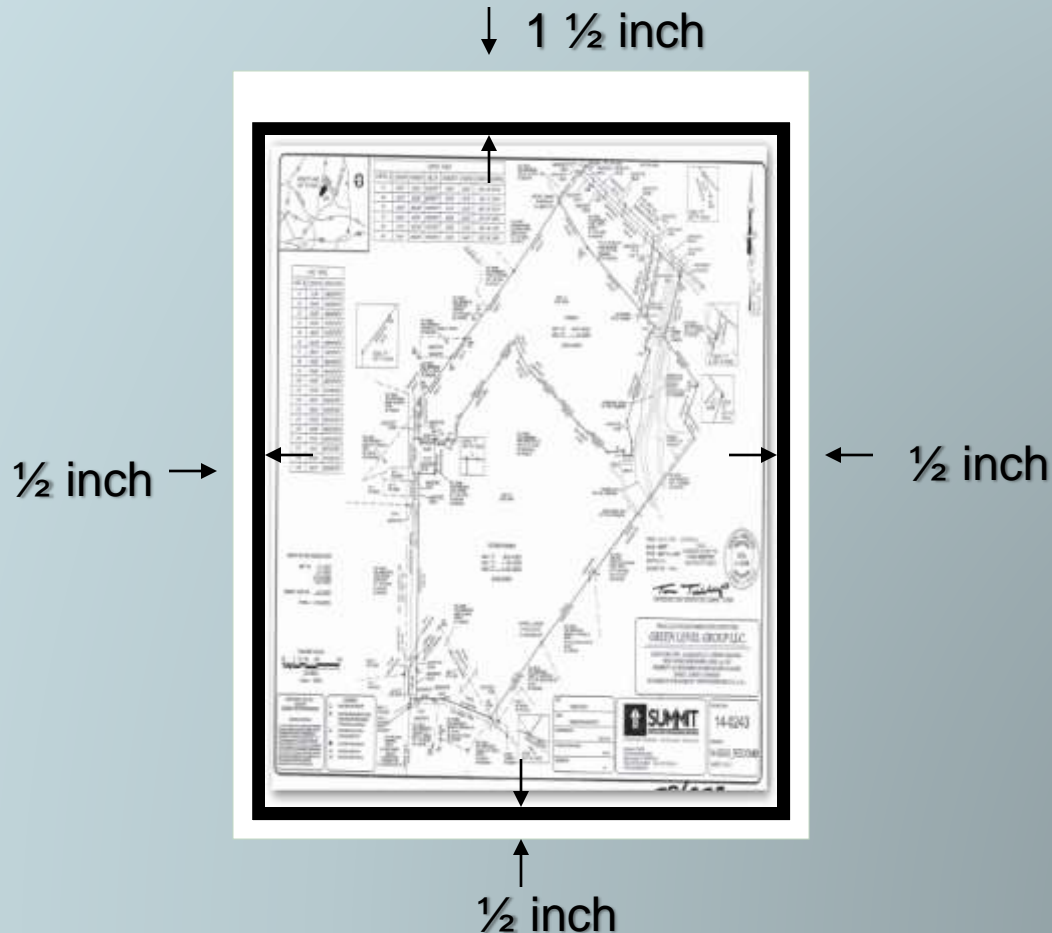
One and one-half inch border on the left side

One-half inch borders on the other three sides



# 2017 Clarification

For plats drawn in a portrait format, a one and one-half inch border on the top side.



# GS § 47-30(b) Plat to be Reproducible

Each Plat presented for recording shall be a reproducible plat:

Original ink on polyester film (Mylar)

Or

A reproduced drawing, transparent and archival\*\*

\*\* Archival is the responsibility of the Surveyor not the Review Officer (see GS 47-30(g)(1)).



# Archival?

A plat with original ink on polyester film (Mylar) is not required to be archival

- Only if:

The plat presented for recordation is a reproduction of an original, does it have to be transparent and archival (as defined by the American National Standards Institute).

**The Review Officer is not required to review or certify the archival status of a plat.**

Note – Sepia paper or Mylar sepia are not acceptable as archival

# GS § 47-30(b) Plat to be Reproducible (continued)

The plat must be such that the public may obtain legible copies

The map must be constructed so that normal reproduction methods used in that office can produce a legible copy

- Character size
- Colored ink
  - May be checked for legibility

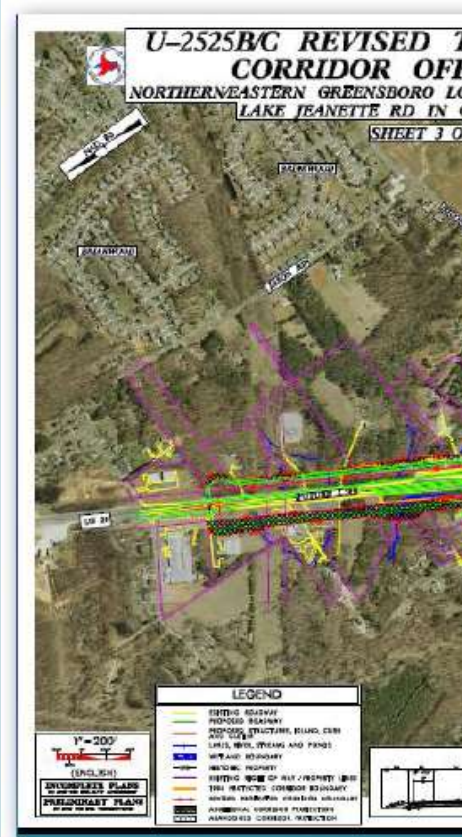
# Colors are often not reproducible



Check with the ROD before using or signing off on a map with color.



# Photographs do not reproduce legibly either



# GS § 47-30(b) Plat to be Reproducible (continued)

- Colored inks and small letters on a plat may be refused if it is felt that they cannot be satisfactorily reproduced by the Register of Deeds existing copy / printing system.
- The Register of Deeds **can refuse to record** a map for legibility and size **even** if the Review Officer has “signed off” on the plat.

Remember: Maps that are illegible are of worthless!



# 2017 Change

“In those counties in which the register has made a security copy of the plat from which legible copies can be made, the original plat may be submitted in the form of black line on white paper instead of transparent and archival.”

This is an OPTION available to the Register.  
The Register chooses whether or not to accept paper map submissions.

# GS § 47-30(b) Plat to be Reproducible

(continued)

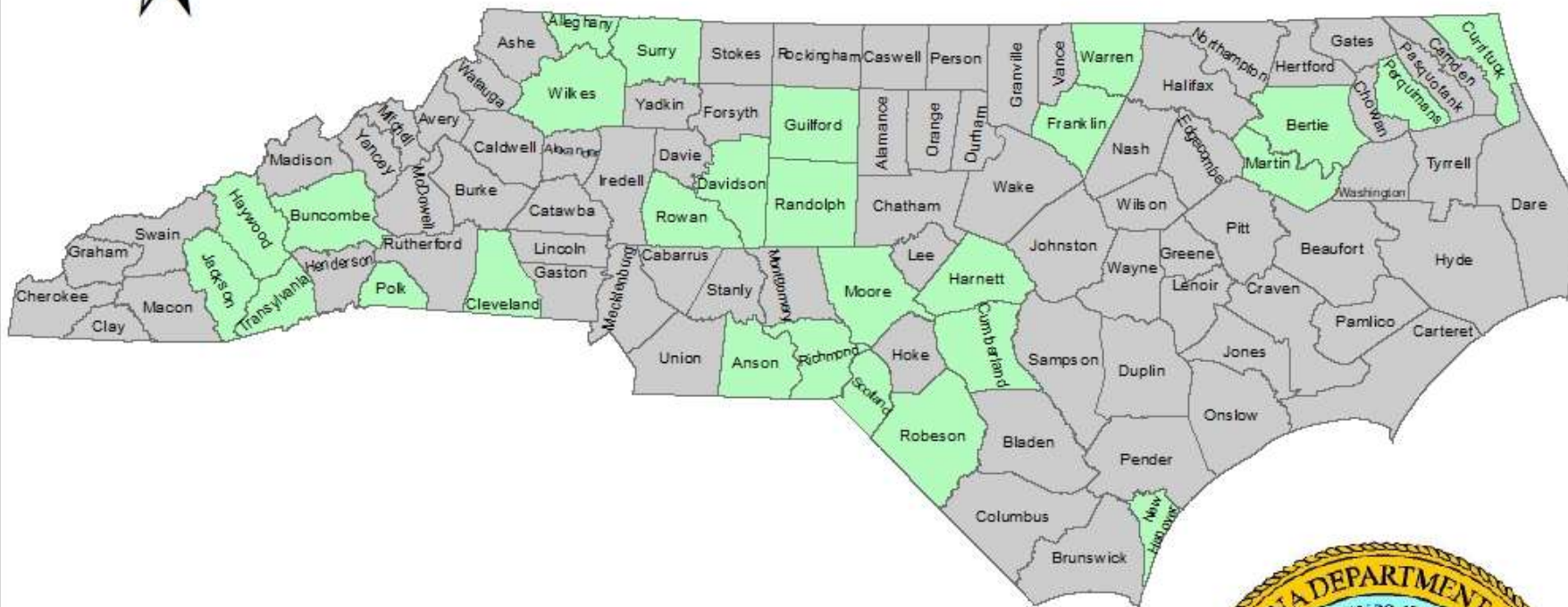
A direct or photographic copy of each plat shall be placed in a plat book or file for that purpose and properly indexed for use.

In those counties in which the register has made a security copy from which legible copies can be made, the original plat may be submitted in the form of black line on white paper instead of transparent and archival and may be returned to the person indicated on the plat



# Counties Accepting Paper Plats

March 2019



## Legend

Hard-Copy Medium

PaperOK

Grey Mylar only (73)

Green Paper Accepted (27)

Map prepared by:  
Richard Elkins, GISP  
Land Records Manager  
NC Secretary of State  
Land Records Management Program

Data Source: ncard.us May 28, 2019



# GS § 47-30(c) Information contained in **Title of Plat**

1. The property designation
2. The name of owner, provided the owner shall be shown for indexing purposes only and is not to be construed as title certification.
3. The location to include county and State and the township or city, if applicable.
4. The date or dates the survey was made.



# Register of Deeds indexing standards

## ■ 8.03 Plat

-a. The owner(s) of the property shown on the plat shall be indexed as the grantor(s) of the plat. \*\*

-b. The plat title, show in the property designation portion of the plat, shall also be indexed as a grantor of the plat

\*\* NOTE: Older plats may be indexed or listed in a “Map Book” separate from the Grantor Index.



## GS § 47-30(c) Information contained in **Title of Plat**

5. The scale or scale ratio in words or figures and bar graph.
6. The name and address of the surveyor preparing the plat including the firm name and firm license number if applicable.
7. The dates and descriptions of revisions made after original signing.

The information required pursuant to this subsection shall be listed prominently on the plat. Information listed in the notes contained on the plat does not satisfy the requirements of this subsection

# GS § 47-30(c) Information contained in **Title of Plat**

- Scale or Scale Ratio:

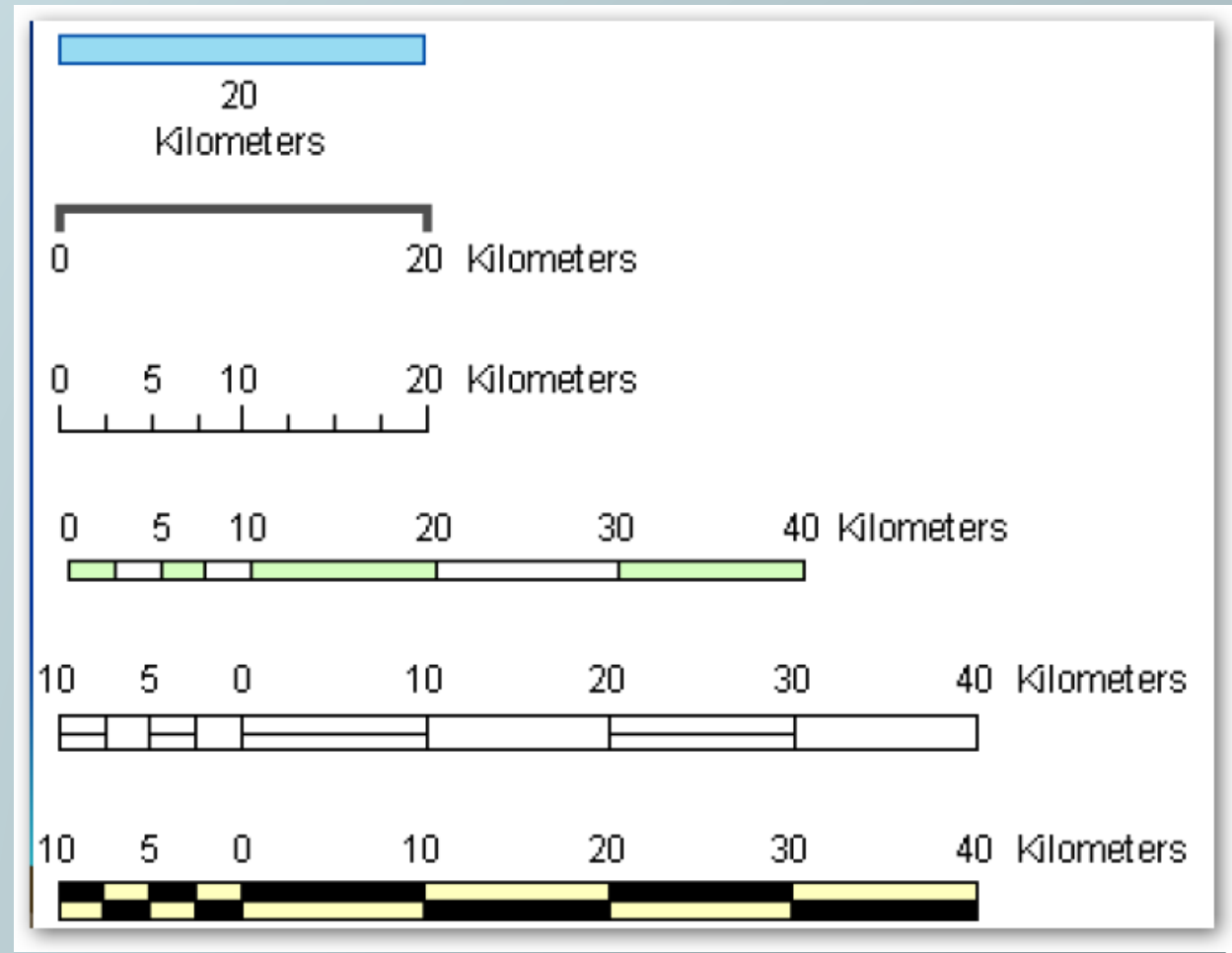
In Words or figures

- - one inch = four hundred feet
- -  $1'' = 400'$
- - 1:4800

- And

# GS § 47-30(c) Information contained in **Title of Plat**

Bar Graph



## GRAPHIC SCALE



(IN FEET)

1 inch = 100 ft.

Date: 8/20/2016  
Sheet #: 1/1  
Scale: 1:100

To say 1:100 is saying  
1" on the map = 100" on the ground  
 $100 \text{ inches} / 12 \text{ inches} = 8.333 \text{ feet}$

100 feet x 12 inches = 1200 inches  
1:1200 is saying 1" on the map = 100' on the  
ground

# GS § 47-30(c) Information contained in **Title of Plat**

- Name and Address of the Surveyor or
- Name and Address of the Surveying Firm
  - preparing the plat
  
- Surveyors, remember there are additional requirements in the Board Rules.
- See NCAC, Title 21 – Occupational Licensing Boards and Commissions > Chapter 56 – Engineers and Surveyors
  - <http://www.ncbels.org/rulesandlaws.html>



# Is the title information complete?

Legend:

- O- Overhead Utilities
- I- Fence
- Fnd - Found
- n/f - Not or Formerly
- N&P - Nonmonumented Point
- LC - Center Line
- EP - Edge of Pavement
- TP - Telephone Pedestal
- CF - Combined Factor
- (M&A) - not to draw
- SM - Survey Mark
- SL - Stake Line
- WM - Water Meter
- WV - Water Valve
- BM - Bench Mark
- TBM - Temporary Bench Mark
- BO - Old Nail Sign
- CTV - Cable Television Pedestal
- ETB - Electric Transformer Box
- LD - Sprinkler Break Clean Out

GRAPHIC SCALE - FEET

Book - 9 Page - 931

*Division of  
Roy Lee Thompson  
and wife  
Camilla H. Thompson  
Property*

Tax Lot 2142  
Tax Block 14  
Tax Map 580400  
Record Book 475 @ Page 345  
Reference: Lot 2  
Division of the:  
Roy Lee Thompson and wife  
Camilla H. Thompson Property  
Plat Book 9 @ Page 63  
Lot 1: 4.986 Acres +/- by Computer  
(Inclusive of area within S.R. 1159 R/W)  
Lot 2: 6.079 Acres +/- by Computer

Owner

3-15-06 Roy Lee Thompson  
3-15-06 Camilla H. Thompson

**OWNERS:**  
Roy Lee Thompson  
Camilla H. Thompson  
2204 Silverlake Road  
Yadkinville, N.C. 27055  
(336) 463-5361

**SCALE**  
1" = 100'

TOWNSHIP	COUNTY	STATE
Deep Creek	Yadkin	North Carolina

**DATE**  
03-05-200

**Stone Land Surveying Company**  
George Robert Stone, PLS L-3162  
113 Drum Lane Phone (336) 998-4733  
Mocksville, N.C. 27028

**JOB NO.**  
3705  
**MAP NO.**  
3706

# Information contained in Title of Plat

Title of a Plat may be free form as in the previous slide or may be contained in a block format as this one.

Plat of Survey of Solid Waste Disposal Site for <b>L. WADDELL CLEMMONS and JUDY CLEMMONS</b> <b>TRACT TWO</b>	
MADE FROM DEED BOOK 488 PAGE 374 AND FROM MAP CABINET M PAGE 267 AND FROM EXISTING PHYSICAL EVIDENCE.	
<b>BRUNSWICK SURVEYING, INC</b>	
Thomas W. Morgan Registered Land Surveyor North Carolina and South Carolina 1027 Sabbath Home Rd., SW Supply, North Carolina 28462 (910)842-9392	
DRAWN BY: M.R.	© 1998, BRUNSWICK SURVEYING, INC.
SCALE: 1" = 50'	DATE: 1-5-98
TOWNSHIP: LOCKWOOD FOLLY	FIELD BOOK: 374-22
COUNTY: BRUNSWICK	FILE: 97267
STATE: NORTH CAROLINA	JOB NO.: 97-267

# GS § 47-30.2 Review Officer.

The Review Officer statute went into effect  
October 1, 1997

- Plats signed and sealed prior to 10-1-1997 may be certified by the Review Officer if the person presenting the plat can prove the plat was prepared in accordance with the GS § 47-30 in effect at the time of signing. (GS § 47-30(d))

**\*\*Surveyor: Bring a copy of the old Statute.**

# Review Officer Certification

- Once the Review Officer is satisfied that the plat has met all Statutory requirements required, said Review Officer executes the Certification Statement.

State of North Carolina

County of \_\_\_\_\_, I, \_\_\_\_\_, Review Officer of \_\_\_\_\_ County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_ Review Officer

Date \_\_\_\_\_

## G.S. § 47-30(g) Recording of Plat

- A Plat if:
  - Certified Pursuant to 47-30.2
  - and
  - Presented for recording
- Shall be:
  - Recorded in the plat book or plat file
  - and
  - When so recorded shall be duly indexed.



## G.S. § 47-30(g) Recording of Plat

Reference in any instrument hereafter executed to the record of any plat herein authorized shall have the same effect as if the description of the lands as indicated on the record of the plat were set out in the instrument.

# What did that say?

- A deed reference to a recorded plat shall have the same legal effect as a if it were a written description in that deed.
  - This is important!
- This gives statutory authority for plats to be used as a substitute for a description.
  - No such authority exists for a Tax Parcel Identification Number (PIN).

## G.S. § 47-30(h), Deceased Surveyor Plat

Nothing in this section shall be deemed to prevent the filing of any Plat prepared by a Professional Land Surveyor but not recorded before his death. Plats may be recorded if:

1. The plat is presented to the Review Officer and
2. The presenter proves that the plat was prepared by the deceased surveyor.
3. For preservation these plats may be filed without signature, notary acknowledgement or probate, in a special plat file



## G.S. § 47-30(h), Deceased Surveyor Plat

When a Register of Deeds records a survey plat approved under G.S. 47-30(h) Deceased Surveyor, it should be so noted in the index description.



## Maps Attached to other Instruments



Maps no larger than 8.5x14 may be attached to other instruments.

§ 47-30(m)(1) Maps with original signature and seal

§ 47-30(m)(2) Certified Copies

§ 47-30(n) Any other map or sketch

North Carolina Secretary of State  
Land Records Management  
[www.sosnc.gov](http://www.sosnc.gov)

[www.sosnc.gov](http://www.sosnc.gov)

## Maps Attached to other Instruments



### § 47-30(m)(1) Original signature and seal

These maps are treated just like large plats, with the exception of size (must be no larger than 8.5x14 inches) and material (should be on paper).

There should be a GS 47-30(f)(11) Statement.

*If the certification is for a, d, or e, Planning and Review Officer Certifications are Required.*

North Carolina Secretary of State  
Land Records Management  
[www.sosnc.gov](http://www.sosnc.gov)

[www.sosnc.gov](http://www.sosnc.gov)

# Maps Attached to other Instruments



## § 47-30(m)(2) Certified Copies

“A copy of a previously recorded map that is certified by the custodian of the public record to be a true and accurate copy of the map.”

- This could be from another county’s Register of Deeds or from some other Governmental Agency.

*These do not require Review Officer Certification*

North Carolina Secretary of State  
Land Records Management  
[www.sosnc.gov](http://www.sosnc.gov)

[www.sosnc.gov](http://www.sosnc.gov)

## Maps Attached to other Instruments



### § 47-30(n) Any other map or sketch

It is conspicuously labelled, *(wording must be exact)*

"THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS."

*No Review Officer Required*

North Carolina Secretary of State  
Land Records Management  
[www.sosnc.gov](http://www.sosnc.gov)

[www.sosnc.gov](http://www.sosnc.gov)

# 47-30(o) E-Recording Requirements

(o) The requirements of this section regarding plat size, reproducible form, and evidence of required certifications shall be met with respect to a plat that is an "electronic document," as that term is defined in G.S. 47-16.2(3), if all of the following conditions have been met:

- (1) The register of deeds has authorized the submitter to electronically register the electronic document.
- (2) The plat is submitted by a United States federal or a state governmental unit or instrumentality or a trusted submitter. For purposes of this subsection, "a trusted submitter" means a person or entity that has entered into a memorandum of understanding regarding electronic recording with the register of deeds in the county in which the electronic document is to be submitted.



# 47-30(o) E-Recording Requirements

(Continued)

(3) Evidence of required certifications appear on the digitized image of the document as it will appear on the public record.

(4) With respect to a plat submitted by a trusted submitter, the digitized image of the document as it will appear on the public record contains the submitter's name in the following completed statement on the first page of the document image:

**"Submitted electronically by \_\_\_\_\_ (submitter's name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with the \_\_\_\_\_ (insert county name) County Register of Deeds."**

(5) Except as otherwise provided in this subsection, the digitized image of the plat conforms to all other applicable laws and rules that prescribe recordation.

*Note: the statement above will be added during the e-Recording phase, which occurs after the Review Officer, and is **not an item** Review Officers will check.*



# Preliminary Approval: (Step 1)

1. The surveyor creates a PDF of their map with the note: "Final Drawing - For Review Purposes Only".

(the surveyor must add any required certificates to the plat - the reviewer will not have the option of adding a certificate).

2. The surveyor will email (or FTP) this PDF to the individuals that are required to review the plat (Planner, Review Officer, DOT, etc.) asking them to review and comment.



# Preliminary Approval: (Step 1)

3. The reviewer will perform the review and make any comments regarding revisions that are necessary.

4. The Surveyor will make revisions, repeating the process until preliminary approval is achieved.

During this phase, arrangements for any impact or review fees will need to be paid, and Planning Board approvals (if needed) will take place.





# Who signs the map?

Maps submitted digitally must have all the same signatures as a hard-copy map. We are just getting those signatures digitally instead of physically.

During the Preliminary Review, the local jurisdiction should provide email addresses for the governmental signers of the plat.

Depending on the situation these may include:

DOT

Environmental Health

Planning

Review Officer





# Who signs the map?

Some jurisdictions require owners to sign the plat (and possibly require that to be notarized.) This complicates the process significantly (as well as taking up valuable space on your map.)

Jurisdictions can help streamline the process by requiring owners to sign applications, rather than maps. Removing requirements for submitting paper copies facilitates digital submission as well.



# Who signs the map?

Using email addresses of individual employees as signers can be done, but risks significant delay if someone is sick or on vacation.



Talk to your IT Department about options of shared email boxes or aliases with multiple recipients.  
[reviewofficer@county.gov](mailto:reviewofficer@county.gov)

This prevents one person's absence from holding up the whole process.

The surveyor adds signers  
emails in the order they  
must sign.  
Review Officer is always  
**LAST!**

\*Please enter or select up to 20 signers excluding yourself

Enter or select signer email address here

Signer 1: dstuttle@ncbels.org	Signer	CC Only	▲
Signer 2: ostallworth@sosnc.gov	Signer	CC Only	▼
Signer 3: tmorgan@sosnc.gov	Signer	CC Only	

Total Signers: 3

**CC'd Only:** - please select email from above, and then click CC. Max 3.

# The Surveyor determines who signs what and where

You cannot sign where you are not authorized to sign.

S3: ostallworth@sosnc.gov (Signer) ☰ Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

1 Signature   2 Date   3 Name   4 Form Field   Initials   Company   Title   Clear Fields   Email   Checkbox   [Element Help](#)

LINE	BEARING	DISTANCE
L1	N67°46'06"E	33.91'
L2	N83°27'36"W	21.07'
L3	S14°12'57"W	30.00'
L4	S14°12'57"W	10.00'

LENGTH	TANGENT	RADIUS	DELTA	BEARING	CHORD
46.70'	25.21'	50.00'	53°31'10"	N79°45'59"W	45.03'
42.64'	22.71'	50.00'	48°51'50"	S49°02'31"W	41.36'
9.07'	4.55'	50.00'	10°23'38"	S19°24'47"W	9.06'

THOMAS W. MORGAN, P.L.S.  
REGISTRATION NUMBER L-2518  
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE

STATE OF (S3) (S3) (S3)

(S3) **Name** (S3) **Form Field**

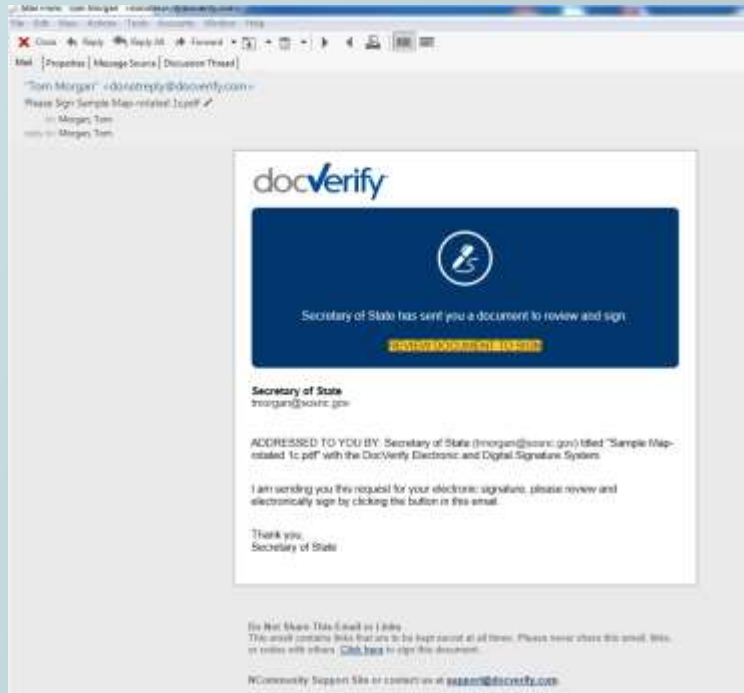
(S3) **Signature:** S3: ostallworth@sosnc.gov

(S3) **Date**

REVIEW OFFICER  
DATE

LEGEND:

# You will receive an email taking you to the portal to affix your digital signature(s).



If set up correctly, you will not be asked to sign as a Review Officer until all other signatures have been completed.



While an option is available to sign by any touch-screen capable device, no special hardware or software is required for signers.

It can be done on a PC, tablet, or even smartphone. It only requires email access and a web browser.



Digital Signatures have no requirement to resemble your handwritten signature.

What constitutes a digital signature is your name, combined with other collected information, such as IP and MAC addresses of the device used when digitally signing the map.

You must agree if you are going to sign, then select 'I agree' Continue

Notice the pop up menu at the bottom of the page.

If you allow DocVerify to track your location (IP address, etc), that location will be imbedded in the document's metadata

My Account **docverify** Online Help Sign Out

ADD NEW ▾ CONTRACT MGMT ▾ DOCUMENT MGMT ▾ CONTACTS ▾ VERICHECK NOTARY PORTAL ▾

Please Review and Sign The Documents  
Requested by: Thomas W Morgan

Please read the [Electronic Signature and Records Disclosure](#).  
 I agree to use electronic signatures and records. **'I Agree' Continue** **More Actions**

**Message from Thomas W Morgan:**

I am sending you this request for your electronic signature, please review and electronically sign by clicking the button above.

By entering your signature, initials, and clicking to sign, you are agreeing and accepting the **Terms of Use**, and you also consent to electronic signatures in this request.

You will not be able to download this document again after you Sign it. It will be viewable to you again once all parties have Signed the document. If applicable, your voice recording with VeriVoice will also be recorded and attached to the document.

**1** docverify.com wants to track your physical location. **Allow once** **Options for this site** ▾ ×

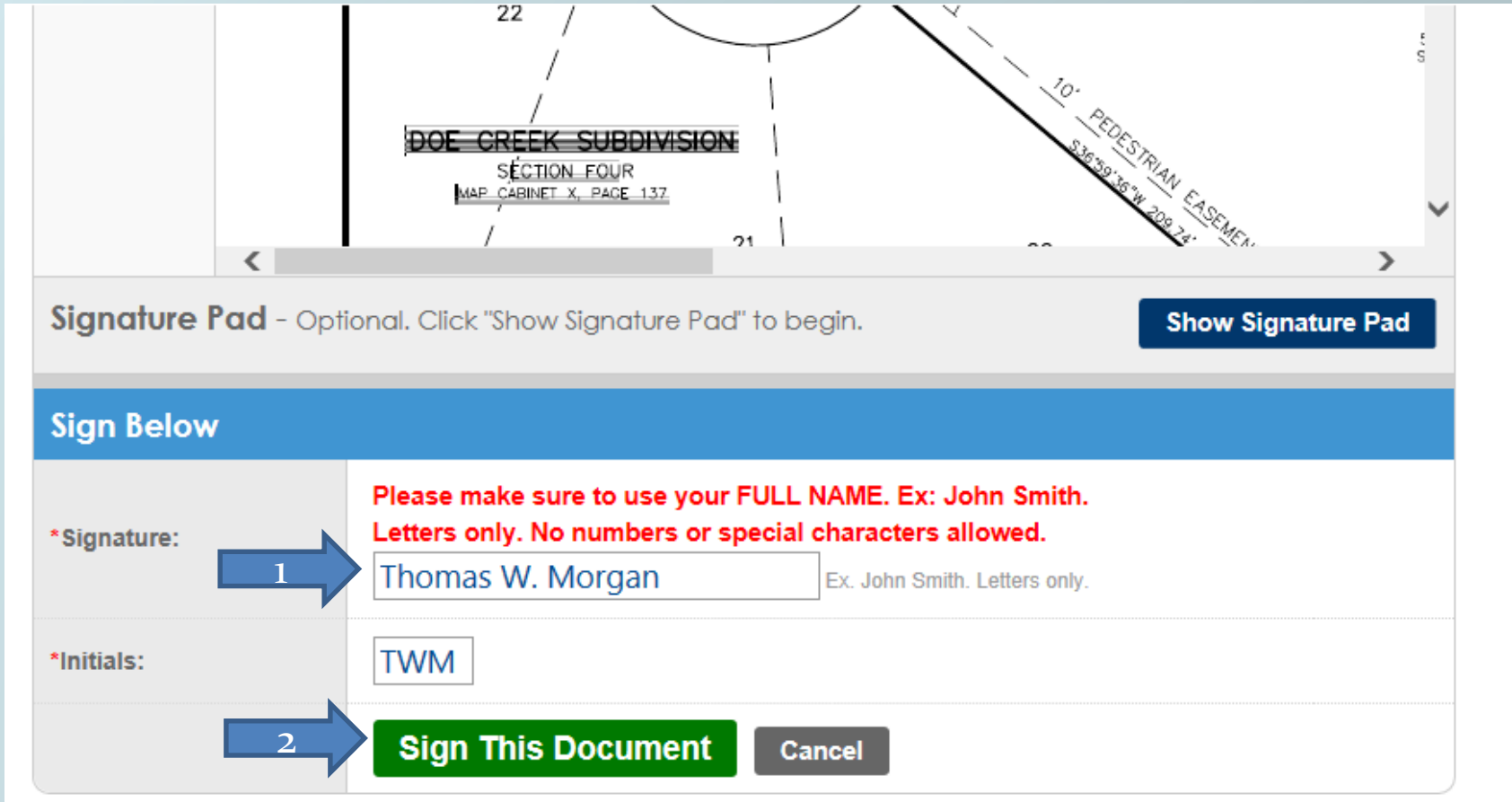
**2** **3**

Access to sign the map is via a secure web portal. There are no tools to alter the map, only to sign.

The screenshot displays the docVerify web portal interface. At the top, there is a navigation bar with 'My Account', 'Online Help', and 'Sign Out' buttons. Below this is a secondary navigation bar with dropdown menus for 'ADD NEW', 'CONTRACT MGMT', 'DOCUMENT MGMT', 'CONTACTS', 'VERICHECK', and 'NOTARY PORTAL'. The main content area is titled 'Sign' and shows a document titled 'Sample Map-rotated 1c.pdf'. On the left, there is a document icon with a yellow highlight. The central part of the screen displays a map of a property with several sections labeled: 'DOE CREEK SUBDIVISION SECTION FOUR (MAP CASKET A, PAGE 122)', '13', '14', '17A (4,147 SQ. FT.)', and '18A (22,817 SQ. FT.)'. The map includes various annotations such as '50' DRAINAGE EASEMENT', '10' UTILITY & PROFESSIONAL EASEMENT', and '10'700' X 172' 115.87''. A yellow 'SIGN' button is visible on the map. In the top right corner of the map area, there is a red box that says 'Required - START HERE' and '1 Signatures'. An 'Action Menu' button is located in the top right corner of the document viewer.



# Use the outer Scroll Bars to get to the signature area and fill it out.



The screenshot shows a document viewer interface. At the top, a map is displayed with a scroll bar below it. The map contains the text "DOE CREEK SUBDIVISION", "SECTION FOUR", and "MAP CABINET X, PAGE 137". A "10' PEDESTRIAN EASEMENT" is also visible. Below the map, there is a "Signature Pad" section with a "Show Signature Pad" button. The signature pad contains the following text: "Please make sure to use your FULL NAME. Ex: John Smith. Letters only. No numbers or special characters allowed." Below this, there are two input fields: one for the signature, containing "Thomas W. Morgan", and one for initials, containing "TWM". A green "Sign This Document" button and a grey "Cancel" button are at the bottom. Two blue arrows point to the signature input field (labeled "1") and the "Sign This Document" button (labeled "2").

Signature Pad - Optional. Click "Show Signature Pad" to begin. [Show Signature Pad](#)

**Sign Below**

\*Signature:  Ex. John Smith. Letters only.

\*Initials:

[Sign This Document](#) [Cancel](#)

Note the "Show Signature Pad" option if you do have a touch-screen.



# Next, Use the inner Scroll Bars to review the document and to navigate to your signing area

If there are “form fields” in the document you should populate them before signing.

The Date field will auto-populate with that day’s date when you click to sign.

Click to sign.

The screenshot shows a PDF document viewer interface. At the top left, the file name "p-rotated 1c.pdf" is displayed. On the top right, there is an "Action Menu" button with a hamburger icon. The main content area displays a "VICINITY MAP" and "NOT TO SCALE" text above a survey plat. The plat text includes "NORTH CAROLINA BRUNSWICK COUNTY" and a certification statement by Thomas W. Morgan. A date field is highlighted in yellow and contains "03/30/2016". Below the date, a signature field is highlighted in yellow and contains "Thomas W. Morgan" with a green checkmark icon. A blue arrow points to the signature field with the text "Click to sign." A green box with "Start Over" and an upward arrow is positioned on the right side of the document. At the bottom of the form, it says "REVIEW OFFICER'S CERTIFICATE".

# You are done. The Surveyor will be notified the map is complete.

The screenshot displays the docVerify dashboard. At the top, there is a navigation bar with 'My Account', 'docVerify', 'Online Help', and 'Sign Out'. Below this is a secondary navigation bar with 'ADD NEW', 'CONTRACT MGMT', 'DOCUMENT MGMT', 'CONTACTS', 'VERICHECK', and 'NOTARY PORTAL'. A green success message states: 'You have successfully Signed the document. You will be notified by email, and it will appear in your "Signed or Notarized" tab when every party involved has Signed the document.' The main section is titled 'Contract Management' and includes a 'Get Help' button. It features four gauge charts: 'Credits Used Last Month' (0), 'Credits Used in March' (3), 'Created in March' (3), and 'Completed in March' (0). Below the charts is a 'Dashboard' section with tabs for 'Out to be Signed', 'Waiting to be Signed', and 'Signed or Notarized'. The 'Waiting to be Signed' tab is active, showing a message: 'You have no documents waiting to be Signed'. A footer note reads: 'E-signature documents: automatically expire 45 days if not complete'.

The Surveyor can log in at any time to see the status of the map, who has signed, and can follow-up on issues delaying the process.

Once all signers have completed the process, the Surveyor will receive an email notifying them and can retrieve the final signed document.

# Contact Information

North Carolina Department of the Secretary of State  
Elaine F. Marshall, Secretary of State

Website - [www.sosnc.gov](http://www.sosnc.gov)

Instructors: Richard A Elkins, GISP, Land Records Manager  
John B Bridgers, Land Records Consultant

[relkins@sosnc.gov](mailto:relkins@sosnc.gov) 919-814-5457

[jbridgers@sosnc.gov](mailto:jbridgers@sosnc.gov) 919-814-5456

PO Box 29626

Raleigh, NC 27626-0626

Elaine F. Marshall, Secretary  
North Carolina Department of the Secretary of State



# Appendix A

## Review Officer Statutory Requirements:

- N.C. G.S. 47-30 Plats and subdivision Requirements
- N.C. G.S. 47-30.2 Review Officer (Statutory Requirements)
- N.C. G.S. 136-102.6 Compliances of subdivision streets with minimum standards of the Board of Transportation required of developers.

# Review Officer Statutory Requirements (continued)

- NCGS 160D-803 Ordinance to contain Procedure for Plat Approval; Approval prerequisite to plat recordation; statement by owner **Local signoff**

Replaces former NCGS 153A-332 (Counties) and NCGS 160A-373 (Municipalities) **Local signoff**



# Appendix B

## Review Officer Exempt Statutes:

- NCGS 47-30(j) State or County Boundaries, Municipal Annexations and Boundaries
- NCGS 47C-2-109 Plats and Plans (Condominiums)
- NCGS 136-19.4 Registration of right-of-way plans (DOT) N.C. G.S. 47-30(l)
- NCGS 47-30(n) Non-certified deed attachment plat with statement.
- NCGS 47-30(f)(11) b. or c.

# What if Review Officer is asked to certify multiple Originals?

- NC GS 47-30.2 states “The Review Officer shall certify the map or plat if it complies with all statutory requirements for recording.”
- There is no language that excludes multiple originals from being signed.

# What if the Review Officer is asked to sign paper copies?

- NCGS 47-30(g) states: “A plat, when certified pursuant to G.S. 47-30.2 and presented for recording, shall be recorded in the plat book or plat file and when so recorded shall be duly indexed”
- Paper Copies do not meet 47-30 requirements for recordation (*except under 47-30(m) or Registers accepting paper under 47-30(b)*).

# Definition - Conformed Copy

- An exact copy of a document on which has written explanations of things that could not nor were not copied; e.g. written signature might be replaced on the conformed copy with notation that it was signed by the person whose signature appears on the original.

(Black's Law Dictionary, Fifth Edition, West Publishing Company)

# Conformed Copy

- Review Officer, upon request, should annotate the paper copies by filling out the Review Officer Statement, but instead of signing the statement, insert the words “**Conformed Copy**” and his or her initials in the signature block.



# Example

State of North Carolina

County of No Where,

I Thomas W. Morgan, Review Officer of No Where County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Conformed Copy TWM Review Officer

Date 10/26/2010