

LEGAL DESCRIPTION REVIEW CHECKLIST

Descriptions submitted to the Real Property Services Division will not be accepted unless prepared by a professional land surveyor registered in the State of Colorado, and shall conform to the following required criteria:

1. Each description shall be typewritten (PDFs are acceptable) on letter size (8.5" x 11.0") plain white paper. Margins shall be a minimum of 1" on the top and 1/2" on the sides and bottom. No paper with company logos will be accepted.
2. Metes and bounds descriptions are preferred, lot and block descriptions will be considered on a case by case basis.
3. Each description must have an introduction (preamble) which states the proposed use of the property being described (or states: "a parcel of land"), and the Public Land Survey System location of the property (Section, Township, Range, Principal Meridian).
 - a. The preamble should also include City, County, State.
 - b. If the property being described is within a platted subdivision, the name, filing number, and recording information of the subdivision shall be included, as well as the lot and block numbers, if applicable.
 - c. If the property being described is NOT within a platted subdivision, then Identify the document name and recording information, of the subject property.
 - d. A legible copy of the current deed of ownership and/or subdivision plat must be provided with each legal description.
4. The point of beginning/commencement shall be tied to an established Public Land Survey System corner (Section, Township, Range, Principal Meridian), or to a monumented point identifiable on a recorded subdivision plat, or property pin (i.e. 3/4" Rebar).
5. The area of the property described shall be expressed in both square feet and acres.
6. Line information shall include bearings and distances using recognized formats.
7. Curve information shall include central (delta) angle, radius, and arc length, if tangent. If non-tangent, the chord or radial bearing shall also be included.
8. All distances shall be represented in U.S. survey feet (accounts for the curvature of the earth – For my edification).
9. Each description shall have a heading similar to "Exhibit A" with subsequent descriptions lettered consecutively (e.g. Exhibit A, Exhibit B, Exhibit C, etc.).
10. Each description shall have a basis of bearings statement.
11. Each description shall be signed and sealed in accordance with C.R.S. 12-25-217(2).

Illustration Specifications An illustration shall accompany each description and shall conform to the following required criteria:

1. Each illustration shall be computer generated on letter size (8.5" x 11.0") plain white paper. Margins shall be a minimum of 1" on the top and 1/2" on the sides and bottom. No paper with company logos will be accepted.
2. Each illustration shall use the COA Title Block drawing. There is a link on the RPS webpage for surveyors to download the CAD file with this signature block.
3. Each illustration shall include the Public Land Survey System location of the property (Section, Township, Range, Principal Meridian) in the appropriate location at the lower right-hand corner of the aforementioned COA Title Block drawing. If the property being described is within a platted subdivision, the name and filing number shall be included, as well as the lot and block numbers, if applicable.
4. Include City, County, and State.
5. Each illustration shall note the scale of the drawing (or note if there is no scale), the date, the initials of the drafter and checker, as well as a ROW file number and job number, if applicable, in the appropriate location at the lower left hand corner of the aforementioned COA Title Block drawing.
6. Each illustration shall have a north arrow.
7. The area of the property described shall be expressed in both square feet and acres.
8. Line information shall include bearings and distances.
9. Curve information shall include central angle, radius, and arc length using recognized formats, if tangent. If non-tangent, the chord or radial bearing shall also be included.
10. All distances shall be represented in U.S. survey feet.
11. The point of beginning shall be labeled on metes and bounds descriptions.
 - a. The point of beginning and point of terminus shall be labeled on centerline descriptions.
12. All streets, alleys, subdivisions, lots, blocks, parcels, etc. shall be labeled and include all recording information.
13. Each illustration shall have a heading similar to "Illustration for Exhibit A" with subsequent illustrations lettered consecutively (e.g. Exhibit A, Exhibit B, Exhibit C, etc.).
14. Each illustration shall have the basis of bearings labeled.
15. Boundary line of proposed parcel, easement, right-of-way, etc. shall be shown using a solid bold line.
16. Existing ownership lines, rights-of-way, section lines, easements, etc., shall be shown using separate and distinct line types (include legend if necessary).
17. Each illustration shall include ownership and area, in square feet and acres, of the proposed acquisition.
18. Each illustration shall include the following statement: This illustration does not represent a monumented land survey, it is intended only to depict the attached description.
19. Each illustration shall be signed and sealed in accordance with C.R.S. 12-25-217(2).