



NUMBER	ITEMS	N/A	NOT SATISFIED	SATISFIED	NOTES
GENERAL					
1.	Margins - Maricopa County requires all instruments executed on or after January 1, 1991 to have a least a ½ inch margin across the top, bottom and left and right sides from top to bottom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	http://recorder.maricopa.gov/site/formrequirements.aspx http://www.azleg.state.az.us/ars/11/00480.htm
2.	Page Size – Maricopa County requires all instruments dated on or after January 1, 1991 shall be no larger than 8.5 inches in width and no longer than 14 inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	http://recorder.maricopa.gov/site/formrequirements.aspx http://www.azleg.state.az.us/ars/11/00480.htm
3.	Print Size – Maricopa County requires print size to be no smaller than 10 point type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	http://recorder.maricopa.gov/site/formrequirements.aspx http://www.azleg.state.az.us/ars/11/00480.htm
4.	AutoCAD File – AutoCAD drawing (electronic copy) that includes the line work for the proposed dedication or abandonment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Goodyear E.D.S. & P.M. (2.10.2.B.5.)
LEGAL DESCRIPTION					
5.	Closure Report - Make sure closure report indicates that Legal Description properly and completely closes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Section, Township, Range – 1 st paragraph of Legal Description shall describe location including section, township, range and county in which parcel of land to be dedicated is located in. Check to make sure correct section, township, and range are referenced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arizona State Board of Technical Registration Land Surveying Minimum Standards 14.C.
7.	Point of Commencement – Point of Commencement shall be a found monument (Section Corner, ¼ Corner, etc.). Point of Commencement shall be the same as what is shown on Exhibit Drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Legal Description Review Checklist



8.	<p>Basis of Bearing –</p> <p>Basis of Bearing labeled and called out in Legal Description. Basis of Bearing shall be a monument/section line and shall have ties to 2 sectional found monuments (section corner, ¼ corner, etc.) Basis of Bearing must also match Basis of Bearing shown on Exhibit Drawing</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arizona State Board of Technical Registration Land Surveying Minimum Standards 14.E.2.A
9.	<p>Point of Beginning –</p> <p>Point of Beginning must be clearly called out and much match Point of Beginning on Exhibit Drawing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<p>Seal –</p> <p>Legal Description shall be sealed by Surveyor or Civil Engineer registered in the State of Arizona. Seal must be signed, dated, and include expiration date.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Goodyear E.D.S. & P.M. (2.10.2.B.3.) Arizona State Board of Technical Registration Land Surveying Minimum Standards 14.G.
11.	<p>Area –</p> <p>Legal Description must clearly indicate area being dedicated in Square Feet and Acres (to check acres use the following formula – square feet/43560.00)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	<p>Reference to Exhibit Drawing –</p> <p>If there is an Exhibit Drawing included have the following statement added at the end of the Legal Description – See attached Exhibit Drawing by Reference made a part hereto.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arizona State Board of Technical Registration Land Surveying Minimum Standards 14.F.
13.	<p>Curves –</p> <p>If there are curves called out in Legal Description the curves must have the following information:</p> <ol style="list-style-type: none"> 1. Radius 2. Delta or central angle 3. Arc length 4. Called out as tangent, non-tangent or reverse curve 5. Direction of curve (southwesterly, etc.) 6. If curve is non-tangent a chord bearing and distance or bearing and distance to center must be called out. <p>All curve information shall match information provided on Exhibit Drawing and Curve Table.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arizona State Board of Technical Registration Land Surveying Minimum Standards 14.E.2.D.



14.	<p>Calls –</p> <p>If Legal Description contains calls to certain points (southwest corner of Tract "A", ROW line, etc.) the recording information on how to find that point must also be called out in the Legal Description. Check to see that the recording information called out is correct through Maricopa County Recorder's website. Calls to specific points override the bearing and distance callouts so special care must be taken to make sure calls to specific points are accurate. Specific points should match exhibit drawing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arizona State Board of Technical Registration Land Surveying Minimum Standards 14.E.2.B.
15.	<p>Exceptions –</p> <p>Check to make sure exceptions are clearly indicated and are accurately described. If exception references information contained in other recordings check to make sure correct recording information through Maricopa County Recorder's website is called out. Check to make sure area of dedication (Sq. Ft. and acreage) does not include area of exception.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EXHIBIT DRAWING					
16.	<p>North Arrow –</p> <p>Drawing must have a north arrow. Preferred orientation shall be with north facing up on drawing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Goodyear E.D.S. & P.M. (2.11.2.K.) Arizona State Board of Technical Registration Land Surveying Minimum Standards 11.G.
17.	<p>Scale –</p> <p>Drawing does not have to be to scale but must be drawn at a scale that is legible and easy to read clearly.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	<p>Seal –</p> <p>Drawing must be sealed by Surveyor or Civil Engineer registered in the State of Arizona. Seal must be signed, dated, and include expiration date.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Goodyear E.D.S. & P.M. (2.10.2.B.4.) Arizona State Board of Technical Registration Land Surveying Minimum Standards 11.B.
19.	<p>Title –</p> <p>Exhibit drawing must be titled as Exhibit "A", etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



20.	<p>Line Table and Curve Table –</p> <p>If a line table is used on the drawing it must contain the following:</p> <ol style="list-style-type: none"> 1. Line Segment ID Number (L1, etc) 2. Bearing of line 3. Distance of line <p>If a curve table is used on the drawing it must contain the following:</p> <ol style="list-style-type: none"> 1. Curve ID Number (C1, etc.) 2. Length of curve 3. Radius 4. Delta 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arizona State Board of Technical Registration Land Surveying Minimum Standards 12.B. & C. & 14.E.2.D.
21.	<p>Basis of Bearing –</p> <p>Drawing must clearly identify and show basis of bearing. Basis of bearing should be along a sectional line and include ties to 2 found sectional monuments. Basis of Bearing must match Basis of Bearing called out on Legal Description.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Goodyear E.D.S. & P.M. (2.10.2.B.4.)
22.	<p>Monuments –</p> <p>Monuments shown on drawing must indicate the following:</p> <ol style="list-style-type: none"> 1. Found or Set 2. What it is (brass cap, etc.) 3. What monument represents (SW Corner of Section 10, etc.). 4. Township and Range <p>All monuments referenced in Legal Description shall be shown on drawing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arizona State Board of Technical Registration Land Surveying Minimum Standards 14.E.2.B
23.	<p>Street names -</p> <p>Street name and Cardinal Directions must be clearly shown on drawing and be correct. Check street name against GIS to verify.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	<p>Overtyping –</p> <p>Check to make sure there are no lines through text, overtyping, etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	<p>Specific Points –</p> <p>If Legal Description calls out specific points (north corner of parcel 9, etc.) those points need to be shown and called out on drawing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Legal Description Review Checklist



26.	Point of Commencement – Point of commencement must be shown on drawing and match Legal Description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Legend – A legend or table that identifies and explains all symbology and abbreviations used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arizona State Board of Technical Registration Land Surveying Minimum Standards 11.D.
28.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	