

BLAINE COUNTY

Submittal and Review Process for Certificate of Survey

Certificate of Survey for review can be submitted either electronically OR in hard copy format. The process for each submittal type is outlined below.

Electronic Submittal: Complete the survey review application and submit the required documents for review in PDF format to the Blaine County Examining Land Surveyor and the Blaine County Sanitarian (see contact information below).

Hard Copy Submittal: Complete the survey review application and submit the required documents for review to the Blaine County Examining Land Surveyor and the Blaine County Sanitarian (see contact information below).

Review Process: Examining Land Surveyor and County Sanitarian will complete preliminary review of COS to ensure compliance. Upon completion of review the Examining Land Surveyor will provide completed checklist and comments to the submitting Land Surveyor.

The submitting Land Surveyor will make necessary corrections (if needed), and submit a Record Set of drawings for final review and filing. The Record Set must be stamped and signed by submitting Land Surveyor and contain notarized signature(s) of landowner(s). The Record Set will be mailed to the Examining Land Surveyor for final review and signature. Examining Land Surveyor will mail the signed Record Set and the completed checklist to the submitting Land Surveyor. A copy of the completed checklist and review application will be forwarded to the Clerk and Recorder.

When the Record Set has all the necessary signatures, the submitting Land Surveyor and/or Landowner will deliver to Clerk and Recorder for filing. The review fee of \$250 is due at time of filing, along with the filing fee and any supplemental documents (deeds, certificates, etc.) as required by the Clerk and Recorder. Remit payment to Blaine County Clerk and Recorder.

Contact Information:

Clerk and Recorder

c/o Laurie Sue Rigg
P.O. Box 278
Chinook, MT 59523
(406) 357-3240
LRigg@blainecounty-mt.gov

County Sanitarian

c/o Ron Anderson
P.O. Box 576
Chinook, MT 59523
(406) 868-4957
ron@cascademontana.com

Examining Land Surveyor

c/o Jake Ziska
1275 Maple Street, Suite F
Helena, MT 59602
(406) 443-3962
jziska@wwcengineering.com

BLAINE COUNTY

Survey Review Checklist

Date: _____ File No. _____

Submitting Land Surveyor: _____

EXEMPTION CLAIMED: ___ Boundary Relocation ___ Family Transfer ___ Mortgage
___ Court-ordered ___ Retracement ___ Ag Tract
___ Misc. (public utility site, cemetery, etc)

PLANNING/ZONING APPROVAL:

___ Documentation of survey approval by City (Applicable ONLY for survey lying within city limits of Chinook or Harlem)

INITIAL REVIEW

1. ___ Name(s) of Owners
2. ___ Title Block
3. ___ Names of adjoining and/or adjoining Cert. of Survey
4. ___ Legal Description of tract surveyed, and any remainders less than 20 acres
5. ___ Dimensions and area of each parcel proposed
6. ___ All parcels (existing and proposed) labeled by number or letter
7. ___ Certificate of County Treasurer
8. ___ Landowner certificate citing subdivision exemption (N/A for retracement)
9. ___ Certificate of Examining Land Surveyor
10. ___ Sanitary restriction exemption or documentation of review approval
11. ___ Date Survey Completed (must be within 180 days of filing)
12. ___ Signature and Seal of Licensed Professional Land Surveyor
13. ___ Deed for tract(s) surveyed
14. ___ (Boundary Relocation Only) Signatures of all landowners whose parcels will be altered by the survey
15. ___ (Boundary Relocation Only) Boundary of resulting parcel, if a boundary is completely eliminated
16. ___ (Boundary Relocation Only) Lots modified in a platted subdivision must be entitled "Amended Plat of the (subdivision)", but for all other purposes if a Certificate of Survey
17. ___ (Family Transfer Only) Name of Grantee, Relationship of Grantee/Grantor, Parcel to be conveyed to Grantee
18. ___ (Ag-Tract Exemption Only) Covenant language on survey

Initial Review completed by: _____ Date: _____

FINAL REVIEW

1. ___ Corrections/Revisions completed as requested
2. ___ Notarized signature of landowner(s)
3. ___ Signed Stamp and Date by Licensed Professional Land Surveyor
4. ___ Deed for newly created parcel(s)
5. ___ (Boundary Relocation Only) Quit claim or warranty deed or recordable agreement from adjoining landowner for that portion of the tract(s) being altered
6. ___ (Mortgage Survey Only) Letter from lending institution that requested survey
7. ___ (Court-Ordered Survey Only) Copy of judicial document that ordered survey

Final Review completed by: _____ Date: _____

BLAINE COUNTY
Survey Review Application

INITIAL REVIEW

Date: _____

Landowner(s) Name(s): _____

Submit the following to County Sanitarian:

Two (2) paper copies or PDF of Certificate of Survey

Submit the following to Examining Surveyor:

Two (2) paper copies or PDF of Certificate of Survey

Copies of any existing survey(s) for parcel being surveyed

Deed for Tract(s) of Record

Copy of easement documents (existing or proposed)

Judicial Document ordering completion of survey (Court-ordered survey)

Documentation for Removal of Sanitary Restrictions (unless exemption is claimed)

RECORD SET REVIEW

Date: _____

Two (2) Mylar copies with Surveyor's signature and seal, and notarized signature(s) of landowner(s)

Three (3) Paper copies with Surveyor's signature and seal, and notarized signature(s) of landowner(s)

One (1) electronic copy (PDF format)

Draft Copy of Deeds of Transfer (none needed for retracement surveys)

Bank Authorization Letter (mortgage survey only)

Contact Information:

Clerk and Recorder

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