

**Survey Division/  
Property Management Department**

1112 Manatee Ave West  
Bradenton, FL 34205  
Phone number: (941) 748-4501



## **Guidelines and Procedures for Submittal of Legal Descriptions and Sketches**

**Form must be fully filled out, signed and submitted upon submittal legal of descriptions and sketches (D&S).**

All legal descriptions and sketches (D&S) shall be prepared under the supervision and direction of a Professional Surveyor and Mapper licensed in the State of Florida pursuant to Chapters 472, 5J-17 and shall meet the Standards of Practice for Professional Surveying and Mapping as identified in 5J-17.051 - 5J-17.053, and shall meet Procedures For Signing and Sealing Electronically Transmitted Surveys or Other Documents, as defined in 5J-17.062 of the Florida Administrative Code and additionally shall meet requirements as follows.

**General Requirements:** At a minimum, D&S shall include the following:

ITEM	ITEM DESCRIPTION	Yes	No	N/A
1.	The Point of Beginning (POB) and one other described corner, generally opposite of the point of beginning, shall be georeferenced. Preferably to State Plane Coordinates, Florida West Zone, North American Datum of 83/2011. A different datum/method may be used. However, the method to determine the coordinates shall be noted with proper references to its applicable published/verifiable datum. The Datum may not be based upon an assumed datum.			
2.	The D&S includes the Manatee County Property Appraiser's property identification number and subdivision/section information of the subject property, with its adjoiners.			
3.	The D&S shall also include a North arrow with a graphic or bar scale. Unless noted as, Not to Scale.			
4.	The D&S shall clearly depict, graphically and dimensionally, the area as described including its square footage and acreage.			

ITEM	ITEM DESCRIPTION	YES	NO	N/A
5.	Statement included in the Surveyor's notes should state: This legal description and sketch is certified to Manatee County or include Manatee County in an applicable qualifying statement.			
6.	A closure report with error of closure shall be included.			
7.	Final submittals of D&S shall meet the Procedures for Signing and Sealing Electronically Transmitted Surveys or Other Documents as outlined in FAC Rule 5J-17.062 and submittal of this form.			
8.	An AutoCAD file(s) (DWG, SPC-West, NAD 83/2011) shall be submitted.			

**The review of a D&S by the Manatee County Survey Division should not be viewed as a quality assurance/quality control service or guarantee of completeness/accuracy by Manatee County. The review is intended to assist with protecting the public's interests with the ultimate responsibility for the content of a D&S falling to the Professional Surveyor and Mapper who prepared the document.**

*For any "No" response, please provide comments below.*

ITEM	ITEM COMMENTS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Company