

## APPENDIX D

### LEGAL DESCRIPTIONS AND SKETCHES GUIDE

#### LEGAL DESCRIPTIONS

Legal Descriptions and sketch must be submitted on letter size- "A4" (8½" x 11") and have a lettering height of 0.12". Prefer font type: Simplex, Arial or New Times Roman. Text must be double spaced.

Legal Descriptions should be as simple as possible. i.e. "The South 25 feet of Lot 4," Where applicable use qualified calls i.e. Plat lines, record R/W lines or sectional breakdown lines must be shown.

Legal Descriptions and Sketches must include:

1. Legal Descriptions and Sketches must meet the Standards of Practice set forth by the Florida Board of Professional Surveyors and Mappers in rule 5J-17.050-.053, Florida Administrative Code, pursuant to Chapter 472.027, Florida Statutes.
2. Apply "concise clarity without ambiguity". Wattle's, "Writing Legal Descriptions" is an invaluable tool for crafting descriptions and is viewed by St. Lucie County as a true standard for quality descriptions.
3. Section, Township and Range or Subdivision name and recording data, lot, block, parcel control number and recording information of owners' deed.
4. POC or POB – Use Government or Record corner where a monument was recovered or set.
5. Place "Exhibit 'A'" on the top is helpful.
6. Curved boundaries must show a minimum of Delta, Radius and Arc Length.
7. Non tangent curves must be identified and show delta angle, arc length, radius, chord bearing(s), chord distance(s), and radial bearing.
8. The area should be shown in square feet if the take is less than one-half acre.
9. Description to the Ordinary High-Water or Mean High-Water line or no riparian rights - F.S. §253.141(1). Maps identifying the location of a Mean High-Water or Ordinary High-water line require that a MHW survey was completed - F.S. §177.40. References to safe upland line or approximate MHW may result in no riparian rights.
8. Include the Parcel Identification number of the parent tract in the Sketch portion of the document.
9. For descriptions being created – reference legal bounds (e.g. "to the NW corner of said Section 5", or "along the easterly right-of-way line of Main Street as recorded in...") as exhaustively as possible to qualify bearing and distances.
10. References to public rights-of-way must include the source documents (e.g. Official Records Book & Page, FDOT map section number [include last revision date], Subdivision Plat Book & Page, Road Plat Book & Page, official source of the determination of maintained public right-of-way, etc.). Remember – all references in the description must be on the sketch, conversely, note that the Sketch may include information that is not in the Description.

11. Allow 1" x 3" space for Clerk's recording information at the top right corner of description and sketch. This is required pursuant to 695.26 F.S. (requirements for recording instruments affecting real property):

## **SKETCHES**

A sketch prepared on letter A-4 sized (8½" x 11") landscape or portrait format will accompany all legal descriptions. The minimum lettering height shall be 0.10".

The sketch must be in exact accord with the legal description and the survey/right of way procurement map and contain the following information:

1. Project number and Parcel number, with intended use. (100 series Fee Simple R/W, 200 series Permanent Easements, 300 series Temporary Construction Easements, 400 series Relocatable Easements).
2. It shall be geo-referenced (State Plane Coordinates System).
3. Bearing base will be Grid Bearings referenced to a well-established, monumented line shown on the sketch.
4. North arrow and scale bar.
5. POC and POB labeled and tied to a pair of recovered PRM's, Geodetic Control Points or Government Corners.
6. Bearings and distances on all courses.
7. Baseline tie to beginning and end of each parcel.
8. Abbreviations not generally used by the Public must be shown in a legend.
9. Record information of adjacent roads or canals.
10. Stations and offsets to all corners are from construction center line and are required to define the right-of-way and easements. A reference to the plans by project name, number, and date must be shown.
11. The Parcel must be tied to a pair of well-established and monumented Geodetic Control Points or a pair of monumented or positioned Government Corners.
12. State Plane Coordinates must be provided at the POB and one additional corner on the sketch in accordance with St. Lucie County Survey Section requirements.
13. All legal descriptions and sketches must stand alone and not rely on the survey or plans for legal sufficiency.
14. The associated AutoCAD dwg CADD File shall be provided to the St. Lucie County with PDF copy.
15. It shall be electronically signed and sealed by the Surveyor and Mapper in charge.
16. Include with your submission to the County a closure report with error of closure precision.

### References:

Chapter 472, F.S. - Land Surveying and Mapping.

Rule Chapter 5J-17, F.A.C. - Board of Professional Surveyors and Mappers.

Palm Beach County, Survey Section, Legal Description and Sketch Requirements.

Manatee County, Survey Section, Legal Descriptions and Sketch Requirements.