POLICY 1.0

REQUESTS TO REVISE THE COUNTY GIS MAPPING OF PROPERTY LINES

1.1 Purpose

A. Any resident of San Miguel County, a non-resident owner of property within San Miguel County, or a governmental entity (“Applicant”) may make a request to the County Surveyor to revise the current San Miguel County GIS mapping with regard to boundary lines for parcels of real property in which such county residents or private property owners have an ownership interest. Governmental entities for purposes of this policy include municipalities and special districts located within San Miguel County. Requests can be made to alter or change the depiction of property lines, add new property line data, delete obsolete property line data, or incorporate any property line data from a recent certified Land Survey.

1.2 Procedure

A. Applicant will be required to complete a Request Form (See Section 1.4 of this Policy) and pay the required Application Fee (See Section 1.5 of this Policy). Private property owners shall also submit documentation demonstrating their current ownership interest in the real property that is the subject of their request.

B. The request must be based upon the results of a recent certified Land Survey which is recorded in the County Clerk’s office or is filed in the County Surveyor’s plat file within the last ten years.

C. Applicant should receive a written response from the County Surveyor within two weeks from the time a Request Form is received, to either accept or deny the
request. The County Surveyor retains the sole discretion to extend or revise any and all time frames specified in this policy for reasons including, but not limited to, office workload and the County Surveyor’s availability. Reasons for denial are at the discretion of the County Surveyor and may include, but are not limited to, the following: low priority area for GIS mapping accuracy; trivial or insignificant change to existing property lines in the County GIS mapping; certified Land Survey is old or outdated; high cost in time or expense to process the request; conflicting certified Land Surveys or dispute over property lines. It is not the role of the County Surveyor to determine which, if any, conflicting certified Land Surveys are correct.

D. If the request is accepted, the Applicant shall submit the required documentation to the County Surveyor. The required documentation is determined by the County Surveyor and is generally outlined in Section 1.3. If the request is denied, the County Surveyor will send Applicant a written letter of denial, stating the reason for this denial, and will return the Application Fee to the Applicant.

E. The County Surveyor will review the documentation that is submitted for approval of the certified Land Survey to be added to the County GIS mapping database. This approval only pertains to whether the Land Survey is incorporated into the property line layer of the County GIS mapping database, and does not constitute approval, or recognition, by San Miguel County, of the certified Land Survey for any other purpose whatsoever.

F. If the results of the Land Survey are not approved to be added to the County GIS mapping database, the County Surveyor will send Applicant a written letter stating the reason why the results of the certified Land Survey are not approved for County GIS mapping purposes, and no revision will be made to the County GIS mapping database. Reasons for not approving the results of a certified Land Survey are at the discretion of the County Surveyor and may include, but are not limited to, the following: failure to submit full and proper documentation to the County Surveyor; failure to follow State of Colorado statutes pertaining to Land Surveys; failure to follow BLM Manual of Instructions pertaining to Land Surveys; failure to use available evidence in the determination of boundaries; creation of conflicting or overlapping boundaries; lack of documentation, lack of evidence or lack of explanation of methods used on the certified Land Survey; inability to determine if proper land surveying procedures were used.

G. If the results of the Land Survey are approved to be added to the County GIS mapping database, a revision is made to the appropriate property lines as depicted in the County GIS database. If a requested property line change is in common with the boundary of the Uncompahgre National Forest, the Bureau of Land Management or other public lands, only a temporary draft of the revision will be initially made – see Section 1.2 H.

H. 1. San Miguel County has entered into a Memorandum of Understanding with the U.S. Forest Service and the Bureau of Land Management to work together on areas of common interest. If a requested property line change is in common with the boundary of the Uncompahgre National Forest, the Bureau of Land Management or other public lands, the proposed revision to the County GIS
mapping database is sent to the appropriate public lands GIS mapping department for their review and consideration.

2. Once the appropriate public lands GIS mapping department has reviewed and considered the mapping revision, a requested revision will be made to the County GIS mapping database. However, if the appropriate public lands GIS mapping department objects to the requested mapping revision, no revision will be made to the County GIS mapping database. In this situation, the County Surveyor will send the Applicant a written letter stating that the results of the certified Land Survey were objected to by the appropriate public lands GIS mapping department.

1.3 Required Documentation:

A. The required documentation to be submitted by Applicant will be specified at the discretion of the County Surveyor.
B. The certified Land Survey should be recorded in the County Clerk’s subdivision plats or filed in the County Surveyors plat file, with all required Monument Records filed with the State Board of Registration.
C. Two or more accurate Latitude/Longitude coordinates of property corner monuments for each parcel of the certified Land Survey should be submitted by the licensed Professional Land Surveyor who prepared the certified Land Survey. These coordinates will be submitted by completing a form for each coordinate on the “San Miguel County – Geographic Information System Survey Control – Data Sheet” currently in use, or as may be amended in the future.
D. An AutoCad drawing file (version 12 or later) of the property lines and any adjoining mining claim lines from the certified Land Survey should be submitted by the licensed Professional Land Surveyor who prepared the certified Land Survey.
E. Additional documentation may be required for the following types of surveys:
   1. Public Lands Survey System – submit copy of original GLO plat and field notes (County has some of these), any government Resurvey plats and field notes, recording information (Book and page) for any applicable recorded private Land Surveys that affect property lines.
   2. Mineral Surveys – submit copies of Mineral Survey plats, Master Title Plat and patent certificates for claims being surveyed and all overlapping claims.
   3. Metes and bounds legal descriptions – submit copies of deeds for subject parcel and deeds for adjoining parcels.

1.4 Request Form

A. Applicants will be required to sign the San Miguel County, Colorado Geographic Information System Disclaimer, which is on the Request Form.
1.5 Application Fee

A. An Application Fee of $100 is due at the time a Request Form is submitted. The County Surveyor retains the sole discretion to waive the Application Fee specified in this policy if the amount of work required to revise the requested property line is minimal.

B. Additional Fees may be required. These Additional Fees will be those fees necessary to review the documentation required for the request and may include, but are not limited to, the following:
   hourly charges for the County Surveyor to review the documentation that is submitted;
   consultant fees to review the documentation that is submitted;
   copying costs;
   travel expenses to the subject property or to the appropriate public lands agency GIS department.

C. Additional Fees will be billed to the Applicant and will be due to the County before any revision is made to the GIS mapping.

D. Make checks payable to the San Miguel County Treasurer.

THIS POLICY IS EFFECTIVE AS OF: December 21, 2010

DONE AND ADOPTED THIS 21st DAY OF DECEMBER, 2010
First revision made January 5, 2011.
Second revision made February 17, 2023.

OFFICE OF THE SAN MIGUEL COUNTY SURVEYOR

By: ________________________________
   J. David Foley, PLS No. 24954, San Miguel County Surveyor