

Surveyor's Changes of Interest

Portage County Subdivision Regulations have changed. Any preliminary Plat submitted after June 11th, 2021 must comply with the new regulations. To assist the public with these changes you can download a [Plat Checklist](#) from our Web Site that summarizes some of the changes you need to be aware of. The checklist is not a requirement and does not have to be submitted. A complete copy of the updated regulations may be down loaded from the Records Web Site by searching for Instrument No. "202112461"

A few items of particular interest to Surveyors :

Section 305.2

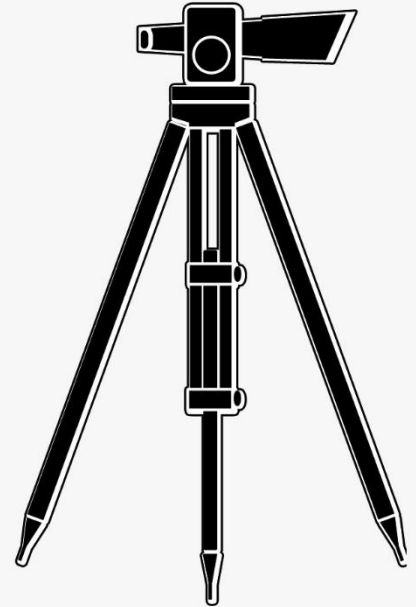
M. The location of survey monuments shall be set as follows:

1. Minimum 5/8" diameter and 30-inch-long capped iron bars at the subdivision boundary corners.
2. Minimum 5/8" diameter and 30-inch-long capped iron bars at all lot corners and at all angle points in lot lines.
3. Minimum 1" diameter 30-inch-long capped iron bars at center line intersection of all roads.
4. Minimum 1" diameter 30-inch-long capped iron bars at the point of curvature and the point of tangency of all curves on the right of way and center line of the road.

O. The Plat shall show any or all easements of right-of-way when provided or owned by public utilities and any areas to be dedicated or reserved for public use, or any area to be reserved for the common use of all property owners. Required information for all easements must include: the purpose of the easement and whom the easement is to. All storm and drainage easements outside of road right-of-way must be to the HOA. Sanitary easements must be to Portage County Water Resources. **Easement information shall be marked on the plat and shown in table format.**

Section 307.4 Replat and Exceptional Replat Contents

- A. Replat size: The size of the mylar sheets for Replats and Exceptional Replats involving no significant changes to infrastructure, shall be 18" x 24", 24" X 30", 22" X 34" or 24" x 36".
- B. Replats and Exceptional Replats follow the requirements for platting as in Sections 305.2 – 305.4, with the following exceptions:
1. A topographic map is not necessary for Replats or Exceptional Replats unless such replat has impacts to existing infrastructure or to existing household sewage treatment systems.



2. In areas served by sanitary sewers, the Portage County Water Resources Department and the Portage County Combined General Health District's signatures are not required on an exceptional replat. **Replats shall use the same basis of bearing as the original Plat.**

Section 516.2 Monument Inspection at Conditional Acceptance

- A. The Developer's surveyor shall set monuments, at a minimum, at all interior lot corners and angle points, blocks and Subdivision perimeter. Centerline monuments and right of way monuments may be set prior to Final Acceptance at the discretion of the Developer. (see section 519.1)
- B. All monuments shall have the surveyor's identification cap, be identified on the Final Plat and shall be in place, visible, and marked with a minimum 24" lath at the same time of conditional acceptance by the Portage County Engineer in accordance with state regulations and all other applicable laws and regulations.

Section 519.1 Monument Inspection at Final Acceptance

To ensure that any monuments at lot corners and on the right of way that were disturbed or destroyed during construction are in place at the time of Final acceptance.

- A. The Developer's surveyor shall set monuments at all centerline points of curvature and points of tangency, cul-de-sac and stub street locations and centerline intersections and at all right of way points of curvature and points of tangency. Monuments set in pavement shall be enclosed within approved cast iron monument boxes.
- B. All monuments shall have the surveyor's identification cap, be identified on the Final Plat and shall be in place, visible, and all monuments along the right of way are marked with a minimum 24" lath at the same time of final acceptance by the Portage County Engineer in accordance with state regulations and all other applicable laws and regulations.
- C. The registered professional surveyor in charge of the installation of required monuments as shown on the plat shall submit a written affidavit stating that all monuments have been installed and any monuments removed or mangled during construction have been replaced.