



Pierce County Auditor's Office
Recording Division
2401 S 35th St Room 200
Tacoma, WA 98409
253-798-7440
piercecountywa.org/auditor

Recording Map Checklist (WAC 332-130)

This form must accompany the map when it is presented for Recording.

Type of Map _____

Acceptable Media:

- For Counties exempted from permanently storing the document filed, acceptable media are:
 - Any standards material compatible with county processes; or electronic version of the original.
 - ALL** signatures and seals must be original and, on hard copy made with **permanent black ink**.
 - The media submitted for filing must not have any material on it that is affixed by adhesive.

Legibility:

- The documents submitted, including paper copies, must have uniform contrast throughout the document.
- No information, on either the original or copies, should be obscured or illegible due to cross hatching, shading, or as a result of poor drafting technique such as lines drawn through text or improper pen size selection (letters or number filled in such that 3's, 6's or 8's are indistinguishable).
- Signatures and seals must be legible on the prints or the party placing the seal must be otherwise identified in the notary jurat.
- Text must be 0.08 inches or larger; line widths shall not be less than 0.008 inches (vicinity maps, land surveyor's seals and certificates are excluded).

Indexing:

- The recording officer's information block must be on the bottom or right edge of the map.
- A title block (shows the name of the preparer and is on each sheet of multiple sheets).
- An auditor's certificate (on the first sheet of multiple sheets, although Vol./Pg. and or AFN must be entered by the recording officer on each sheet).

- **The map must provide the following indexing data:**
 - S-T-R and the quarter-quarter(s) or approximate quarter-quarter(s) of the section in which the surveyed parcel lies.
 - Optional: A graphic representation of the section divided into quarter-quarters may be used with the quarter-quarter(s) in which the surveyed parcel lies clearly marked;

Miscellaneous:

- If the function of the document submitted is to change a previously filed record, it must also have:
 - A title identifying it as a correction, amendment, alteration or change to a previously filed record,
 - A note itemizing the changes.
- For records of survey:
 - The sheet must be 18" X 24"
 - The margins must be 2" on the left and 1/2" for the others, when viewed in landscape orientation.
 - In addition to the map being filed there must be two prints included in the submittal; except that, in counties using imaging systems fewer prints, as determined by the Auditor, may be allowed.

_____ **Map is approved for Recording**

_____ **Map is NOT approved for Recording (make corrections noted above)**

Reviewed by _____ **Date** _____