

Notice of Requirements for submission of “Corner Reports” submitted to fulfill Utah State Code 17-23-17.5 (Corner Perpetuation and Establishment of Corner Files) [Effective February 15, 2008]

To fulfill a need to “standardize” the format of information being submitted, and to ensure sufficient content to properly identify and recover the subject survey corner monument, the Office of the Salt Lake County Surveyor has determined the following:

1. Different sources refer to the “Corner Report” form as variously, a “land survey record”, a “corner file”, etc., we shall use the term “corner report” to mean all of these several documents. (i.e. A document containing the most current description of any Public Land Survey Corner, or lesser subdivision corner as defined in the Manual of Surveying Instructions 1973, and/or that corner’s accessories)
2. The “Corner Report” form should be either 8 ½ x 11 (minimum), or 11 x 17 (maximum) inches in size to allow easy filing in standard binders.
3. The submission of these “Corner Reports”, requires no filing fee.
4. Each “Corner Report” should include (at a minimum);
 - A. The date of Field Work.
 - B. Township(s) – Range(s), and Section(s) containing corner.
 - C. Geographic Coordinates if possible (with accuracy qualified)
 - D. An area location and description (i.e. “on West edge of farm field in North-South fenceline” or “ on East slope of oakbrush covered hill in North edge of 10 foot clearing).
 - E. Detailed description of the corner, including status/state at time of recovery and any accessories noted. (i.e. “corner is a 6 inch by 8 inch (12 inches high above ground) red sandstone found firm in ground with 2 notches on North edge and 3 grooves on South face (stone is 24 inches high overall” or “corner is a 3 inch dia. Brass G.L.O. cap on a 2 inch dia. Pipe (4 inches exposed above ground with stampings as shown”).
 - F. A sketch/drawing showing markings and orientation to North (plus photo(s) also with orientation views, when possible).
 - G. Additional sketch/drawing showing area and relationship and distances of corner to fences, trees, other corners, etc. (including North Arrow).
 - H. Firm and/or Surveyor name, phone, address.
 - I. Labeled Section diagram with found/set corner location marked thereon.
 - J. Seal, signature, and date of certification.

Typical “Corner Report” forms are available on the Salt Lake County Surveyor’s website (www.surveyor.slco.org) or by request at our Office in person or by mail.

Our address is: 2001 South State Street, Suite N1500, Salt Lake City, Utah, 84190-1350
Phone: Recordation Desk – (801) 468-2016 (hours 8:00 A.M. – 5:00 P.M. Mon. – Fri.)