



## Island County Public Works

Connie Bowers, P.E., Director and County Engineer

1 NE 7<sup>th</sup> Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: [ConnieB@islandcountywa.gov](mailto:ConnieB@islandcountywa.gov) | [www.islandcountywa.gov](http://www.islandcountywa.gov)

## SURVEY MONUMENTATION PRESERVATION POLICY

### PURPOSE:

The purpose of this policy is to ensure the preservation of land survey monuments in Island County in compliance with Washington Administrative Code (WAC) 332-120-080 and to cooperatively promote a reasonable method of land survey monument preservation throughout a roadway surface reconstruction, rehabilitation, or annual pavement preservation project in lieu of requiring an application for a permit to remove or destroy a survey monument, per WAC 332-120-030. This policy acknowledges Island County's responsibility to ensure that all known survey monuments within all pavement preservation treatment project areas are located and perpetuated.

This policy is intended to facilitate the statutory obligations imposed upon Island County and the State of Washington with respect to the preservation of survey monuments.

It is understood that professionally licensed engineers and land surveyors hold themselves to the professional standards of conduct as outlined in Chapter 196-27A WAC "Rules of Professional Conduct and Practice."

### RESPONSIBILITIES OF ISLAND COUNTY:

Island County will:

- Search for, identify, and mark existing visible survey monuments within the project limits. It is the responsibility of the licensed engineer, or their designee, in responsible charge of any roadway surface reconstruction, rehabilitation or annual pavement projects, which may cover existing visible survey monuments, to search for, identify, and mark any such survey monuments within the project limits.
  - At least three months prior to construction or maintenance operations, the Pavement Manager will provide the Engineering staff with the list of planned construction, chip seal, and asphalt paving projects. Engineering staff will download and print, from the County's GIS, any relevant long plats and right of way plans depicting the existence and locations of survey monuments in the roads where the work will be performed. Engineering staff will highlight the monuments for easy identification by those subsequently using the maps. These maps will be provided to the Project Engineer or Maintenance Supervisor who will in turn provide them to the Project Inspector or Supervisor.
  - The Project Inspector or Supervisor will inspect the roads, or designate staff to inspect the roads, and locate any of the visible survey monuments shown and highlighted on the maps. The Project Inspector or Supervisor will note and record whether the monument is in a visible monument case, is visible without a monument case, or if the monument was not visible. The locations of visible monument cases and monuments should be marked with a flexible marker, and a painted offset stake set beside the road to indicate the location and a record kept of their location.
  - For Island County maintenance operations only, monuments shall be preserved in one of several ways:



- Annually and prior to the start of chip seal and asphalt paving projects, the Pavement Manager, Maintenance Superintendent, and/or Surveying Technician will provide training to each Road Maintenance Shop containing the following information:
  - Island County's responsibility to ensure that all known survey monuments within the project area are located and protected.
  - All visible monuments covered during a project shall be uncovered and made accessible after the completion of annual chip seal and asphalt paving projects.
  - Visible monument cases and monuments should be marked with a flexible marker, and a painted offset stake set beside the road to indicate the location prior to the start of work
  - If a visible non-indicated monument case, monument, or water valve case is found within a work area, road maintenance workers are to report the finding to the Shop Foreman or Supervisor.
- Monument in Existing Case – If the survey monument is already protected in a monument case, it may only be necessary to temporarily cover the lid with a pie plate during chip sealing and then remove the pie plate after the chip seal work is completed. The Project Supervisor shall ensure that the pie plate is removed after chip sealing and make a written record that this was accomplished. If the monument case lid is already more than 1.5 inches below the surrounding pavement surface or will become more than 1.5 inches below the pavement surface after the work is completed, the Project Supervisor will make a note to Engineering staff that a riser ring should be added to the monument case. Make sure that the rings are never higher than the surrounding pavement as they will be damaged by snow plowing.
- Monument Not in Existing Case – If a survey monument is not protected by an existing monument case, it may be possible to temporarily cover it and then remove this covering after the chip seal work as described in the paragraph above. If, however, this will leave an unacceptably deep or large hole in the road, the Project Supervisor will make a note to Engineering staff that a monument case and cover should be placed at the monument location before chip sealing. Make sure that the monument case and cover are never higher than the surrounding pavement as they will be damaged by snow plowing.
- Monument Not Visible at the Surface – In the case of a survey monument that cannot be found in an area of excavation or asphalt planing, an Island County surveying technician will explore for the monument and if found, install a case and cover, or report as not found prior to work. Island County will communicate with the land surveying community if they uncover a monument on an Island County road, they should report the location to Island County and install a county-provided monument case and cover prior to completion of work. All new monuments set by any land surveyor placed within the county roadway prism (shoulder limit to shoulder limit) must be set in a monument case with cover and properly referenced according to state law and this monument policy.

- Ensure monuments that are covered during a project are uncovered and made accessible after the completion of annual activities. All monuments that were covered during a project shall be uncovered and made accessible after the completion of annual activities.
- Provide Monument Cases and Covers to Land Surveyors who uncover Monuments within Island County Right of Way:
  - Cases and Covers are available at the following locations between 8:00 AM and 4:00 PM, M-F
    - Oak Harbor Road Shop, 3149 Schay Rd, Oak Harbor, WA 98277, 360-675-2004
    - Coupeville Road Shop, 1055 W Terry Rd, Coupeville, WA 98239, 360-678-4310
    - Bayview Road Shop, 14566 SR 525, Langley, WA 98260, 360-321-5292
    - Camano Road Shop, 71 N East Camano Drive, Camano Island, WA 98282, 360-387-7913
- Send notification with attachments to the Department of Natural Resources Public Lands Survey Office (DNR PLSO) of planned projects for the upcoming year, which may cover survey monuments. Island County, while conducting roadway surface reconstruction, rehabilitation or annual pavement preservation projects that cover existing survey monuments in the roadway, will enter into an MOU with DNR PLSO, which will include the following requirements: (a) Annually, prior to the start date of planned pavement preservation projects, send notification to DNR PLSO of planned projects for that year with road names and mileposts and/or beginning and ending intersections, including start date and expected date of completion; (b) Acknowledgment of the agency's responsibility to ensure that all known survey monuments within the project area are located and protected. If Island County does not enter into an MOU under this section, Island County is required to submit a permit application following WAC 332-120-030 through 332-120-070 for any pavement preservation project that will cover a survey monument.
- Submit a signed and sealed annual letter to DNR PLSO with attachments certifying that the affected monuments were uncovered as soon as possible after completion. The professional engineer in responsible charge of pavement preservation projects shall submit an annual letter to the DNR PLSO certifying that the affected monuments were uncovered.

Attachments will include a map showing locations, or a spreadsheet listing road names by milepost for the project limits.

Comply with RCW 58.24.040(8), WAC 332-120-020 through 080, RCW 58.09, and WAC 332-130, for every monument disturbed, replaced, or modified in character.

### **RESPONSIBILITIES OF LAND SURVEYORS CONDUCTING BUSINESS AND/OR OPERATING WITHIN THE JURISDICTION OF ISLAND COUNTY:**

Professional Land Surveyors conducting business and/or operating within the jurisdiction of Island County will:



- It is the responsibility of the Land Surveyor or their designee in responsible charge of any land survey projects, to search for, identify, and mark any such survey monuments within the project limits.
- The Land Surveyor or their designee in responsible charge will inspect county roads within a survey project and locate all of the visible survey monuments. Land Surveyor or their designee in responsible charge will note and record whether the monument is in a visible monument case, is visible without a monument case, or if the monument was not visible. The locations of visible monument cases and monuments should be marked with a flexible marker, and a painted offset stake set beside the road to indicate the location and a record kept of their location. For monument locations that are not visible and are suspected to be within the roadway prism or surface of any county road, the Land Surveyor, or their designee in responsible charge will notify Island County immediately so corrective action options can be explored and monuments can be preserved.
  - Island County contact: [Surveying@islandcountywa.gov](mailto:Surveying@islandcountywa.gov), 360-678-8214
- Monuments Not in Existing Cases or Not Visible at the Surface – If a survey monument is visible on the surface and is not protected by an existing monument case, it will be protected with a temporary cover. The Land Surveyor or their designee in responsible charge will contact Island County Engineering staff and install a County provided monument case and cover prior to completion of the work. In the case of survey monuments that are not visible at the surface, the Land Surveyor, or their designee in responsible charge will uncover any monuments, contact Island County, and install a County-provided monument case and covers. Island County will communicate instructions to the land surveying community to immediately place a monument case and cover at the site of the monument and report the location to Island County so that Island County can take measures to protect and preserve said monument. All new monuments set by any Land Surveyor or their designee in responsible charge that are placed within the county roadway prism (shoulder limit to shoulder limit) must be set in a monument case and cover and properly referenced according to state law. The monument case and cover can never be higher than the surrounding pavement so it will not be damaged by snow plowing.
- The use or possession of county-provided Monument Cases and Covers not associated with uncovering existing monuments within Island County Right of Way is a gross misdemeanor.

## **RESPONSIBILITIES OF DEPARTMENT OF NATURAL RESOURCES PUBLIC LANDS SURVEY OFFICE (DNR PLSO):**

DNR PLSO will:

- Communicate that all new monuments set by any Land Surveyor or their designee in responsible charge that are placed within the county roadway prism (shoulder limit to shoulder limit) must be set in a monument case and cover and properly referenced according to state law.
- Assist the County to facilitate the success of this policy.
- Acknowledge receipt of each document via email.
- Review and verify the documents are complete and sufficient.

- Index both the planned and completed report documents to the WebXtender public-facing database.
- Maintain a copy of this signed policy.
- Provide communication at least annually to the County Road Administration Board (CRAB) on the status of compliance with this policy.

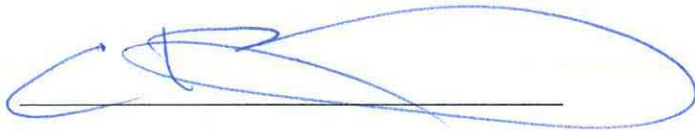
**SUBSIDIARY AGREEMENTS:**

Additional working agreements regarding specific cooperative efforts, if needed, shall be effected in writing by both parties, as the need arises.

**AMENDMENTS AND REVIEW:**

This policy may be amended at any time Island County receives information from DNR PLSO that changes to the Washington Administrative Code (WAC) require a policy change and both parties concur by the mutual consent of the parties.

Approval:

A handwritten signature in blue ink, appearing to be "Connie Bowers", written over a horizontal line.

Connie Bowers, PE

County Engineer, Island County

A handwritten date "11/1/23" in blue ink, written over a horizontal line.

Date