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Policy 818**

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SURVEY MONUMENT PRESERVATION POLICY

.1 PURPOSE

The purpose of this policy is to ensure that the Public Works Department understands its duty to protect and preserve survey monuments within the county road right of way when performing any type of work, but in particular construction projects and pavement preservation projects where there is a risk that monuments could be disturbed or covered.

.2 TRAINING OF STAFF

Engineering, maintenance, and operations staff will be made aware of the importance of and the law regarding survey monuments and this policy on an annual basis. Maintenance staff will discuss this policy annually prior to commencing the chip-seal program.

.3 SURVEY AND ENGINEERING COMMUNITY ENGAGEMENT

This policy will be mailed to surveyors known to be active in this county upon the policy's adoption, along with a letter requesting that they notify Public Works of any covered or disturbed survey monuments within county road right of way that they are aware of, and that they are encouraged to notify Public Works if they encounter any in the future. Clallam County has a duty to address legacy issues from past road department practices once identified.

Clallam County will locate survey monuments known or visible within the county road right of way and record such information in our GIS system. Priority shall be given to locating monuments within the road surface.

.4 PROCEDURES FOR MONUMENT IDENTIFICATION FOR ROAD MAINTENANCE PROJECTS

Each year, the County Engineer or designated staff member shall prepare a report of planned preservation projects for the current year. This report shall be submitted to the Washington State Department of Natural Resources, Public Land Survey Office.

A designated staff member will inspect the subject roads and locate, mark, and make record of any known or visible survey monuments. This person will note and keep a record of whether the monument is in a monument case or should have a monument case installed or whether the monument was not visible. Monuments discovered through research or visual verification shall be cross-checked with those recorded in the GIS system, and updates made to the GIS system if needed.

The County Engineer shall prepare a report of project completion and monument recovery for the previous year's completed preservation projects. This report shall be submitted to the Washington State Department of Natural Resources, Public Land Survey Office.

.5 PROCEDURES FOR MONUMENT PRESERVATION DURING ROAD PRESERVATION PROJECTS

During chip-seal, overlay and patching projects, monuments shall be preserved in one of the following ways:

- i) Existing Monument in Case - If the survey monument is already protected in a monument case, it may only be necessary to temporarily cover the lid with tar paper or similar during chip sealing and then remove the covering after the chip seal work is completed. Staff shall ensure that the covering 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, a riser ring should be added to the monument case. Take care to ensure that the rings are never higher than the surrounding pavement so they will not be damaged by snow plowing.
- ii) Existing Monument Not in 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, then a monument case should be installed. This work shall be performed under the direction of a licensed surveyor or the County Engineer.
- iii) Existing Monument Not Visible at the Surface - In the case of survey monuments that exist, but are not visible on the surface, the Department will map the location and make efforts to uncover these monuments and install monument cases. This work shall be performed under the direction of a licensed surveyor or the County Engineer.

.6 PROCEDURES FOR MONUMENT PRESERVATION DURING CONSTRUCTION PROJECTS

For construction projects either contracted or by County Forces, monuments shall be preserved by the following method:

- i) Public Works staff, consultant, or contractor will research Record of Surveys, Long Plats, Short Plats, Land Corner Records and Right of Way Plans depicting the possible existence and locations of survey monuments on and within the right of way of these roads where the planned work is to be performed.
- ii) Public Works staff, consultant, or contractor shall perform a field search to attempt to locate any monuments that were identified to be within the planned work area.
- iii) For all discovered monuments identified to be within the planned work area, their location shall be preserved or permitted as outlined within WAC 332-120. This work shall be under the direction of a Licensed Land Surveyor within the State of Washington or the County Engineer as necessary.