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**PROFESSIONAL LAND SURVEYOR SECTION**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Erin Karow (608) 266-2112**  
**April 3, 2018**

*The following agenda describes the issues that the Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Section.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of January 4, 2018 (4-9)**

**C. Administrative Updates**

- 1) Department Updates
- 2) Board and Staff Updates

**D. Legislative/Administrative Rule Matters (10-15)**

- 1) Scope Statement: A-E 7, Relating to Minimum Standards for Property Surveys
- 2) Update on Pending Legislation and Pending and Possible Rulemaking Projects

**E. Deliberation on Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Election of Officers
- 3) Appointment of Liaison(s)
- 4) Delegation of Authorities
- 5) Administrative Updates
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative/Administrative Rule Matters
- 10) Liaison Reports
- 11) Board Liaison Training and Appointment of Mentors
- 12) Informational Items
- 13) Disciplinary Matters
- 14) Presentations of Petitions for Summary Suspension
- 15) Petitions for Designation of Hearing Examiner
- 16) Presentation of Stipulations, Final Decisions and Orders
- 17) Presentation of Stipulations and Interim Orders
- 18) Presentation of Proposed Final Decision and Orders

- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagement(s), Travel, or Public Relation Request(s)

#### **F. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

#### **G. Credentialing Matters**

- 1) Application Reviews (**16-17**)

#### **H. Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Stipulations, Final Decisions and Order
- 9) Stipulations and Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decision and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Proposed Interim Orders
- 17) Petitions for Assessments and Evaluations
- 18) Petitions to Vacate Orders
- 19) Remedial Education Cases
- 20) Motions
- 21) Petitions for Re-Hearing
- 22) Appearances from Requests Received or Renewed

#### **I. Consulting with Legal Counsel**

#### **RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

#### **J. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate**

#### **K. Open Session Items Noticed Above not Completed in the Initial Open Session**

#### **L. Credentialing Liaison Training**

**ADJOURNMENT**

**NEXT MEETING DATE: JULY 26, 2018**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED  
WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**PROFESSIONAL LAND SURVEYORS SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS  
January 4, 2018**

**PRESENT:** Bruce Bowden, Daniel Fedderly (*via GoToMeeting*), Ruth G. Johnson (*via GoToMeeting*), Christina Martin (*via GoToMeeting*)

**STAFF:** Erin Karow, Executive Director; Tom Ryan, Executive Director; Emily Handel, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Bruce Bowden, Chair, called the meeting to order at 9:09 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- Under “Item G. Deliberation on Items Added After Preparation of the Agenda” **ADD:**
  - “6. Education and Examination Matters”

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Christina Martin moved, seconded by Ruth G. Johnson, to approve the minutes of October 12, 2017 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**Election of Officers**

**SECTION CHAIR**

**NOMINATION:** Daniel Fedderly nominated Bruce Bowden for the Office of Section Chair.

Erin Karow called for nominations three (3) times.

Bruce Bowden was elected as Chair by unanimous consent. Roll Call Vote: Bruce Bowden-yes; Daniel Fedderly-yes; Ruth G. Johnson-yes; Christina Martin-yes.

**VICE CHAIR**

**NOMINATION:** Ruth G. Johnson nominated Daniel Fedderly for the Office of Vice Chair.

Erin Karow called for nominations three (3) times.

Daniel Fedderly was elected as Vice Chair by unanimous consent. Roll Call Vote: Bruce Bowden-yes; Daniel Fedderly-yes; Ruth G. Johnson-yes; Christina Martin-yes.

**SECRETARY**

**NOMINATION:** Bruce Bowden nominated Ruth G. Johnson for the Office of Secretary.

Erin Karow called for nominations three (3) times.

Ruth G. Johnson was elected as Secretary by unanimous consent. Roll Call Vote: Bruce Bowden-yes; Daniel Fedderly-yes; Ruth G. Johnson-yes; Christina Martin-yes.

<b>2018 ELECTION RESULTS</b>	
Board Chair	Bruce Bowden
Vice Chair	Daniel Fedderly
Secretary	Ruth G. Johnson

**Appointment of Liaisons and Alternates**

<b>2018 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison</b>	Bruce Bowden
<b>Continuing Education Liaison</b>	Daniel Fedderly, Bruce Bowden
<b>Monitoring and Professional Assistance Procedure (PAP) Liaison</b>	Daniel Fedderly
<b>Travel Liaison</b>	Bruce Bowden
<b>Administrative Rules Liaison</b>	Christina Martin
<b>Screening Panel</b>	Christina Martin, Daniel Fedderly

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, to affirm the Chair's appointment of liaisons for 2018. Motion carried unanimously.

## Delegation of Authorities

### *Document Signature Delegation*

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director, or designee, to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

### *Delegated Authority for Urgent Matters*

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, that in order to facilitate the completion of urgent matters between meetings, the Section delegates its authority to the Chair (or, in the absence of the Chair, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

### *Monitoring Delegations*

**MOTION:** Daniel Fedderly moved, seconded by Christina Martin, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented. Motion carried unanimously.

### *Credentialing Authority Delegations*

#### Delegation of Authority to Credentialing Liaison

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

#### Delegation of Authority to DSPS When Rule and Statute Criteria is Met

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, to delegate credentialing authority to DSPS to act upon applications that meet the criteria of Rule and Statute and thereby would not need further Section or Section liaison review. Motion carried unanimously.

### *Delegated Authority for Application Denial Reviews*

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, that the Board counsel or another department attorney is formally authorized to serve as the Section’s designee for purposes of Wis. Admin. Code § SPS 1.08(1). Motion carried unanimously.

### *Voluntary Surrenders*

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender of a license by a licensee who has a pending complaint or disciplinary matter per Wis. Stat. § 440.19. Motion carried unanimously.

### *Continuing Education Delegation or Education Delegations*

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, to delegate authority to the Office of Education and Examination Liaison(s) to address all issues related to CE, education and examinations. Motion carried unanimously.

### *Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies*

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, to authorize Department staff to provide national regulatory related bodies with Section member contact information that the Department retains on file. Motion carried unanimously.

### *Optional Renewal Notice Insert Delegation*

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly to designate, in order of succession, the highest-ranking officer or longest serving member of the Section, to provide a brief statement or link relating to board-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

### *Travel Delegation*

**MOTION:** Christina Martin moved, seconded by Ruth G. Johnson, to delegate authority to the Travel Liaison to approve any Section member travel. Motion carried unanimously.

### *Occupational Licensure Study Liaison*

**MOTION:** Daniel Fedderly moved, seconded by Christina Martin, to designate Bruce Bowden as the Section's liaison to represent and speak on behalf of the Section regarding occupational license review and related matters. Motion carried unanimously.

## **SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS**

### **NCEES Central Zone Interim Meeting – May 3<sup>rd</sup>-5<sup>th</sup>, 2018 in Rapid City, South Dakota – Attendance Consideration**

**MOTION:** Daniel Fedderly moved, seconded by Christina Martin, to designate Christina Martin as the Section's delegate to attend the NCEES Central Zone Interim Meeting on May 3<sup>rd</sup> - 5<sup>th</sup>, 2018 in Rapid City, SD and to authorize travel. Motion carried unanimously.

## **DELIBERATION ON ITEMS ADDED AFTER PREPARATION OF AGENDA**

### **Education and Examination Matters**

**MOTION:** Christina Martin moved, seconded by Ruth G. Johnson, to refer all non-compliant license holders from the completed 2013-2015 biennium continuing education audit to DLSC for further review and action. Motion carried unanimously.

## CLOSED SESSION

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Bruce Bowden, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Bruce Bowden-yes; Daniel Fedderly-yes; Ruth G. Johnson-yes; Christina Martin-yes. Motion carried unanimously.

The Section convened into Closed Session at 10:18 a.m.

## RECONVENE TO OPEN SESSION

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, to reconvene in Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 11:09 a.m.

## VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

**MOTION:** Daniel Fedderly moved, seconded by Christina Martin, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

## DELIBERATION ON CREDENTIALING MATTERS

### Brian Belcher

**MOTION:** Daniel Fedderly moved, seconded by Christina Martin, to issue an intent to deny the application of Brian Belcher, unless the applicant submits proof of meeting the experience requirements pursuant to Wis. Stat. s. 443.06(1) and Wis. Admin. Code A-E 6.03(1)(a)2.b. and 6.03(1)(a)2.c.. Motion carried unanimously.

### Carlo Ferretti

**MOTION:** Daniel Fedderly moved, seconded by Christina Martin, to table the application of Carlo Ferretti and to request additional information. Motion carried unanimously.

### Adam Gile

**MOTION:** Daniel Fedderly moved, seconded by Christina Martin, to table the application of Adam Gile and to request additional information. Motion carried unanimously.

**Phillip Landry**

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, to issue an intent to deny the application of Phillip Landry, unless the applicant submits proof of meeting the experience requirements pursuant to Wis. Stat. s. 443.06(1) and Wis. Admin. Code A-E 6.03(1)(a)2.b. and 6.03(1)(a)2.c.. Motion carried unanimously.

**Steven Arnold**

**MOTION:** Christina Martin moved, seconded by Daniel Fedderly, to table the application of Steven Arnold and to request additional information. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Ruth G. Johnson moved, seconded by Daniel Fedderly, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:12 a.m.

DRAFT

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Helen Leong, Administrative Rules Coordinator		<b>2) Date When Request Submitted:</b>  March 21, 2018 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Professional Land Surveyor Section, Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors			
<b>4) Meeting Date:</b>  April 3, 2018	<b>5) Attachments:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  A-E 7, Relating to Minimum Standards for Property Surveys	
<b>7) Place Item in:</b>  <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  The Statement of Scope was approved for implementation on February 23, 2018.			
<b>11) Authorization</b>			
<i>Helen Leong</i>		<i>March 21, 2018</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# STATEMENT OF SCOPE

## Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors

Rule No.: A-E 7

Relating to: Minimum Standards for Property Surveys

Rule Type: Permanent

**1. Finding/nature of emergency (Emergency Rule only):**

Not applicable.

**2. Detailed description of the objective of the proposed rule:**

The Professional Land Surveyors Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors (A-E Board) has determined that chapter A-E 7, relating to Minimum Standards for Property Surveys, needs to be reviewed and potentially amended to provide clarification for professional land surveyors.

**3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:**

A comprehensive review will be undertaken to evaluate and potentially amend A-E 7 to provide clarification for professional land surveyors. Licensees have raised questions to the Professional Land Surveyors Section regarding how to apply various sections consistently for property surveys, such as whether the exemption in A-E 7.025 is intended to be from parts of A-E 7.05 or the rule in its entirety. As a result of such questions, licensees have requested the Professional Land Surveyors Section undertake a comprehensive review of the chapter to ensure consistency and clarity in the application of minimum standards. The alternative of not reviewing and potentially amending the rules would be less beneficial to affected entities.

**4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):**

Section 15.08 (5) (b), Stats., provides an examining board, "shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains..."

Section 443.015 (2), Stats., provides that "each section of the examining board may promulgate rules governing the professional conduct of individuals, firms, partnerships, and corporations registered, permitted, certified, or granted a certificate of authorization by that section."

Section 443.02 (4), Stats., provides that "no person may engage in or offer to engage in the practice of professional land surveying in this state or use or advertise any title or description tending to convey the impression that the person is a professional land surveyor unless the person has been granted a license under this chapter to engage in the practice of professional land surveying."

Section 443.12 (1), Stats., provides that "the professional land surveyor section may reprimand a professional land surveyor, or limit, suspend, or revoke the license of any professional land surveyor, for the practice of any ... incompetence, or misconduct in the practice of professional land surveying."

**5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:**

The Department estimates approximately 120 hours will be needed to perform the review and develop any rule changes. The Department will assign existing staff to perform the review and develop the rule changes. No additional resources will be required.

**6. List with description of all entities that may be affected by the proposed rule:**

Licensed professional land surveyors and persons who use their services.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

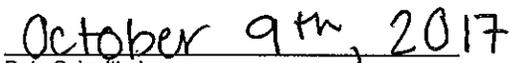
None.

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

The rule changes contemplated in this project are not expected to have any negative economic impacts on any of the affected entities.

**Contact Person:** Helen Leong, Administrative Rules Coordinator  
Division of Policy Development, Department of Safety and Professional Services  
(608) 266 – 0797 DSPSAdminRules@wisconsin.gov

  
Department Head of Authorized Signature

  
Date Submitted

## Chapter A-E 7

## MINIMUM STANDARDS FOR PROPERTY SURVEYS

A-E 7.01	Scope.	A-E 7.05	Maps.
A-E 7.02	Definitions.	A-E 7.06	Measurements.
A-E 7.025	Survey report, requirements.	A-E 7.07	Monuments.
A-E 7.03	Boundary location.	A-E 7.08	U.S. public land survey monument record.
A-E 7.04	Descriptions.		

**A-E 7.01 Scope.** The minimum standards of this chapter apply to every property survey performed in this state except:

(1) If other standards for property surveys are prescribed by statute, administrative rule, or ordinance, and the standards are more restrictive than those in this chapter, the more restrictive standards govern; and,

(2) The professional land surveyor and his or her client may agree in a signed statement to exclude any land surveying work from the requirements of this chapter except the preparation of a U.S. public land survey monument record and a map of work performed unless there is an existing map and a survey report is filed in lieu of a map. The map prepared by the professional land surveyor for the client shall include:

(a) A note which states that an agreement to exclude work from the requirements of this chapter has been made and a list of those exclusions and the names of the parties making the agreement along with the signature of each party.

(b) The accuracy of linear measurements between points, if the minimum accuracy established by s. A-E 7.06 (2) has been waived.

(c) The relative positional accuracy in decimal feet, if the minimum positional accuracy established by s. A-E 7.06 (3) has been waived.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (2), Register, May, 1989, No. 401, eff. 6-1-89; am. (2), cr. (2) (a) to (c), Register, December, 1993, No. 456, eff. 1-1-94; CR 15-036: am. (2) (intro.) Register January 2016 No. 721, eff. 2-1-16; CR 15-039: am. (2) (intro.), (a), (c), r. (2) (d), (e) Register May 2016 No. 725, eff. 6-1-16.

**A-E 7.02 Definitions.** For the purposes of this chapter:

(1) "Practice of professional land surveying" has the meaning given in s. 443.01 (6s), Stats.

(2) "Relative positional accuracy" means the length of the semi-major axis, expressed in feet or meters, of the error ellipse representing the uncertainty due to random errors in measurements in the location of the monument, or witness, marking any corner of the surveyed property at the 95 percent confidence level, 2 standard deviations; and is estimated by the results of a correctly weighted least squares adjustment of the survey.

(3) "Survey report" means a report that may be prepared when there is an existing map recorded or filed within the last 6 years and no new monuments are established in the survey.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; CR 15-039: r. and recr. Register May 2016 No. 725, eff. 6-1-16.

**A-E 7.025 Survey report, requirements.** A survey report as defined in A-E 7.02 (3), shall include the purpose of the survey, information concerning the documents that were examined for the survey, the measurements that were made to verify the locations of the monuments found, and a copy of the map that was recorded or filed. The survey report shall be in compliance with all sections of this chapter except s. A-E 7.05 (1), (2), (3), and (4).

**History:** CR 15-039: cr. Register May 2016 No. 725, eff. 6-1-16, correction made under s. 35.17, Stats., Register May 2016 No. 725.

**A-E 7.03 Boundary location.** Every property survey shall be made in accordance with the records of the register of

deeds as nearly as practicable. The professional land surveyor shall acquire data necessary to retrace record title boundaries such as U.S. Public Land Survey Monument Records, deeds, surveys, maps, certificates of title, highway, and center line or right-of-way lines, and other boundary line locations. The professional land surveyor shall make field measurements necessary for the location of the parcel and shall analyze the data and make a careful determination of the position of the boundaries of the parcel being surveyed. The professional land surveyor shall set monuments marking the corners of the parcel unless monuments already exist at the corners.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; CR 15-036: am. Register January 2016 No. 721, eff. 2-1-16; CR 15-039: r. and recr. Register May 2016 No. 725, eff. 6-1-16.

**A-E 7.04 Descriptions.** Descriptions defining land boundaries created by a professional land surveyor for conveyance or to more accurately delineate land boundaries, or for other purposes shall be complete, providing unequivocal identification of lines or boundaries. The description shall contain necessary references to adjoining together with data and dimensions sufficient to enable the description to be mapped and retraced and shall describe the land surveyed by government lot, recorded private claim, quarter-quarter section, section, township, range, and county. The forms of descriptions of property shall be one of the following:

(1) By metes and bounds commencing with a monument at a section corner or quarter section corner of the quarter section in which that land is located or a monument established by the U.S. Public Land Survey that it is not the center of the section, or commencing with a monument at the end of a boundary line of a recorded private claim or federal reservation in which the land is located. Descriptions shall meet the requirements in s. A-E 7.06 (3).

(2) By land boundaries being surveyed as a platted lot or outlot in a recorded subdivision or recorded addition to a recorded subdivision, the lots or outlots in that plat shall be described by the name of the plat and the lot or outlot and the block in the plat for all purposes.

(3) By land boundaries being surveyed as an existing lot, outlot or parcel, on a recorded certified survey map, the survey shall be described by lot, outlot or parcel number and certified map number for all purposes.

(4) By the parcel described as an aliquot part of a section from the public land system.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, May, 1989, No. 401, eff. 6-1-89; CR 15-039: r. and recr. Register May 2016 No. 725, eff. 6-1-16.

**A-E 7.05 Maps.** A map shall be drawn for every property survey, unless a survey report is filed as provided in s. A-E 7.02 (3), showing information developed by the survey. The map shall:

(1) Be drawn on media with the minimum size of 8 1/2 x 11 inches and to a commonly accepted scale which shall be clearly stated and graphically illustrated by a bar scale on each map sheet containing a graphical depiction of the survey unless otherwise required by law.

(2) Be referenced as provided in s. 59.73 (1), Stats., along with a north arrow and reference to a monumented line.

(3) Show the length and bearing of the boundaries of the parcels surveyed. Bearings, angles, and distances on any property survey map shall be in accordance with s. A-E 7.06 (5). Where the boundary lines show bearings, lengths or locations which vary from those recorded in deeds, abutting plats, or other instruments, there shall be the following note placed along such line, "recorded as (show recorded bearing, length or location)". Curve data shall be shown by any 3 of the following: central angle, radius, long chord bearing and length, and arc length.

(4) Describe all monuments used for determining the location of the parcel boundary and show by bearing and distance their relationship to the surveyed parcel. All monuments shall be indicated by whether such monuments were found or set including a description of the monument with a legend for all symbols and abbreviations used on the map.

(5) Show observed evidence of possession or use by others in the parcel or across any perimeter line of the property.

(6) Show surveyed parcel bounded by water or inaccessible areas, the part shall be enclosed by a meander line showing complete data along all lines extending beyond the enclosure. The true boundary shall be clearly indicated on the map.

(7) Identify the professional land surveyor's name and address, the person or entity for whom the survey was made, completion date of the field work, and description of the parcel as provided in s. A-E 7.04.

(8) Bear the stamp or seal, name and address and signature of the professional land surveyor under whose direction and control the survey was made with a statement certifying that the survey complies with this chapter and is correct to the best of the professional land surveyor's knowledge and belief.

(9) Be filed as required by s. 59.45 (1), Stats., on media, or electronically if acceptable by the county.

(10) Identify boundary lines on the survey. Boundary lines shall be clearly differentiated from other lines on the map.

(11) Coordinate values when shown on the face of the map they shall comply with and be subject to the provisions of s. 236.18, Stats., and include coordinate system, datum and adjustment.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (4) and (5), cr. (7), Register, May, 1989, No. 401, eff. 6-1-89; correction in (6) made under s. 13.93 (2m) (b) 5., Stats., Register, March, 1993, No. 447; am. (1) to (5) and (7), Register, January, 1999, No. 517, eff. 2-1-99; CR 15-036; am. (6) Register January 2016 No. 721, eff. 2-1-16; CR 15-039; r. and recr. Register May 2016 No. 725, eff. 6-1-16; correction in (intro.), (9) made under s. 35.17, Stats., Register May 2016 No. 725.

**A-E 7.06 Measurements.** (1) Measurements shall be made with instruments and methods capable of attaining the required accuracy for the particular circumstances involved.

(2) The minimum accuracy of linear measurements between points shall be the larger of 2/100ths of a foot or better than 1 part in 3,000 on all lines of the survey.

(3) The maximum allowable deviation in relative positional accuracy for a survey is plus or minus 0.07 foot plus 50 parts per million, based on the direct distance between the two corners being tested. In certain circumstances, the size or configuration of the surveyed property, or the relief, vegetation or improvements on the surveyed property will result in survey measurements for which the maximum allowable relative positional precision may be exceeded at the discretion of the licensee performing the survey. The licensee shall provide justification for exceeding the maximum allowable relative positional accuracy.

(4) Any closed traverse depicted on a property survey map shall have a latitude and departure closure ratio of less than 1 in 3,000.

(5) Bearings or angles on any property survey map shall be shown to at least the nearest 30 seconds. Distances shall be shown to the nearest 1/100th foot.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (5), Register, May, 1989, No. 401, eff. 6-1-89; CR 15-039; am. (1) to (3), (5) Register May 2016 No. 725, eff. 6-1-16.

**A-E 7.07 Monuments.** The type and position of monuments to be set on any survey shall be according to s. 236.15 (1), Stats., unless determined by the nature of the survey, the permanency required, the nature of the terrain, the cadastral features involved, and the availability of material. Coordinate values are not acceptable in lieu of monuments.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; CR 15-039; am. Register May 2016 No. 725, eff. 6-1-16.

**A-E 7.08 U.S. public land survey monument record.**

(1) **WHEN MONUMENT RECORD REQUIRED.** A U.S. public land survey monument record shall be prepared and filed with the county survey records as part of any land survey within 60 days of setting or accepting the corner which includes or requires the perpetuation, restoration, or use of a U.S. public land survey corner and when any of the following situations arise:

(a) There is no U.S. public land survey monument record for the corner on file in the office of the county surveyor or the register of deeds for the county in which the corner is located; or,

(b) The professional land surveyor who performs the survey accepts a location for the U.S. public land survey corner which differs from that shown on a U.S. public land survey monument record filed in the office of the county surveyor or register of deeds for the county in which the corner is located; or,

(c) The witness ties or U.S. public land survey monument referenced in an existing U.S. public land survey monument record have been destroyed or disturbed, except where the witness ties and the U.S. public land survey monument referenced in an existing U.S. public land survey monument record have been found and verified and a note stating this has been placed on the property survey.

(2) **FORM REQUIRED.** A U.S. public land survey monument record shall be prepared on the board-approved form or on a form substantially the same as the board-approved form which includes all the elements required by this section. A form used for this purpose shall be entitled, "U.S. Public Land Survey Monument Record".

**Note:** A copy of the board-approved form is available from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(3) **MONUMENT RECORD REQUIREMENTS.** A U.S. public land survey monument record shall show the location of the corner and shall include all of the following elements:

(a) The identity of the corner, as referenced to the U.S. public land survey system.

(b) A description of any record evidence, monument evidence, occupational evidence, testimonial evidence or any other material evidence considered by the professional land surveyor, and whether the monument was found or placed.

(c) Reference ties to at least 4 witness monuments. Witness monuments shall be concrete, natural stone, iron, bearing trees or other equally durable material, except wood other than bearing trees.

(d) A plan view drawing depicting the relevant monuments and reference ties which is sufficient in detail to enable accurate relocation of the corner monument if the corner monument is disturbed.

(e) A description of any material discrepancy between the location of the corner monument as restored and the monument location of that corner as previously established.

(f) Whether the corner was restored through acceptance of an obliterated evidence location or a found perpetuated location.

(g) Whether the corner was determined through lost-corner-proportionate methods.

(h) The directions and distances to other public land survey corners which were used as evidence or used for proportioning in determining the corner location.

(i) The stamp and signature or seal and signature of the profes-

sional land surveyor under whose direction and control the corner location was determined and a statement certifying that the U.S. public land survey monument record is correct and complete to the best of his or her knowledge and belief.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1) and (3) (c), Register, May, 1989, No. 401, eff. 6-1-89; am. (3) (a) to (h), Register, January, 1999, No. 517, eff. 2-1-99; reprinted to restore dropped copy in (1) (intro.) Register November 2007 No. 623; CR 15-036: am. (1) (b), (3) (b), (i) Register January 2016 No. 721, eff. 2-1-16; CR 15-039: am. (1) (intro.), (c), (3) (e), (f) Register May 2016 No. 725, eff. 6-1-16.