

## **Salt Lake County Surveyor's Office Online Monument Preservation Permit Process**

The Salt Lake County Surveyor's Office is pleased to introduce the ability to apply for and obtain Monument Preservation permits online. To accomplish this, an online payment will be accepted with a Credit/Debit card or by Electronic check. A step by step procedure is contained below. For additional information regarding electronic transactions, refer to Utah State Code 46-4.

To ensure security when processing the online payment, the Surveyor's Office has partnered with a third party electronic payment provider, Official Payments Corporation (OPC). Attachment A explains the online payment process and step-by-step instructions for both Credit/Debit cards and Electronic checks processed by OPC.

The online Monument Preservation Permit has been designed to streamline the Monument Permitting process. Complete the filing form, process the payment, enter your OPC confirmation number on the form and send the form, along with required documentation in an email to [Surveyor@slco.org](mailto:Surveyor@slco.org). **All correspondence regarding the Monument Permitting process will be directed to the originating email address.**

Two scenarios exist when a person obtains a Monument Preservation Permit.

1. Removal or disturbance of existing monumentation.
2. Installation of new monumentation.

As these scenarios both require a different procedure to be followed by the County Surveyor's office, step by step instructions for each scenario are outlined below:

### **Removal or disturbance of existing monumentation**

Pursuant to Utah State Code 17-23-14 and Chapter 14.17 of the Salt Lake County Ordinances, the removal or disturbance of existing monumentation requires a Monument Permit be obtained prior to the defacement or destruction of any Salt Lake County Monument. Many times the exact number or location of existing monuments are unknown. Therefore, a form has been prepared called the "Monument Permit Pre-Construction Review Request" that will provide for the location, quantity, and referencing of monuments prior to the Monument Permit being issued. This form can be found [HERE](#). **NOTE: After opening form, save to a local location. Then click browser back button to return to instructions.** This form should be filled out as completely as possible and emailed to [Surveyor@slco.org](mailto:Surveyor@slco.org) with the words "Monument Permit" in the subject line. For the most accurate count of potentially disturbed monumentation, a set of construction drawings should be attached along with the email if at all possible.

Within 3 business days of receipt of this request, the Salt Lake County Surveyor's Office will visit the construction site, obtain a count, and reference the monuments that will potentially be disturbed. The person listed on the form will then be notified by email and/or telephone of the number of monuments that will be listed on the monument permit.

After notification, the person obtaining the permit shall download the Salt Lake County Surveyor's Monument Preservation Permit form. This form can be found [HERE](#). **NOTE: After opening form, save to a local location. Then click browser back button to return to instructions.** This form should be completed; and payment made according to

the Surveyor's [fee schedule](#), made through OPC, and the form emailed directly to [Surveyor@slco.org](mailto:Surveyor@slco.org) with the words "Monument Permit" in the subject line. Detailed instructions for filling out this form are as follows:

Monument:	New	<input type="checkbox"/>	Existing	<input type="checkbox"/>
Municipality:	_____			
Subdivision:	_____			
Phase:	_____			

1. Fill out the information in the upper left corner of the form. For existing monuments the items requested for Subdivision and Phase may be left blank.

2. Enter the permittee name, agency, or organization in the requested field. Enter the number of monuments that will be removed or disturbed in the appropriate field. The field for monuments to be installed may be left blank.

Individual, Agency, or Organization: _____, hereby requests authorization to remove _____ existing or to install _____ new public survey monument(s) as described below:
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3. If a "Monument Permit Pre-Construction Review Request" has previously been completed, this portion of the permit may be filled out by the Salt Lake County Surveyor's Office staff. If the request form was not previously completed, this information should be completed by the permittee. If you need help filling out this portion of the form please call the Salt Lake County Surveyor's Office at (801) 468-2016.

Mon. No.	Monument Type	Street Address	Corner	Section	Township	Range
1						
2						
3						
4						
5						

The undersigned agrees to the terms of this Monument Permit.
Permittee Contact Person: _____
Title/Position: _____
Permittee Phone No. _____ Fax No. _____
Permittee Email Address: _____
Permittee Mailing Address: _____

4. Fill out all of the fields in the box toward the bottom left of the form.

5. Click the link on the form that will take you to the OPC Payment website, or enter

<p><b>**Link to OPC payment website</b></p> <p>OPC Payment Confirmation Number _____</p> <p>Permittee Signature: _____</p>
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[https://www.officialpayments.com/pc\\_entry\\_standard.jsp?productId=105229938990950896136722898171459768](https://www.officialpayments.com/pc_entry_standard.jsp?productId=105229938990950896136722898171459768)

into your web browser. Proceed with your payment made according to the Surveyor's [fee schedule](#). After payment has been processed, enter the payment confirmation number you received from OPC in the field provided and type your name for your signature. Save and email the completed Monument Preservation Permit form to [Surveyor@slco.org](mailto:Surveyor@slco.org) with the words "Monument Permit" in the subject line.

6. After receipt of your email, the Salt Lake County Surveyor's office will complete all remaining fields, save a copy, email back the completed permit, and grant permission to proceed with construction activity.
7. When appropriate, permittee shall request the Salt Lake County Surveyor's Office set monument point(s) and straddle(s) prior to the installation of the replacement monument(s) by permittee.
8. If new monumentation is required to replace damaged or disturbed corners, permittee will be instructed to obtain pre-fabricated monuments, monument rings, and lids from the Salt Lake County Public Works facility located at 7125 South 600 West, Midvale Utah.
9. After installation of monuments, permittee shall request the Salt Lake County Surveyor's Office field verify the monument installation and cross the monument brass.

## Installation of new survey monumentation

Pursuant to Utah State Code 17-23-14 and Chapter 14.17 of the Salt Lake County Ordinances, a Monument Preservation Permit must be obtained prior to the installation of any new survey monument. The person obtaining the Monument Preservation Permit shall download the Salt Lake County Surveyor's Monument Preservation Permit form. This form can be found [HERE](#). **NOTE: After opening form, save to a local location. Then click browser back button to return to instructions.** This form should be completed; and payment made according to the Surveyor's [fee schedule](#) through OPC, and then emailed to [Surveyor@slco.org](mailto:Surveyor@slco.org) with the words "Monument Permit" in the subject line. Detailed instructions for filling out this form are as follows:

<p>Monument:    New <input type="checkbox"/>    Existing <input type="checkbox"/></p> <p>Municipality: _____</p> <p>Subdivision: _____</p> <p>Phase: _____</p>
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1. Fill out the information in the upper left corner of the form. For new monumentation the subdivision and phase should be specified.

1. Enter the permittee name, agency, or organization in the requested field. Enter the number of monuments that will be installed in the appropriate field. The field for monuments to be removed may be left blank.

Individual, Agency, or Organization: \_\_\_\_\_, hereby requests authorization to remove \_\_\_\_\_ existing or to install \_\_\_\_\_ new public survey monument(s) as described below:

2. The following portion of the permit may be completed by the Salt Lake County Surveyor's Office staff using the plat and coordinates that are to be provided by the permittee. You may also fill out this portion of the form yourself. If you need help filling out this portion of the form please call the Salt Lake County Surveyor's Office at (801) 468-2016.

Mon. No.	Monument Type	Street Address	Corner	Section	Township	Range
1						
2						
3						
4						
5						

The undersigned agrees to the terms of this Monument Permit.  
 Permittee Contact Person: \_\_\_\_\_  
 Title/Position: \_\_\_\_\_  
 Permittee Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Permittee Email Address: \_\_\_\_\_  
 Permittee Mailing Address: \_\_\_\_\_

3. Fill out all of the fields in the box toward the bottom left of the form.

4. Click the link on the form that will take you to the OPC Payment website, or enter

**\*\*Link to OPC payment website**  
**OPC Payment Confirmation Number** \_\_\_\_\_  
 Permittee Signature: \_\_\_\_\_

[https://www.officialpayments.com/pc\\_entry\\_standard.jsp?productId=105229938990950896136722898171459768](https://www.officialpayments.com/pc_entry_standard.jsp?productId=105229938990950896136722898171459768)

into your web browser. Proceed with your payment made according to the Surveyor's [fee schedule](#). After payment has been processed, enter the payment confirmation number you received from OPC in the field provided and type your name for your signature.

5. Send the form, along with a digital copy of the approved subdivision plat, street dedication, and/or subsequent affidavits of corrections showing the coordinates of the new monument(s) and their relationship to existing monument control to [Surveyor@slco.org](mailto:Surveyor@slco.org) with the words "Monument Permit" in the subject line.
6. After receipt of your email, the Salt Lake County Surveyor's office will complete all remaining fields, save a copy, and email back the completed permit. This will serve as a request for the Salt Lake County Surveyor to field verify the monument point(s) and straddle(s) established by permittee.
7. After points and straddles have been verified, permittee will be instructed to obtain pre-fabricated monuments, monument rings, and lids from the Salt Lake County Public Works facility located at 7125 South 600 West, Midvale Utah. Permittee may then precede with the installation of new survey monuments.
8. After installation of monuments, permittee shall request the Salt Lake County Surveyor's Office field verify the monument installation and cross the monument brass.