

Digital Plat Submission and Recording

Richard Elkins, GISP, Land Records Manager
NC Department of the Secretary of State

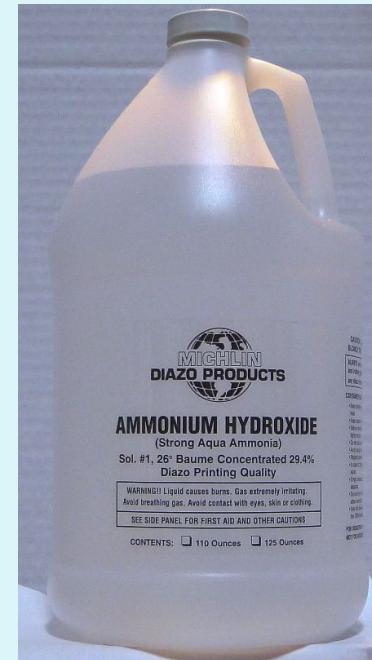
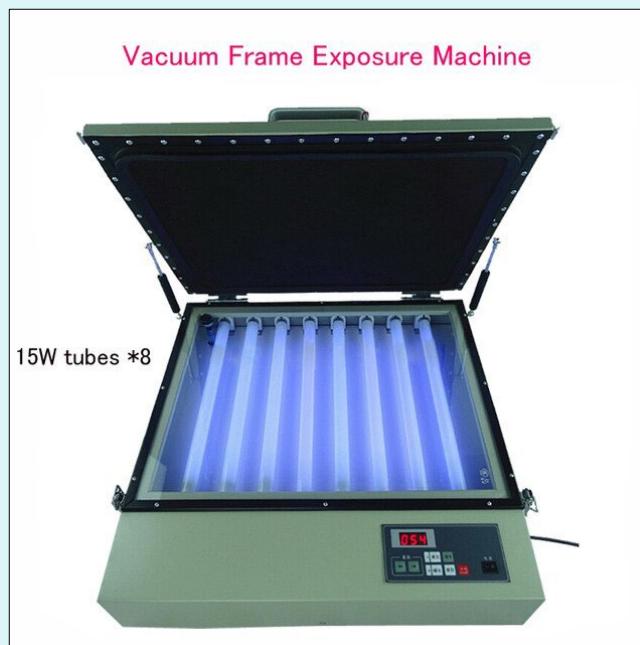
*Secretary of State
Elaine F. Marshall*



www.sosnc.gov

Why eRecord?

- Hard Copy Storage Space (and cost)
- Superior Digital Image Quality
 - Mylar was not designed for digital scanning (and it isn't cheap)
 - A scanned image is never as clear as the digital original
 - Smaller file size than scans (digital storage)
 - **Social Distancing Limitations**
- Time is Money (flexibility, convenience)



Notices:



- There are many E-Signing applications available and surveyors may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.
- For eRecording, submitters must use a service that has Agreements and software integration in place with that county's Register of Deeds.
- This demo will show eSignatures with both DocVerify and DocuSign.
- eRecording example is through Simplifile.



Who pays for the services?

- The Surveyor chooses and pays for both the eSignature service and the eRecording service.
- There is no cost to the jurisdiction, no accounts need to be maintained, no software installed, and no special equipment is needed.
- eSignature and eRecording are both secure cloud-based services, protecting the security of the document, with no partially-signed versions floating around.
- Signers access eSignatures through a link sent by email.

47-30(o) eRecording Requirements

- (o) The requirements of this section regarding plat size, reproducible form, and evidence of required certifications shall be met with respect to a plat that is an "electronic document," as that term is defined in G.S. 47-16.2(3), if all of the following conditions have been met:
 - (1) The register of deeds has authorized the submitter to electronically register the electronic document.
 - (2) The plat is submitted by a United States federal or a state governmental unit or instrumentality or a trusted submitter. For purposes of this subsection, "a trusted submitter" means a person or entity that has entered into a memorandum of understanding regarding electronic recording with the register of deeds in the county in which the electronic document is to be submitted.

(Continued)

- (3) Evidence of required certifications appear on the digitized image of the document as it will appear on the public record.
- (4) With respect to a plat submitted by a trusted submitter, the digitized image of the document as it will appear on the public record contains the submitter's name in the following completed statement on the first page of the document image:

"Submitted electronically by _____ (submitter's name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with the _____ (insert county name) County Register of Deeds."

- (5) Except as otherwise provided in this subsection, the digitized image of the plat conforms to all other applicable laws and rules that prescribe recordation. (emphasis added)
- *Note: the statement above will be added by the eRecording vendor. (Step 3 of the process, after Review Officer)*

Surveyors: Certification of Final Drawings

NCAC 21-56.1103(a) (NCBEEs Rules)

Certification of Final Drawings:

- (1) Certification is required on reproducibles or original drawings;
- (2) The seal may be a rubber stamp, embossed seal, computer-generated seal, or other facsimile that becomes a permanent addition to a plan sheet or map.

Digital Signatures

NCAC 21-56.1103(e) (NCBEEs Rules)

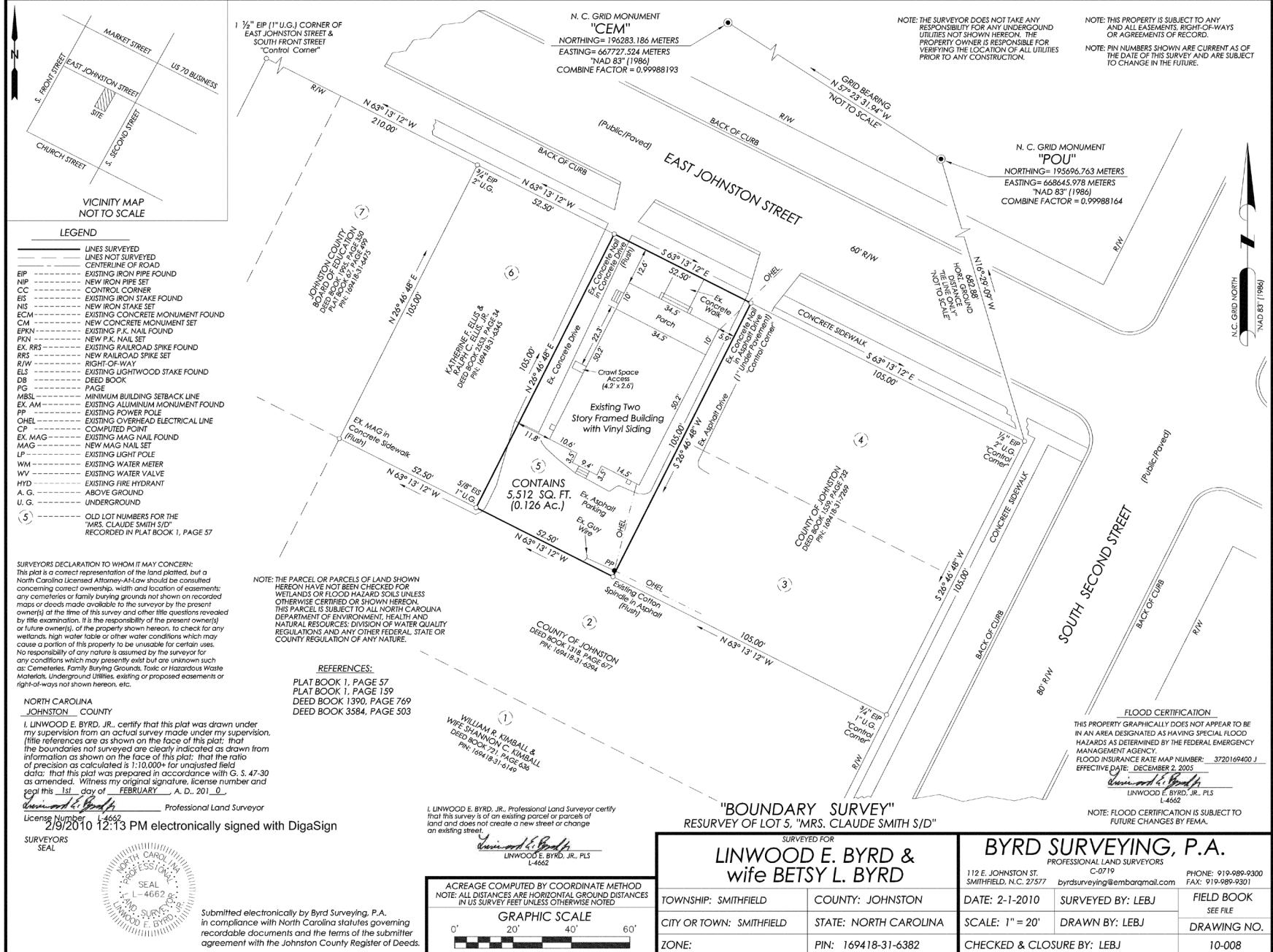
Documents to be electronically transmitted that are signed using a digital signature, shall contain the authentication procedure in a secure mode and a list of the hardware, software and parameters used to prepare the document(s). Secure mode means that the authentication procedure has protective measures to prevent alteration or overriding of the authentication procedure. The term “digital signature” shall be an electronic authentication process that is attached to or logically associated with an electronic document.

Digital Signatures

NCAC 21-56.1103(e) (NCBEEs Rules) continued:

The digital signature shall be:

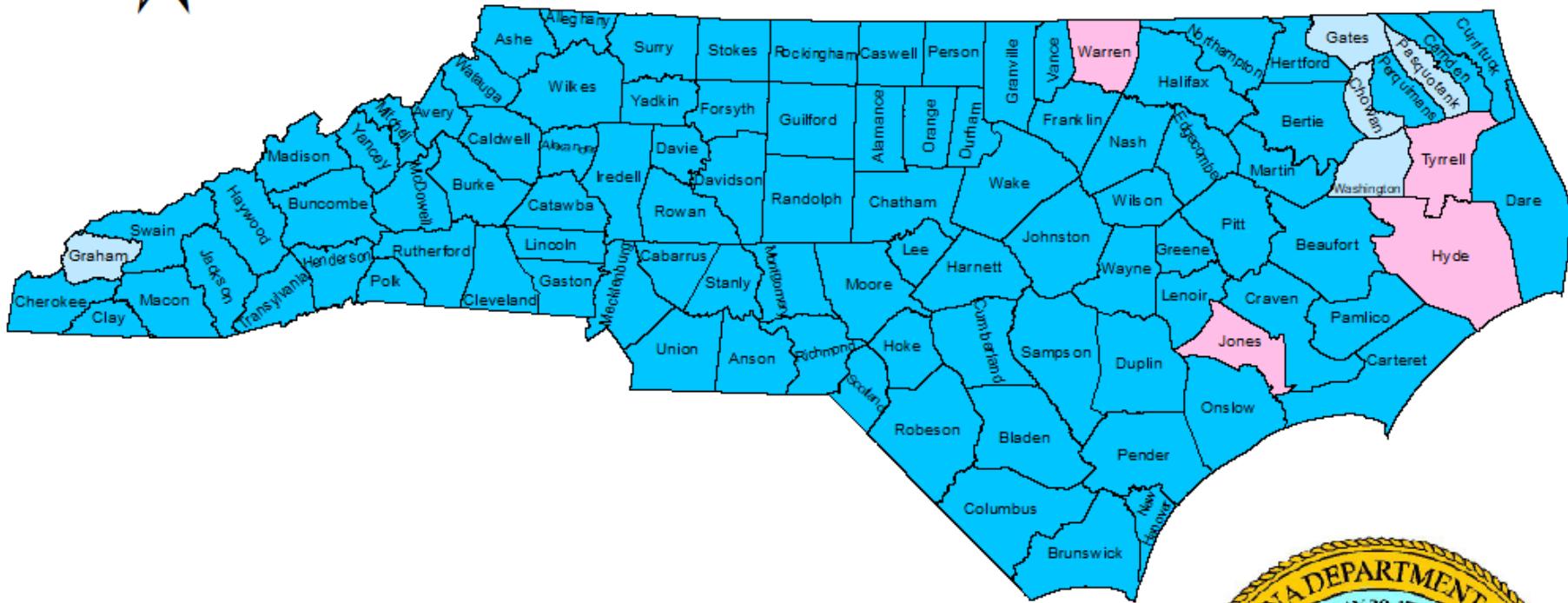
- (1) Unique to the licensee using it;
- (2) Capable of verification;
- (3) Under the sole control of the licensee; and
- (4) Linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed.



N

North Carolina E-Recording Counties

May 1, 2023



Legend

eRecording Capability

- Yes (91)
- Limited types (5)
- Planned (0)
- No (4)

8/29/2023

Map prepared by:
Richard Elkins, GISP
Land Records Manager
NC Secretary of State

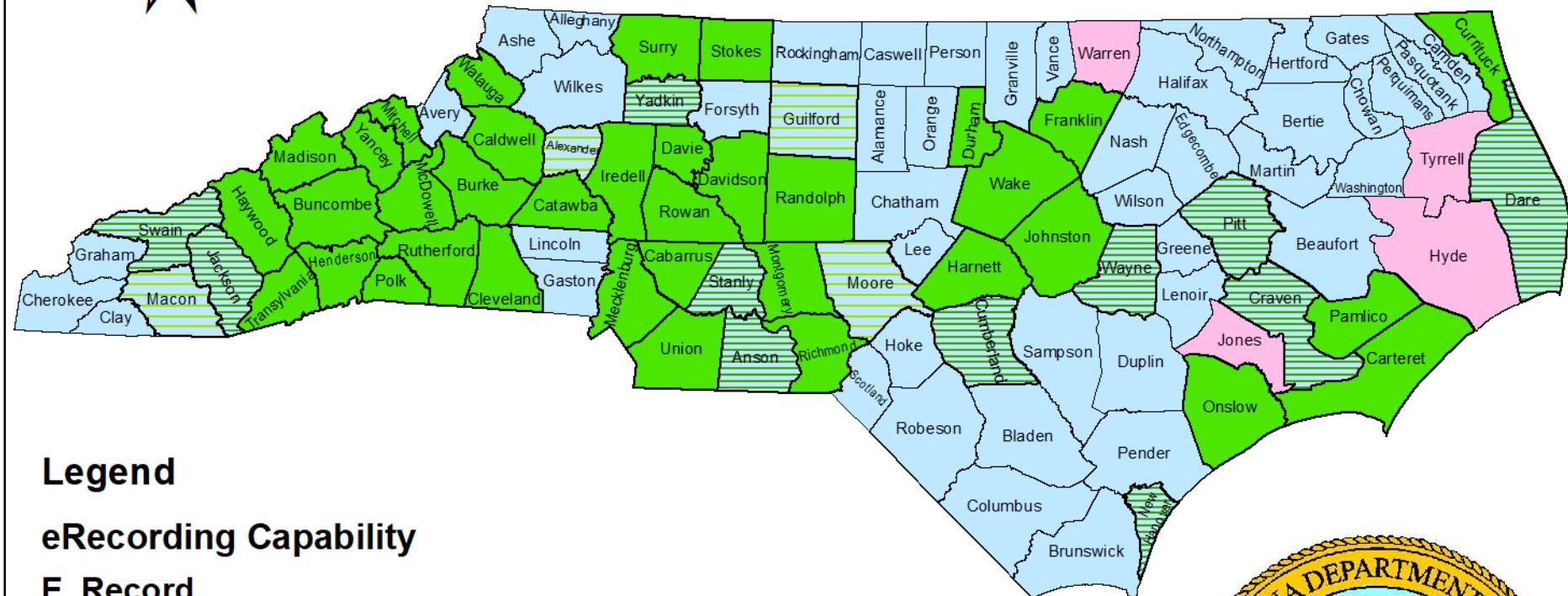
Land Records Management Program



N

North Carolina E-Recording Counties

July 24, 2023



Legend

eRecording Capability

E_Record

Yes (96)

Not Yet (4)

Yes AND eRecording Maps

Yes (36)

Ready (11)

Planned (4)

Map prepared by:
Richard Elkins, GISP
Land Records Manager
NC Secretary of State
Land Records Management Program



Digital Plat Recording Process

Consists of Three Phases

Step 1:

(Preliminary)

Use Email (or FTP if available) to submit draft map and make any necessary revisions.

Step 2:

(Digital Signatures)

Use Approved Digital Signature Service to obtain necessary signatures on the map.

Step 3:

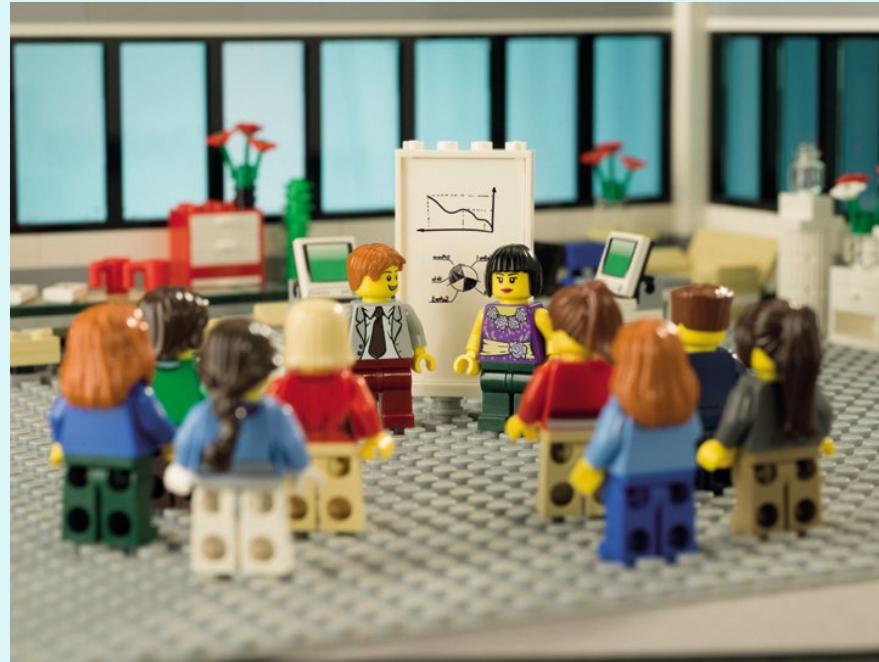
(eRecording)

Use ROD-Approved eRecording Service to submit signed map to the Register of Deeds.

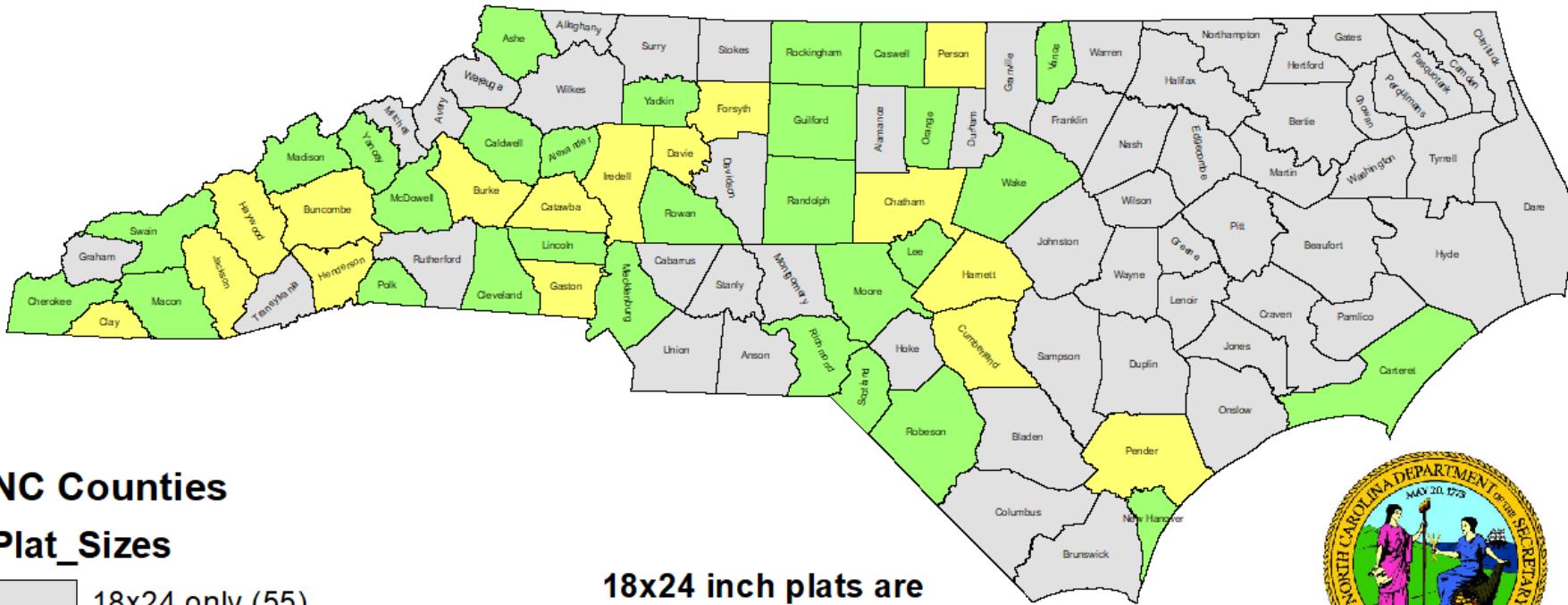
Throughout the whole process,
The Surveyor guides their map
through the steps from Preliminary
to Signing to Recording



Unless hard-copies are required to be submitted, eRecording does not change the jurisdiction's approval process, only how you sign the plats.



Plat Sizes Accepted by County (2022)



NC Counties

Plat Sizes

-  18x24 only (55)
-  18x24 or 21x30 (0)
-  18x24 or 24x36 (16)
-  all 3 sizes accepted (29)

18x24 inch plats are accepted in all counties. 21x30 and/or 24x36 may also be accepted at the discretion of the Register of Deeds.



Map Prepared by Rich Elkins, GISP
Land Records Manager
NC Secretary of State's Office
relkins@sosnc.gov

Plat Certificates

- The surveyor must include all required certificates.
- eSigning does not allow signers to alter maps.
- Signers can only complete designated fields and sign.

NORTH CAROLINA
BRUNSWICK COUNTY

I, THOMAS W. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN _____ SEE PLAT _____, THAT THE ERROR OF CLOSURE AS CALCULATED BY COMPUTER IS 1/ _____ NA, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES, PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS *2/16/2016*
DocuSigned by _____, A.D. 2016.

Thomas W. Morgan

THOMAS W. MORGAN, P.L.S.
REGISTRATION NUMBER L-2518
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA
COUNTY OF *Orange*

I, *David S. Tuttle*, REVIEW OFFICER OF *Orange* COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS ATTACHED COMPLIES WITH ALL STATUTORY REQUIREMENTS FOR RECORDING.

DocuSigned by *David S. Tuttle*

REVIEW OFFICER
CC9C5054838F18D
2/16/2016

DATE

Digital Plat Recording Process

Consists of Three Phases

Step 1:

(Preliminary)

Use Email (or FTP if available) to submit draft map and make any necessary revisions.

Step 2:

(Digital Signatures)

Use Approved Digital Signature Service to obtain necessary signatures on the map.

Step 3:

(eRecording)

Use ROD-Approved eRecording Service to submit signed map to the Register of Deeds.

Preliminary Approval: (Step 1)

- 1. The surveyor creates a PDF of their map with the note: "Final Drawing - For Review Purposes Only".
(the surveyor will have to add any required certificates to the plat - the reviewer will not have the option of adding a certificate).
- 2. The surveyor will email (or FTP) this PDF to the individuals that are required to review the plat (Planner, Review Officer, DOT, etc.) asking them to review and comment.



Preliminary Approval: (Step 1)

- 3. The reviewer will perform the review and make any comments regarding revisions that are necessary.
- 4. The Surveyor will make revisions, repeating the process until preliminary approval is achieved.
- During this phase, arrangements for any impact or review fees will need to be paid, and Planning Board approvals (if needed) will take place.



Digital Plat Recording Process

Consists of Three Phases

Step 1:

(Preliminary)

Use Email (or FTP if available) to submit draft map and make any necessary revisions.

Step 2:

(Digital Signatures)

Use Approved Digital Signature Service to obtain necessary signatures on the map.

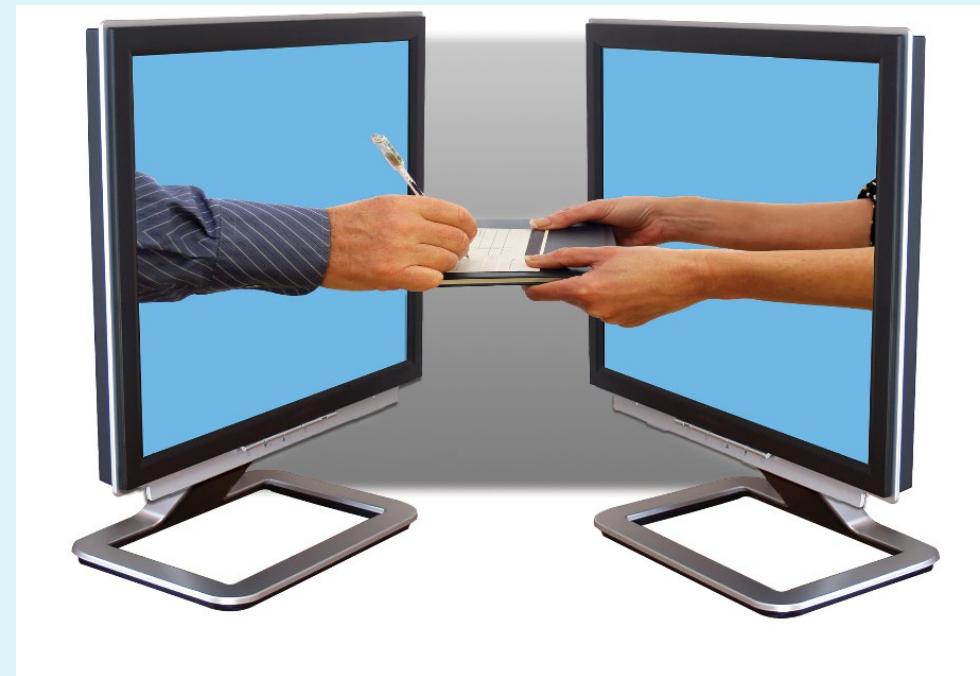
Step 3:

(eRecording)

Use ROD-Approved eRecording Service to submit signed map to the Register of Deeds.

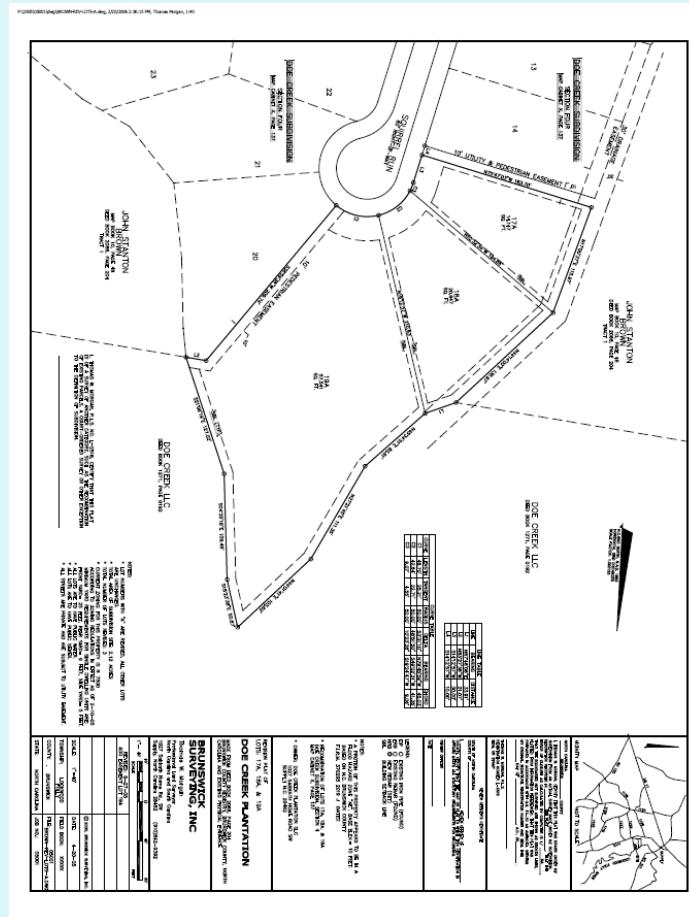
Lets look at the e-Signing Process (Step 2)

- Setting up the map signatures
 - Who signs?
 - Where do they sign?
 - Signature elements
- Getting the map signed
 - No special hardware or software required
 - No cost to signers, only to submitter
 - Internet Access
 - Email
 - Web Browser



Get your plat ready to sign

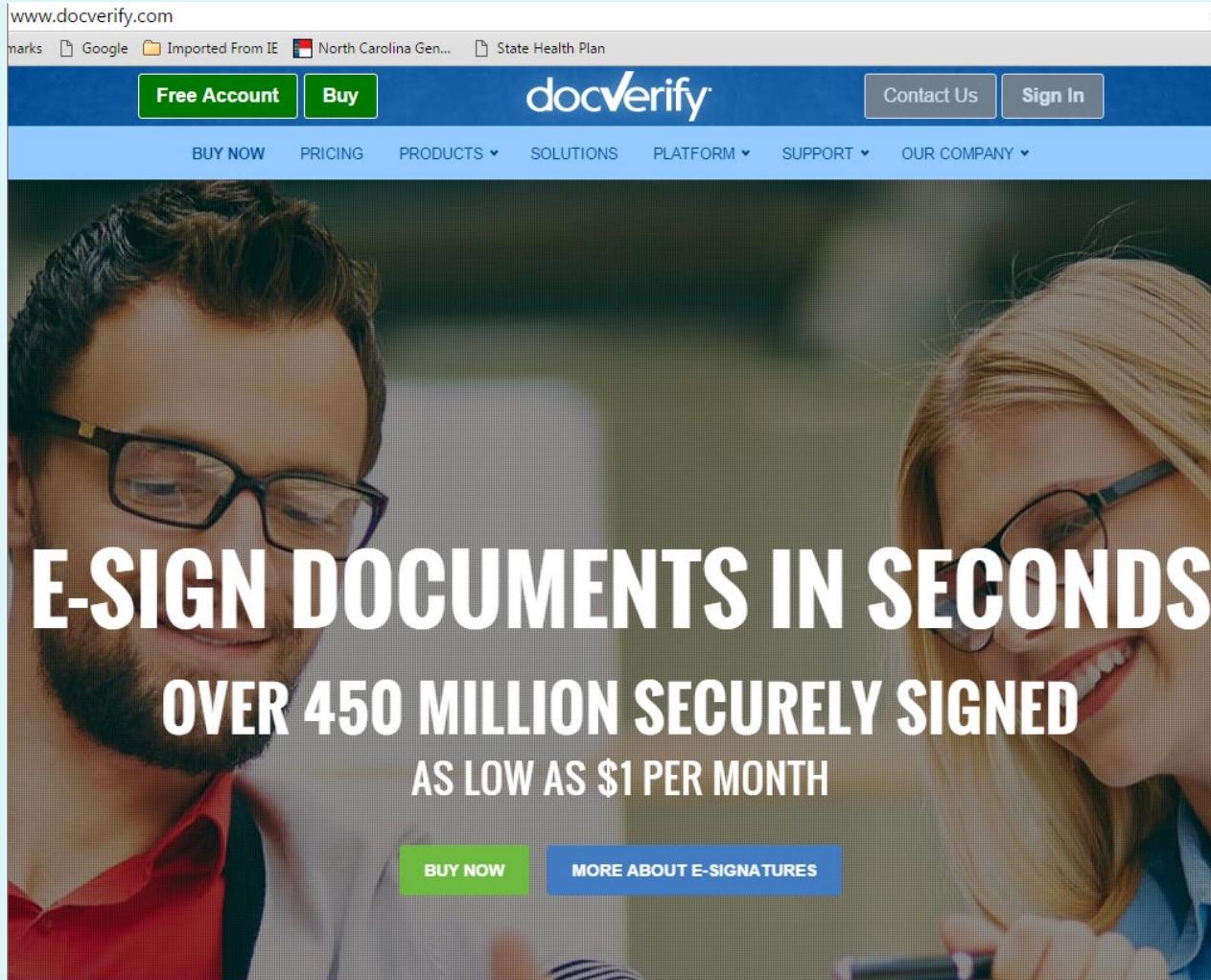
- Remove Preliminary Map Statement(s)
- Add digital seal image.
- If the plat is not oriented properly (reading orientation) it must be fixed before uploading. Signature systems do not have a rotate function.



Selecting an eSigning Vendor

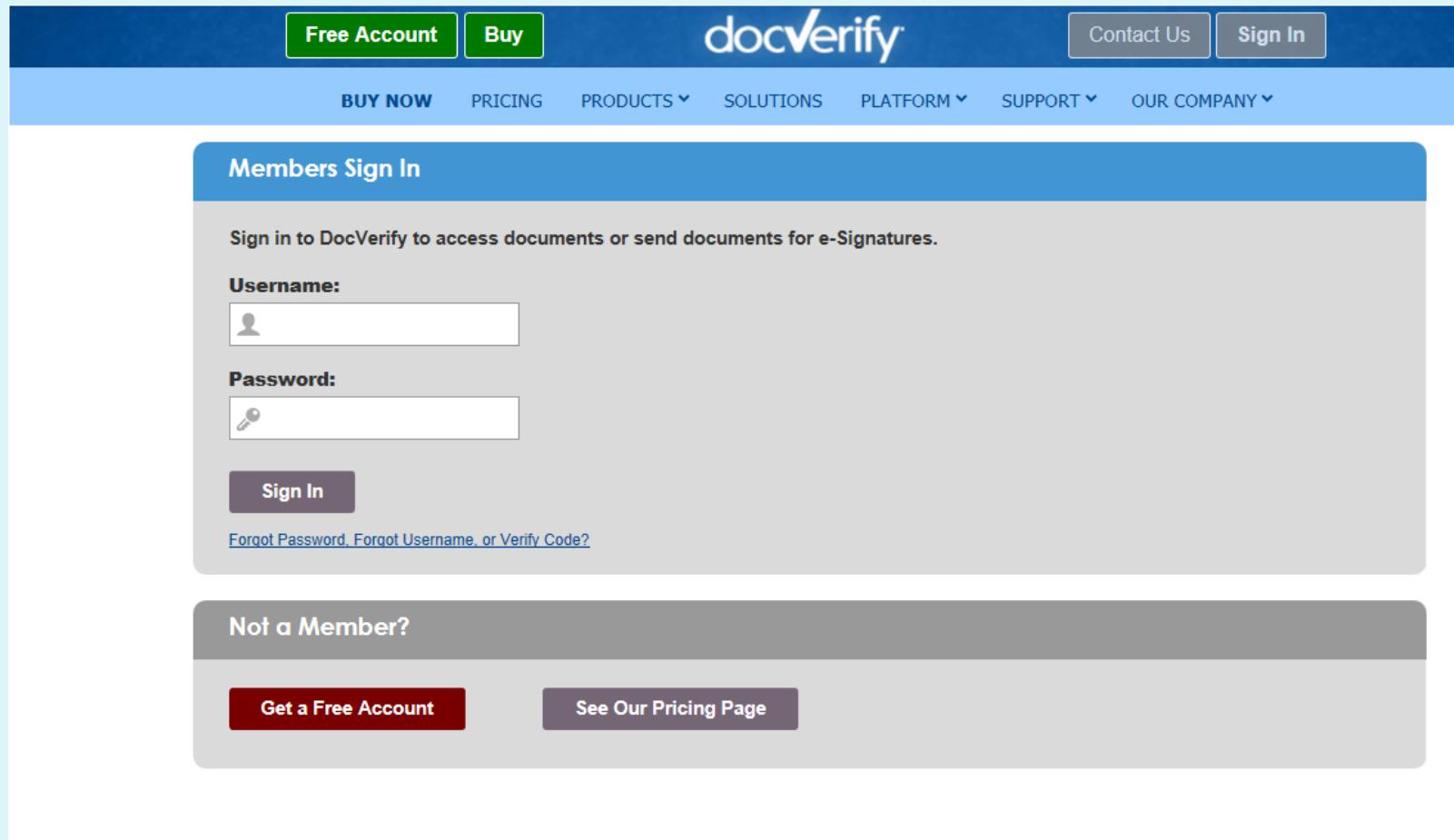
- There are many eSigning applications available and you may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.
- For the purpose of this Demo, we have partnered with **DocVerify**. <http://www.docverify.com/>
- The other service commonly used by Surveyors is **DocuSign**. <https://www.docusign.com/> We will have an additional example using that service.
- **Adobe Acrobat** is also an approved method.
- Surveyors should review North Carolina Board of Examiners for Engineers and Surveyors rule 21 NCAC 56 .1103 STANDARD CERTIFICATION REQUIREMENTS for signing and sealing a drawing in paper and electronically.

Demo: Login to DocVerify



Member Sign In Screen

(Surveyors will need to create an account)



The screenshot shows the DocVerify website's member sign-in interface. At the top, there is a dark blue header bar with several buttons: 'Free Account' (green), 'Buy' (green), 'Contact Us' (gray), and 'Sign In' (gray). The 'docVerify' logo is centered in the header. Below the header is a light blue navigation bar with links: 'BUY NOW', 'PRICING', 'PRODUCTS ▾', 'SOLUTIONS', 'PLATFORM ▾', 'SUPPORT ▾', and 'OUR COMPANY ▾'. The main content area has a light gray background. It features a 'Members Sign In' section with a blue header. Inside this section, there is a message: 'Sign in to DocVerify to access documents or send documents for e-Signatures.' Below the message are two input fields: 'Username:' with a user icon and 'Password:' with a key icon. A 'Sign In' button is located below the password field. At the bottom of this section is a link: 'Forgot Password, Forgot Username, or Verify Code?'. Below this is a 'Not a Member?' section with a dark gray header. It contains two buttons: 'Get a Free Account' (red) and 'See Our Pricing Page' (dark gray). The entire page is set against a light blue background with a decorative wavy pattern at the top.

Members Sign In

Sign in to DocVerify to access documents or send documents for e-Signatures.

Username:

Password:

Sign In

[Forgot Password, Forgot Username, or Verify Code?](#)

Not a Member?

Get a Free Account

See Our Pricing Page

Once you are set up Let's upload a map for eSigning!



Contract Management

[Add New E-Sign Document](#) [Get Help](#)

Credits Used Last Month	Credits Used in March	Created in March	Completed in March
0	0	0	0

[Export Signed to Excel](#)

[Out to be Signed](#) [Waiting to be Signed](#) [Signed or Notarized](#) [Refresh Tab](#)

You have no documents waiting to be Signed

E-signature documents automatically expire 45 days if not complete
*Electronic Notary is not available in all states. Please check with your state.

[Show/Hide Legend](#)

Navigate to the PDF of the plat

(the final version with the Surveyor Seal)

Add New Document

[Info and Help Menu](#)

[Select Request Type](#)

[E-Signatures](#) [VeriVault](#) [E-Notary Request](#)

[Help](#)

Select a Document

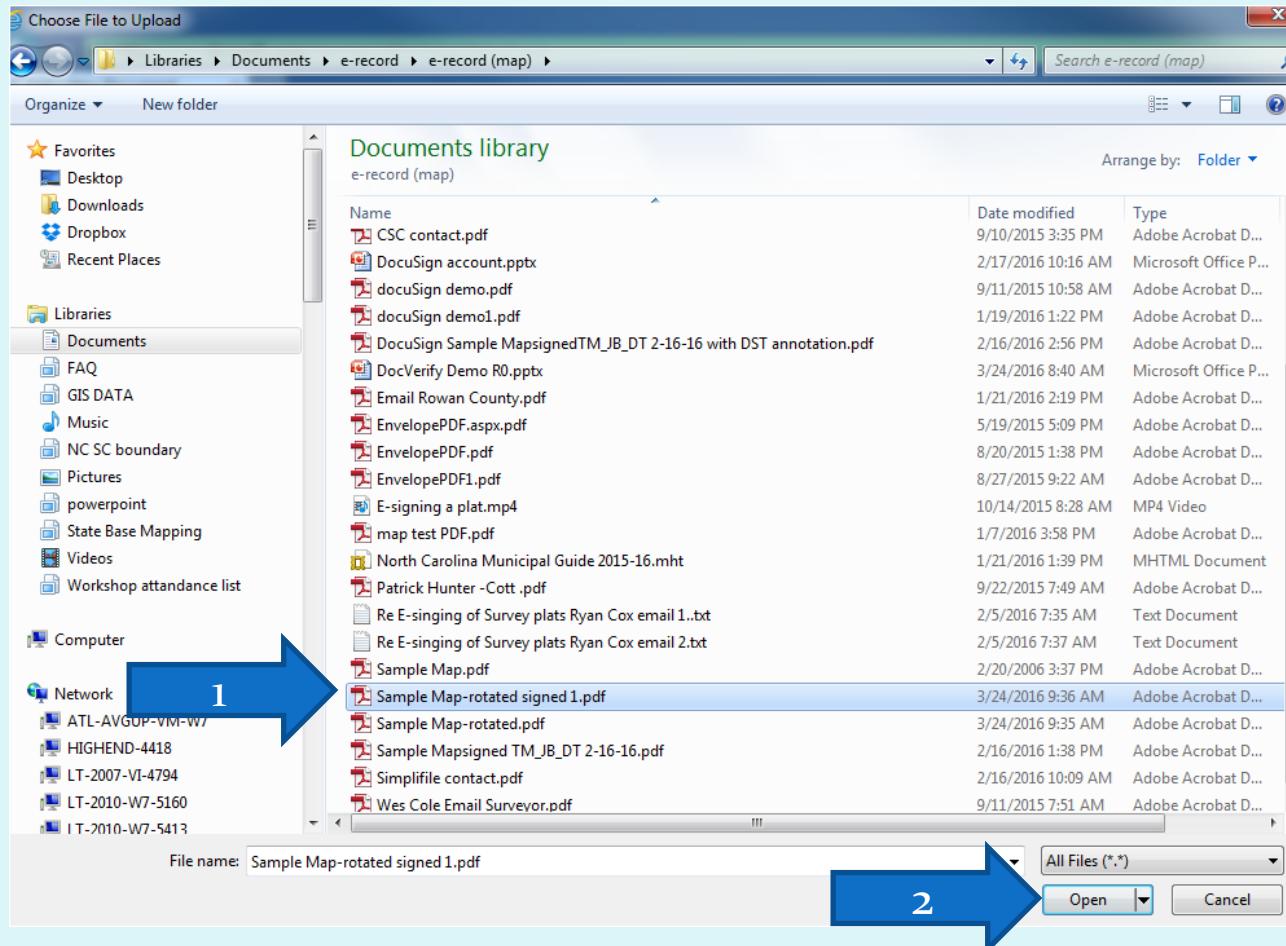
[Your Drive](#) Your document library is empty [Share URL](#)



Drag and Drop Supported Files Here

[Combine Documents](#) [Document Packet](#)

Select the map and “open”



The next step is to add the email addresses of each signer of the map.

E-Signature Recipients [Help](#)

*Please enter or select up to 20 signers excluding yourself

[Add Signer](#)

Signers List
Your signers or recipient list is empty.

Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".

Total Signers: 0

CC'd Only: - please select email from above, and then click CC. Max 3.

Your Signature:

E-Signature Options [Help](#)

[Hide Options](#) [Extended Options](#) [Security and Authenticity Options](#)



Do not add yourself as a signer in this list.

E-Signature Recipients [Help](#)

*Please enter or select up to 20 signers excluding yourself

tmorgan63048@gmail.com [Add Signer](#)

Signers List
Your signers or recipient list is empty.

Instructions: To add a new signer, enter a name or email address in the text box above, enter a new email address in the "Owner Email" box above or select a new email address from the list below.

Total Signers: 0

CC'd Only: - please select email addresses to receive a copy of the document.

Owner Email

You cannot add your own email here.

If you want to sign this document, click "**I Sign Last**" or "**I Sign First**" below.

Close

Your Signature:

There is a separate option for you to sign First or Last. A Surveyor must sign “First”.

E-Signature Recipients

*Please enter or select up to 20 signers excluding yourself

Enter or select signer email address here Add Signer

Signers List
Your signers or recipient list is empty.

Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".

Total Signers: 0

CC'd Only: - please select email from above, and then click CC. Max 3.

Your Signature:
 I do NOT want to sign I want to sign LAST I want to sign FIRST

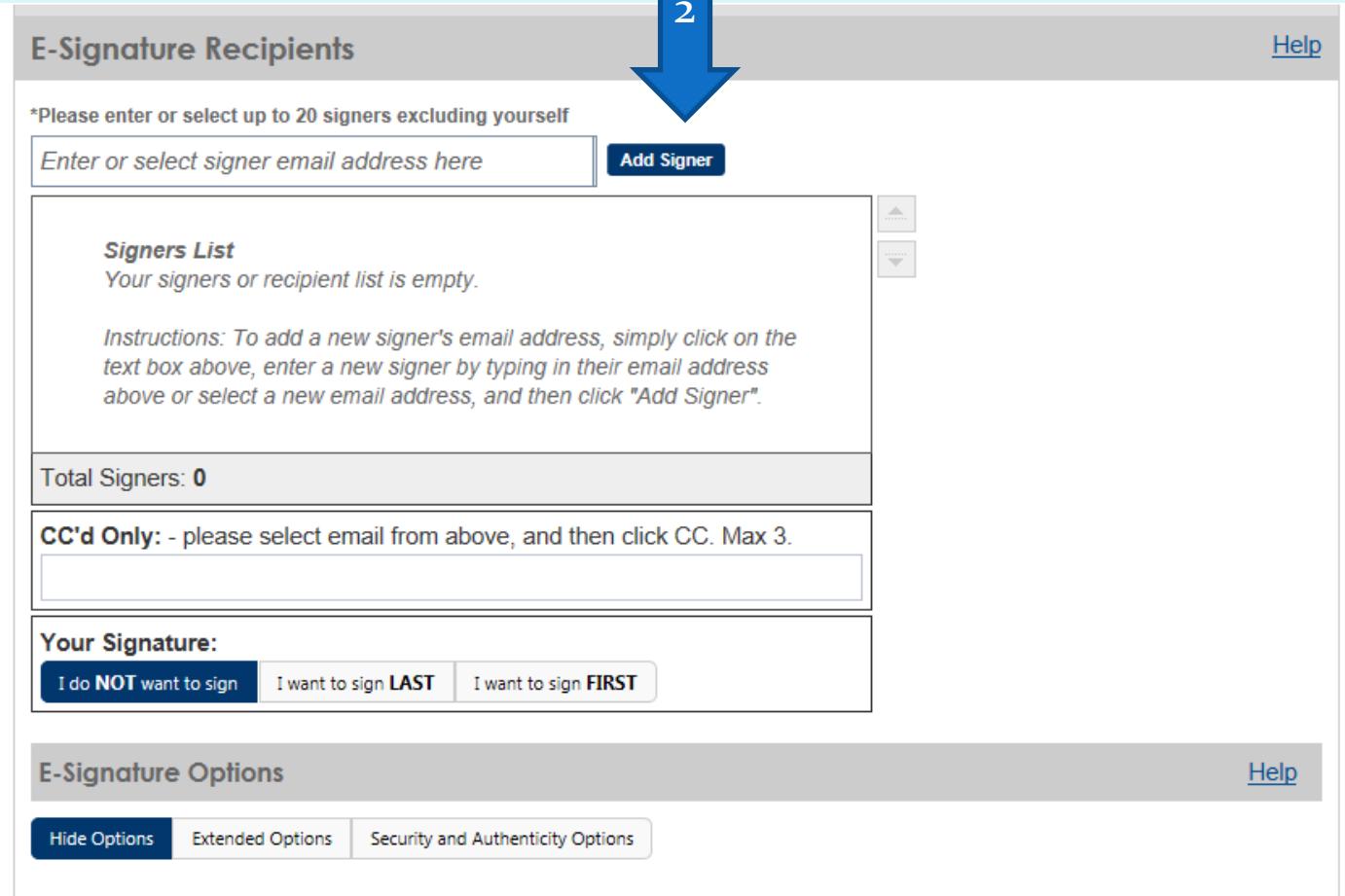
E-Signature Options

[Hide Options](#) [Extended Options](#) [Security and Authenticity Options](#)



DocVerify is used for E-Signatures for all types of documents. You must tell it that you as the originator are one of the signers and what stage your signature should be added to the document.

Now add the other signers in the order they should sign.



1

2

E-Signature Recipients

*Please enter or select up to 20 signers excluding yourself

Enter or select signer email address here

Add Signer

Signers List
Your signers or recipient list is empty.

Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".

Total Signers: 0

CC'd Only: - please select email from above, and then click CC. Max 3.

Your Signature:

I do NOT want to sign

I want to sign LAST

I want to sign FIRST

E-Signature Options

Hide Options

Extended Options

Security and Authenticity Options

Help [Help](#)

Who signs the map?

- Maps submitted digitally must have all the same signatures as a hard-copy map. We are just getting those signatures digitally instead of physically.
- During the Preliminary Review, the local jurisdiction should provide email addresses for the governmental signers of the plat. Depending on the situation these may include:
 - DOT
 - Environmental Health
 - Planning
 - Review Officer



Who signs the map?

- You do not include the Register of Deeds in the Step 2: eSignatures, they are not involved until Step 3 when we record the plat.
- Some jurisdictions require owners to sign the plat (and possibly require that to be notarized.) This complicates the process significantly (as well as taking up valuable space on your map.)
- Jurisdictions can help streamline the process by requiring owners to sign applications, rather than maps. Removing requirements for submitting paper copies facilitates digital submission as well.



Who signs the map?

- Using email addresses of individual employees as signers can be done, but risks significant delay if someone is sick or on vacation.



- Government signers should talk to their IT Department about options of shared email boxes or aliases with multiple recipients such as: reviewofficer@county.gov
- This prevents one person's absence from holding up the whole process.

We have added 3 to the signing list.

*Please enter or select up to 20 signers excluding yourself

Enter or select signer email address here

Signer 1: dstuttle@ncbels.org	Signer <input type="button" value="▼"/> <input type="button" value="CC Only"/>
Signer 2: ostallworth@sosnc.gov	Signer <input type="button" value="▼"/> <input type="button" value="CC Only"/>
Signer 3: tmorgan@sosnc.gov	Signer <input type="button" value="▼"/> <input type="button" value="CC Only"/>

Total Signers: **3**

CC'd Only: - please select email from above, and then click CC. Max 3.

We can rearrange the order of signers and can change the status to signer receive a carbon copy (CC only)

Drag and Drop to change the order

Extended Options

The screenshot shows the E-Signature Recipients interface. Step 1 is indicated by a blue arrow pointing to the 'Signer' dropdown menu where users can change the status to 'CC Only'. Step 2 is indicated by a blue arrow pointing to the 'Extended Options' tab. Step 3 is indicated by a blue arrow pointing to the 'Submit' button at the bottom of the page.

E-Signature Recipients

*Please enter or select up to 20 signers excluding yourself

Enter or select signer email address here Add Signer

Signer 1: tmorgan@atmc.net Signer 2: ostallworth@sosnc.gov Signer 3: dstuttle@ncbels.org

Total Signers: 4 (including you)

CC'd Only: - please select email from above, and then click CC. Max. 3.

Your Signature:

I DON'T want to sign I want to sign LAST I want to sign FIRST

E-Signature Options

Hide Options Extended Options Security and Authenticity Options

Optional Items

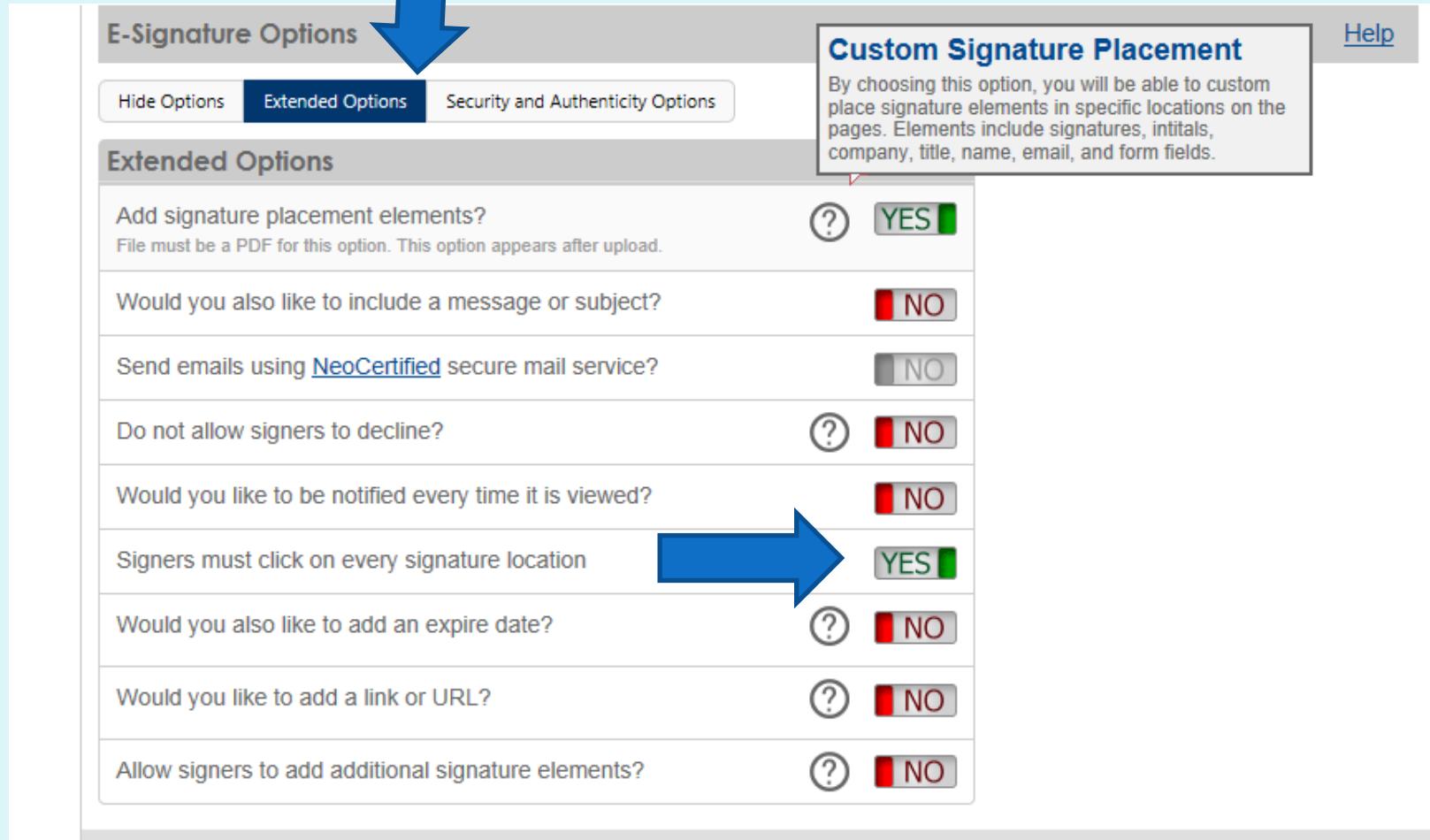
Hide Show Name, Description, or Client ID

E-Signature Options:

Pick submit at the bottom of the page

Under eSignature options change “Signers must click on every signature location” to YES.

2



E-Signature Options

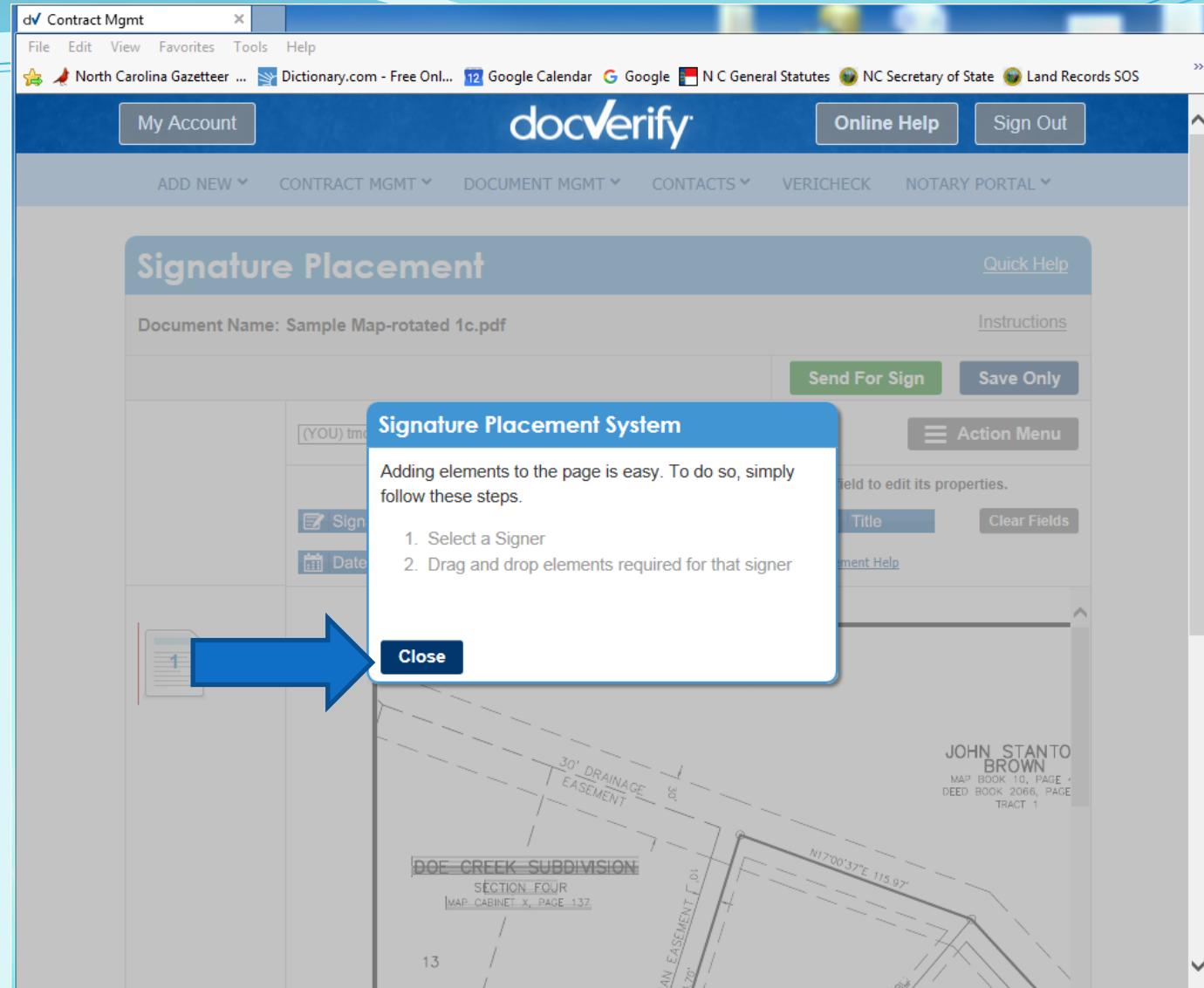
Hide Options **Extended Options** Security and Authenticity Options

Custom Signature Placement
By choosing this option, you will be able to custom place signature elements in specific locations on the pages. Elements include signatures, initials, company, title, name, email, and form fields.

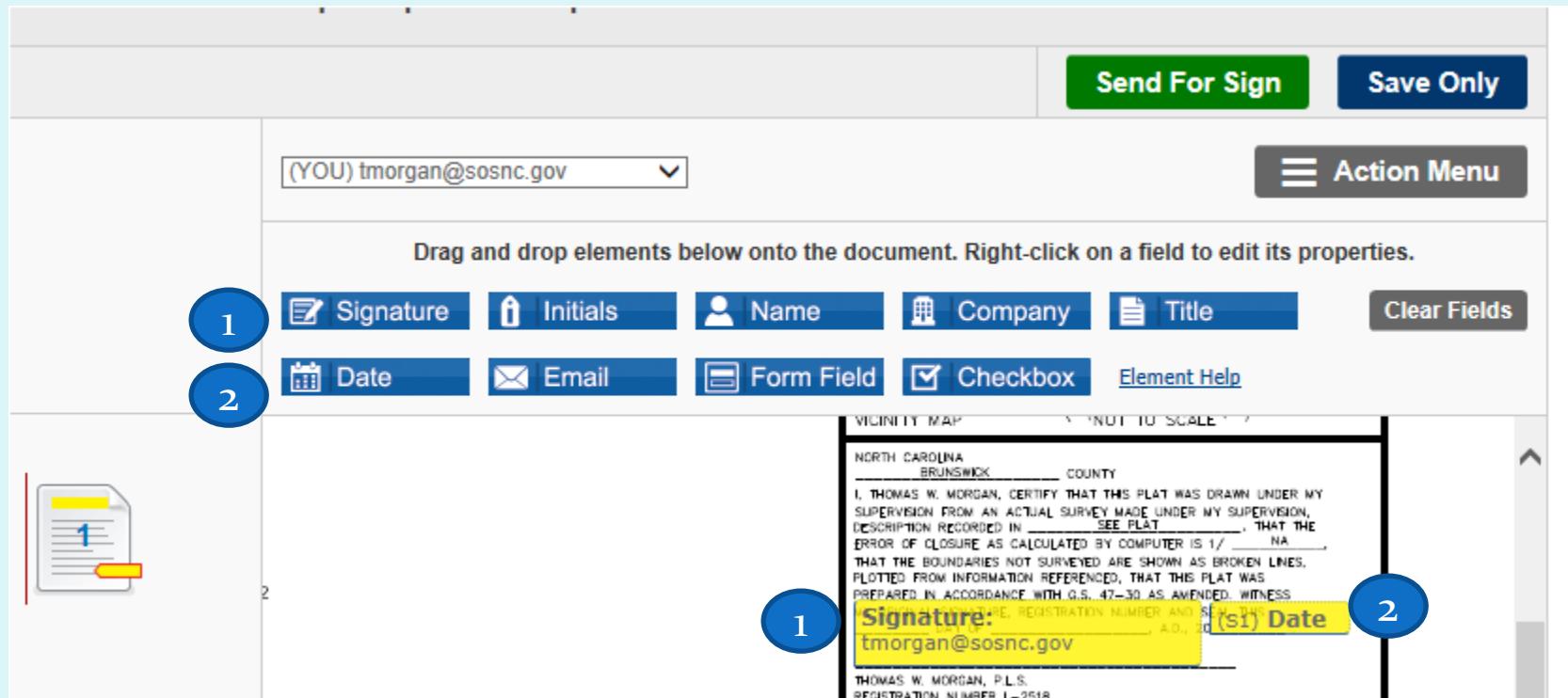
Extended Options

Add signature placement elements? File must be a PDF for this option. This option appears after upload.	<input type="radio"/> YES <input checked="" type="radio"/>
Would you also like to include a message or subject?	<input checked="" type="radio"/> NO <input type="radio"/>
Send emails using NeoCertified secure mail service?	<input type="radio"/> NO <input checked="" type="radio"/>
Do not allow signers to decline?	<input type="radio"/> YES <input checked="" type="radio"/> NO
Would you like to be notified every time it is viewed?	<input checked="" type="radio"/> NO <input type="radio"/>
Signers must click on every signature location	<input checked="" type="radio"/> YES <input type="radio"/>
Would you also like to add an expire date?	<input type="radio"/> YES <input checked="" type="radio"/> NO
Would you like to add a link or URL?	<input type="radio"/> YES <input checked="" type="radio"/> NO
Allow signers to add additional signature elements?	<input type="radio"/> YES <input checked="" type="radio"/> NO

After reading the popup menu, select close.



The Surveyor must set up their own signatures as well as other signers.



(YOU) tmorgan@sosnc.gov

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

1 Signature 2 Initials Name Company Title Clear Fields

2 Date Email Form Field Checkbox Element Help

VICINITY MAP NOT TO SCALE

NORTH CAROLINA BRUNSWICK COUNTY

I, THOMAS W. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN SEE PLAT. THAT THE ERROR OF CLOSURE AS CALCULATED BY COMPUTER IS 1/ NA. THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES. PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS:

Signature: tmorgan@sosnc.gov

(s) Date tmorgan@sosnc.gov

1 2

If GS 47-30(f)(11) Certification is separate, it must also be signed by the surveyor and dated.

S2: tmorgan@atmc.net (Signer) Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

1 Signature 2 Initials 3 Name 4 Company 5 Title 6 Clear Fields

7 Date 8 Email 9 Form Field 10 Checkbox Element Help

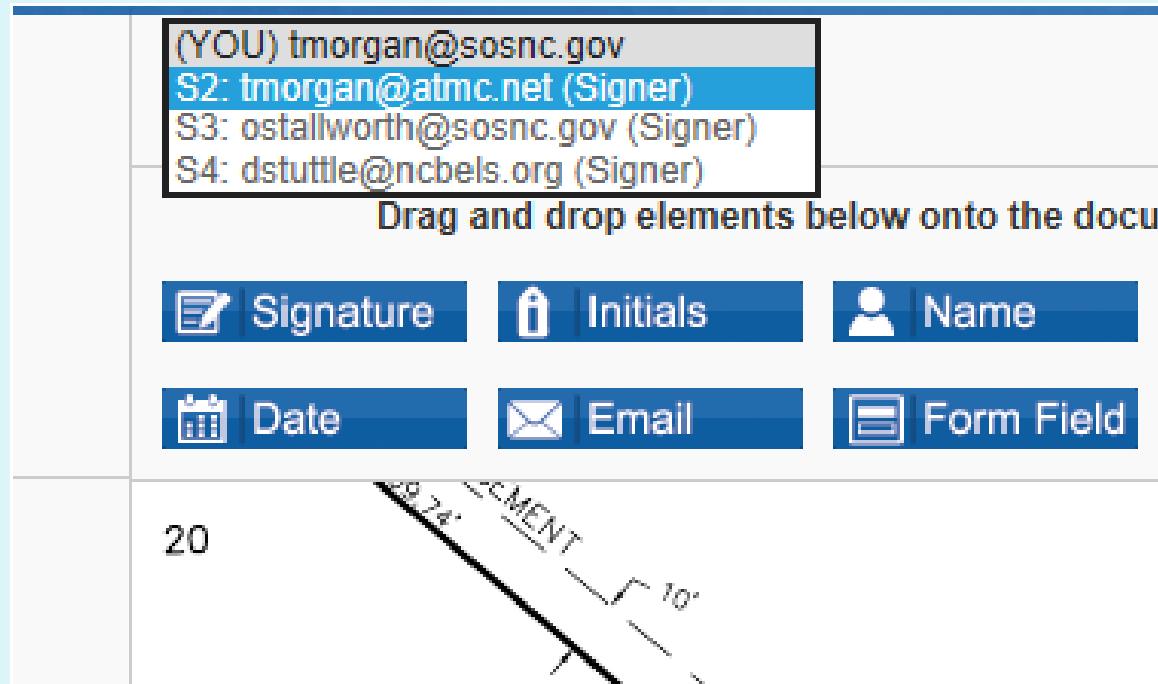
DOE CREEK LLC
DEED BOOK 1271, PAGE 0192

NOTES:
* LOT NUMBERS ARE UNCHANGED
* TOTAL AREA OF
* TOTAL NUMBER
* CURRENT ZONING ACCORDING TO
MINIMUM YARD FRONT YARD =
* ALL LOTS ARE
* ALL LOTS ARE
* ALL STREETS ARE

ANTON
, PAGE 48
36, PAGE 204
1

I, THOMAS W. MORGAN, P.L.S. NO. L-2518, CERTIFY THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION
Signature: S2: tmorgan@atmc.net (Sign) **(S2) Date:**

Choose each subsequent email from the list and set up that signer's certificate(s).



When setting up the signers, they should be in the order they need to sign.

Review Officer is always LAST!

They check for all other required signatures.

S3: ostallworth@sosnc.gov (Signer) Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

1 Signature 2 Date 3 Name 4 Form Field

Initials Email Company Title Clear Fields

Checkbox Element Help

THOMAS W. MORGAN, P.L.S.
REGISTRATION NUMBER L-2518
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE
STATE OF NORTH CAROLINA (S3) Form Field
COUNTY OF (S3) Form Field
REVIEW OFFICER (S3) Name (S3) Form Field
Signature: (S3) Name (S3) Form Field
STATEMENT: I CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS
MADE MEETS ALL STATE AND LOCAL REQUIREMENTS FOR RECORDING.
S3: ostallworth@sosnc.gov

REVIEW OFFICER (S3) Date (S3) Form Field
DATE (S3) Form Field

LEGEND:

LINE TABLE					
LINE	BEARING	DISTANCE			
L1	N67°46'06"E	33.91'			
L2	N83°27'36"W	21.07'			
L3	S14°12'57"W	30.00'			
L4	S14°12'57"W	10.00'			

CURVE TABLE					
LENGTH	TANGENT	RADIUS	DELTA	BEARING	CHORD
46.70'	25.21'	50.00'	53°31'10"	N79°45'59"W	45.03'
42.54'	22.71'	50.00'	48°51'50"	S49°02'31"W	41.36'
9.07'	4.55'	50.00'	10°23'38"	S19°24'47"W	9.06'

When you are finished placing signature data pick “Send For Sign”

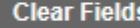
Signature Placement [Quick Help](#)

Document Name: Sample Map-rotated 1c.pdf [Instructions](#)

S4: dstuttle@ncbels.org (Signer)  

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

Fields:  Signature  Initials  Name  Company  Title 
 Date  Email  Form Field  Checkbox [Element Help](#)



L3	S14°12'57" W	30.00
L4	S14°12'57" W	10.00

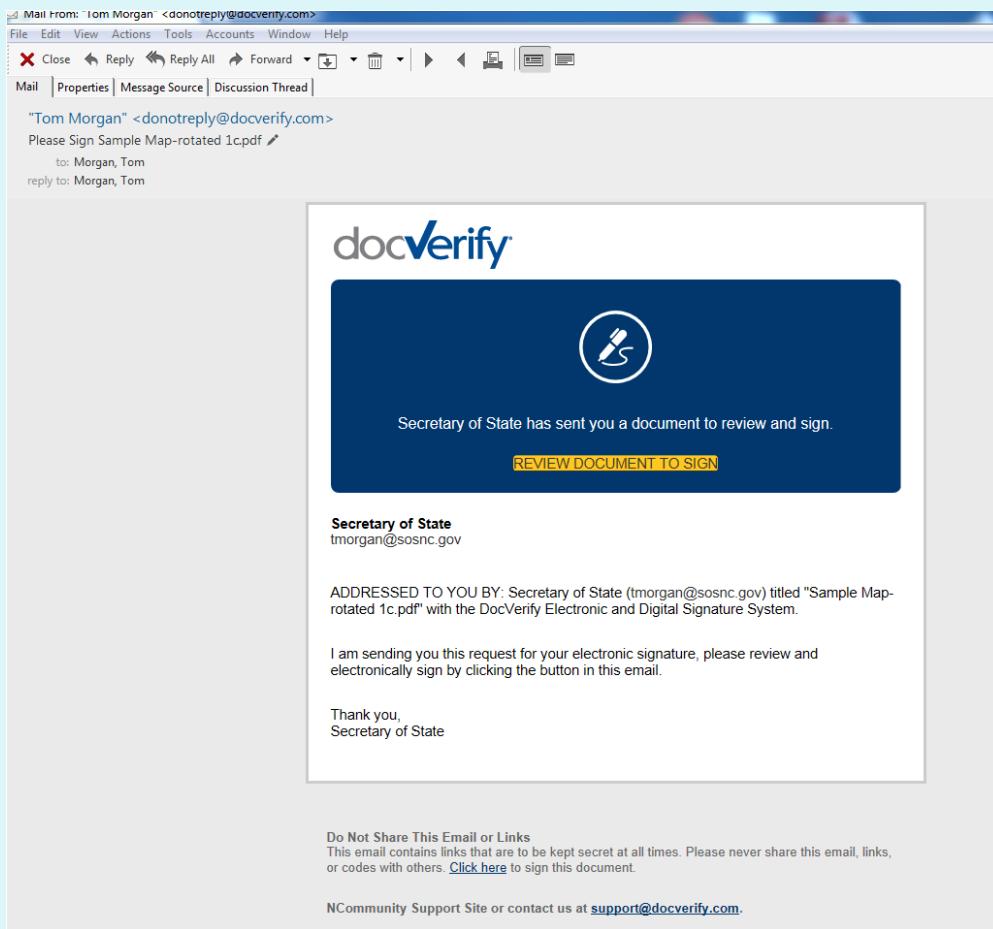
CURVE TABLE

CURVE	LENGTH	TANGENT	RADIUS	DELTA	BEARING	CHORD
C1	46.70'	25.21'	50.00'	53°31'10"	N79°45'59"W	45.03'
C2	42.64'	22.71'	50.00'	48°51'50"	S49°02'31"W	41.36'
C3	9.07'	4.55'	50.00'	10°23'38"	S19°24'47"W	9.06'

REMARKS
S3: ostallworth@so
REMARKS
(S3) Date
DATE

LEGEND:
EIP EXISTING IRON PI
ERB EXISTING REBAR
NRB NEW REBAR (SET)

You will receive an email taking you to the portal to affix your digital signature(s).



Each subsequent signer will receive a similar email, but only when the previous signers are complete.

While an option is available to sign by any touch-screen capable device, no special hardware or software is required for signers. It can be done on a PC, tablet, or even smartphone. It only requires email access and a web browser.



Digital Signatures have no requirement to resemble your handwritten signature.

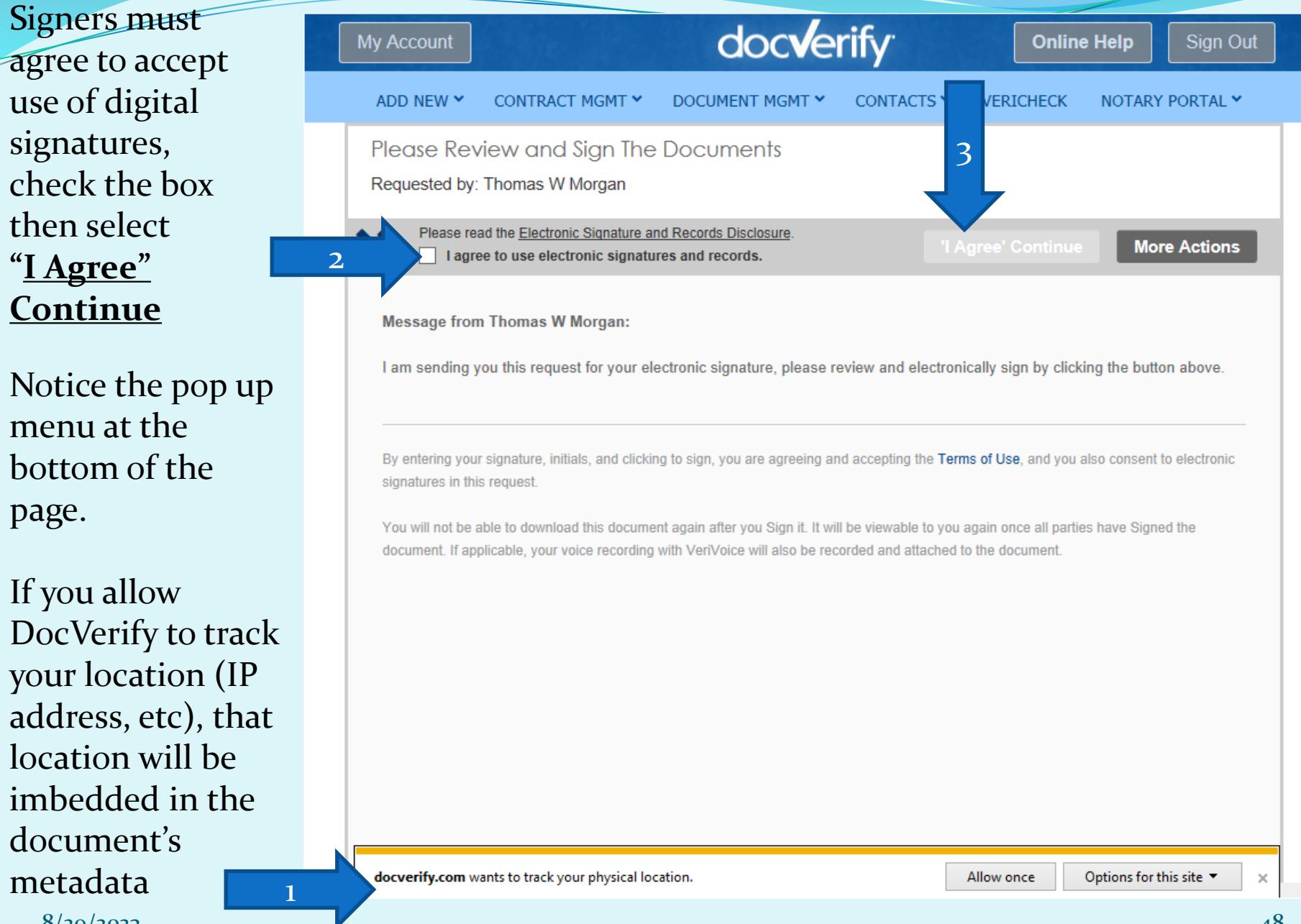
What constitutes a digital signature is your name, combined with other collected information, such as IP and MAC addresses of the device used when digitally signing the map.

Signers must agree to accept use of digital signatures, check the box then select **"I Agree"** **Continue**

Notice the pop up menu at the bottom of the page.

If you allow DocVerify to track your location (IP address, etc), that location will be imbedded in the document's metadata

8/29/2023



My Account docVerify Online Help Sign Out

ADD NEW CONTRACT MGMT DOCUMENT MGMT CONTACTS VERICHECK NOTARY PORTAL

Please Review and Sign The Documents
Requested by: Thomas W Morgan

Please read the [Electronic Signature and Records Disclosure](#).

I agree to use electronic signatures and records.

'I Agree' Continue More Actions

Message from Thomas W Morgan:

I am sending you this request for your electronic signature, please review and electronically sign by clicking the button above.

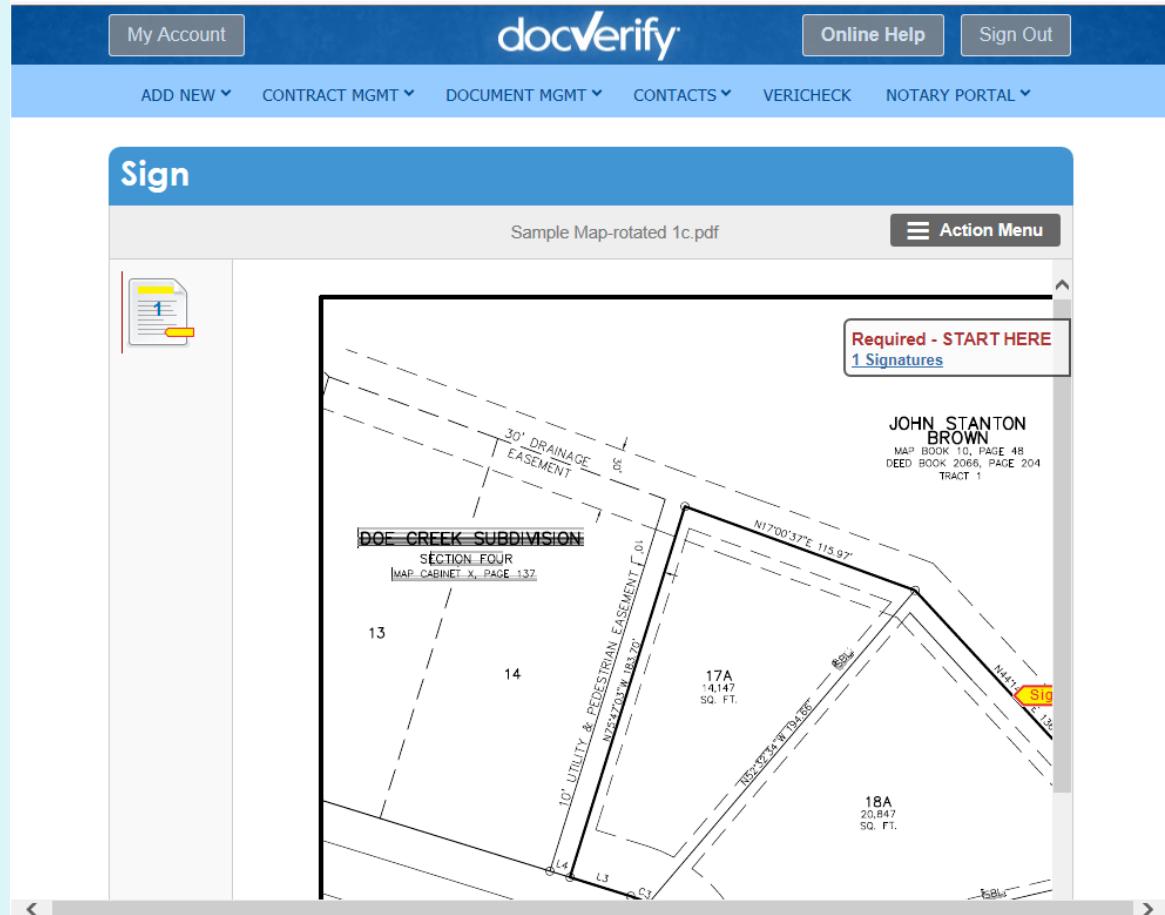
By entering your signature, initials, and clicking to sign, you are agreeing and accepting the [Terms of Use](#), and you also consent to electronic signatures in this request.

You will not be able to download this document again after you Sign it. It will be viewable to you again once all parties have Signed the document. If applicable, your voice recording with VeriVoice will also be recorded and attached to the document.

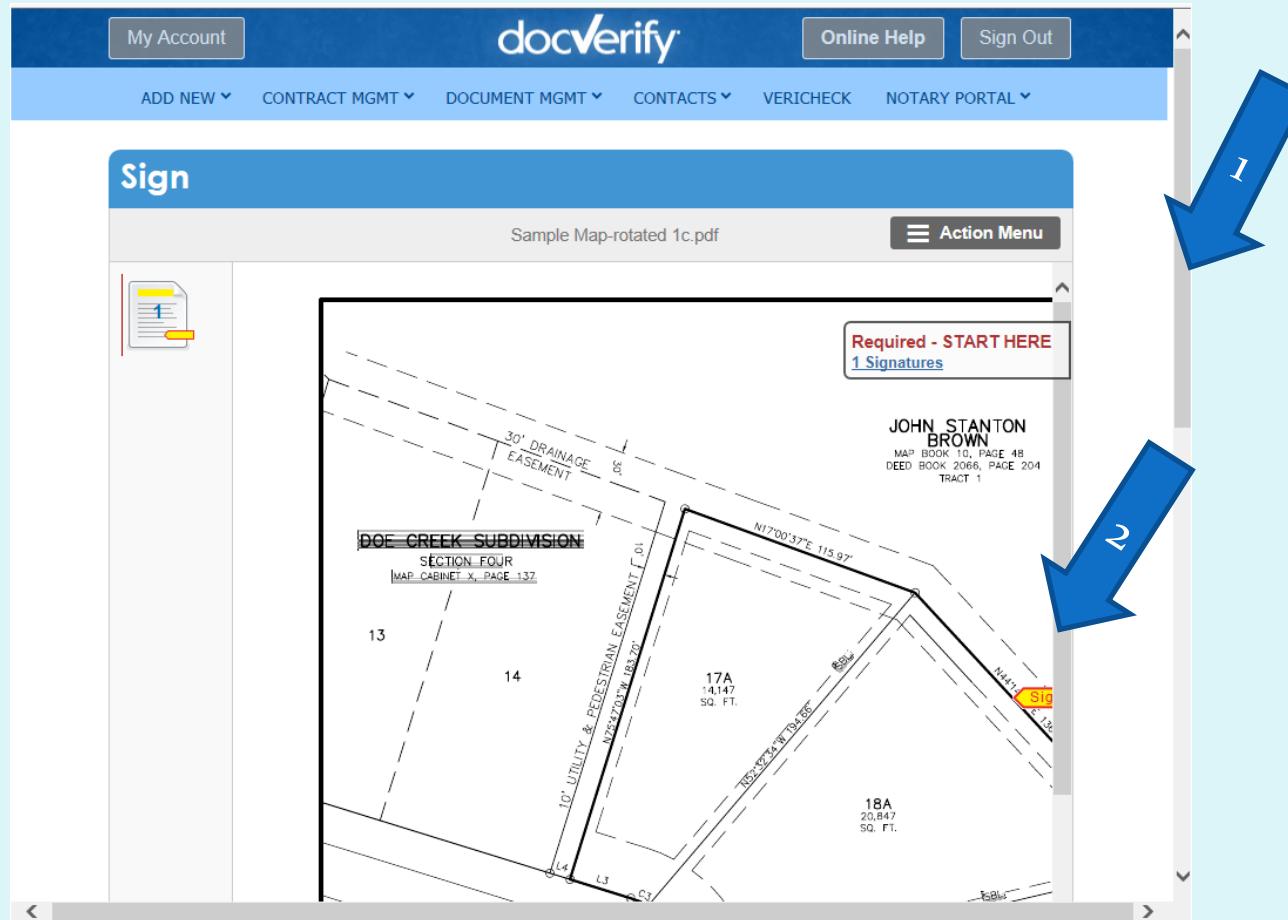
docverify.com wants to track your physical location.

Allow once Options for this site

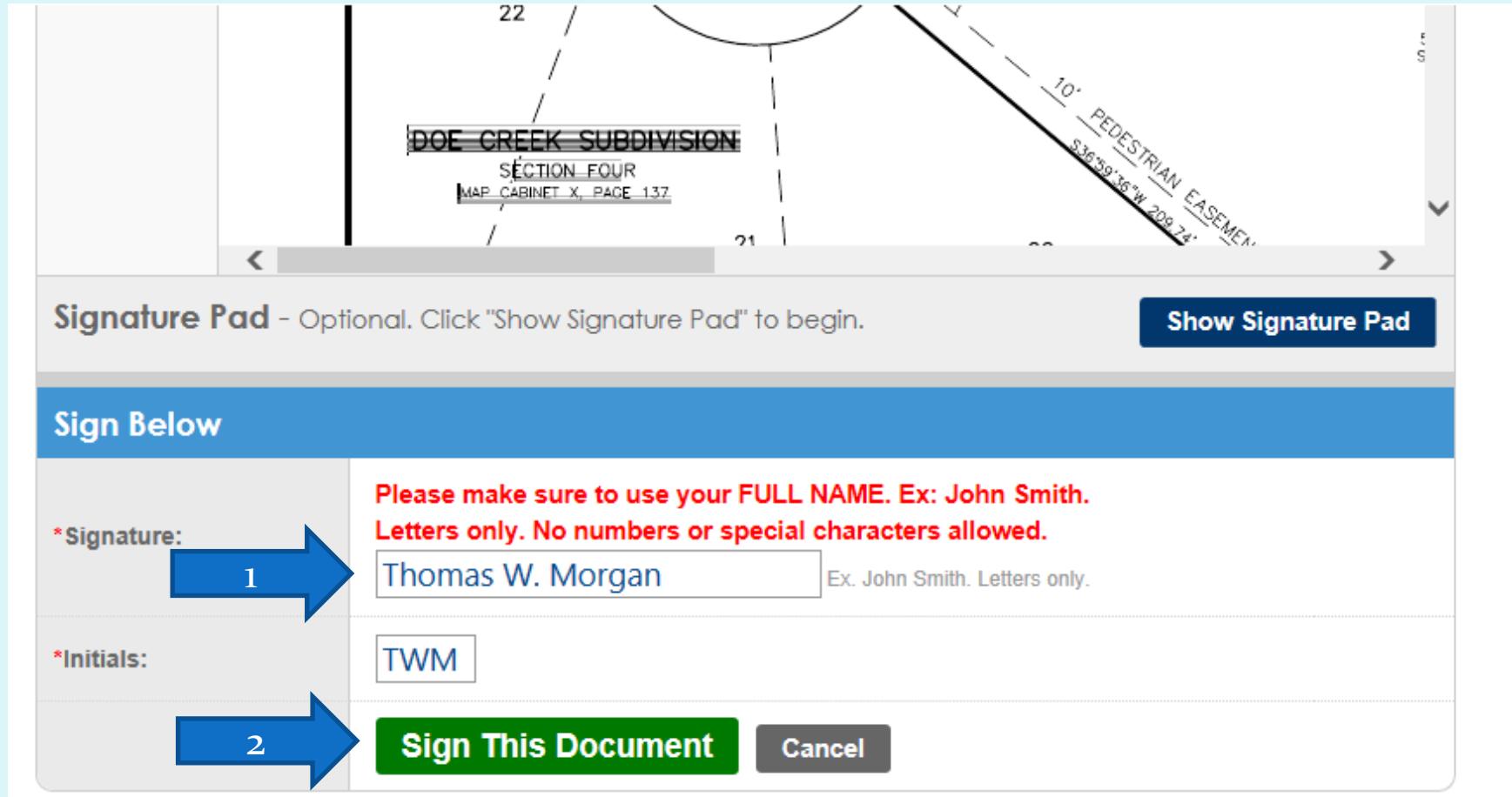
Access to sign the map is via a secure web portal. There are no tools to alter the map, only to sign.



Note: There are two sets of Scroll Bars, you will have to use both sets.



Use the outer Scroll Bars to get to the signature area and fill it out.



The screenshot shows a digital document interface. At the top, there is a map of a subdivision labeled "DOE CREEK SUBDIVISION" with "SECTION FOUR" and "MAP CABINET X, PAGE 137". The map includes property lines and a "PEDESTRIAN EASEMENT" marked with a dashed line and dimensions "36'59"36'W 209.74'". Below the map, a "Signature Pad" section is visible with the text: "Signature Pad - Optional. Click "Show Signature Pad" to begin." and a "Show Signature Pad" button. A large blue arrow points to the "Show Signature Pad" button. Below this, a blue header bar says "Sign Below". The main form area contains two fields: "Signature:" with a blue arrow pointing to the input field containing "Thomas W. Morgan" and a note "Ex. John Smith. Letters only.", and "Initials:" with an input field containing "TWM". A second blue arrow points to the "Sign This Document" button, which is highlighted in green. A "Cancel" button is also present.

Signature Pad - Optional. Click "Show Signature Pad" to begin.

Show Signature Pad

Sign Below

*Signature:

1

Thomas W. Morgan

Please make sure to use your FULL NAME. Ex: John Smith.
Letters only. No numbers or special characters allowed.

Ex. John Smith. Letters only.

*Initials:

2

TWM

Sign This Document

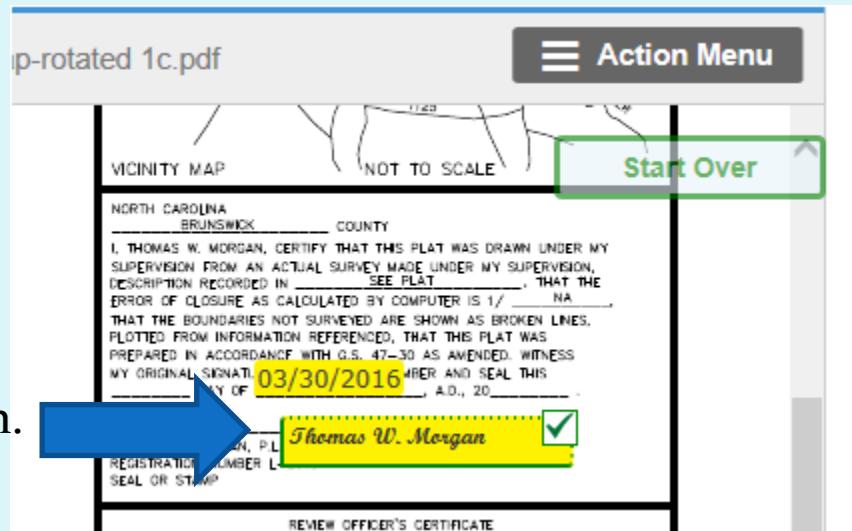
Cancel

Note the “Show Signature Pad” option if you do have a touch-screen.

Next, Use the inner Scroll Bars to review the document and to navigate to your signing area

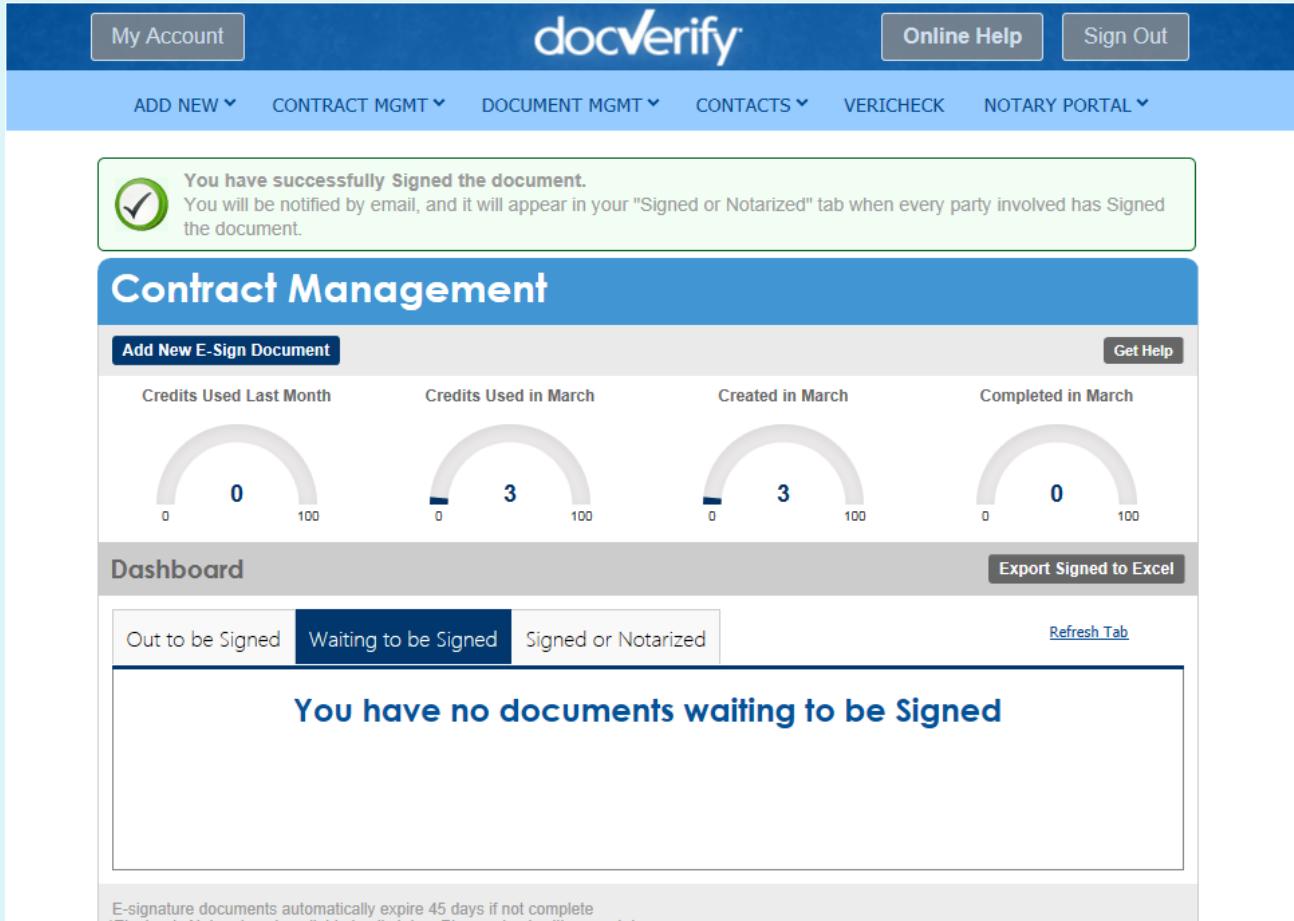
If there are “form fields” in the document you should populate them before signing.

Click to sign.



The Date field will auto-populate with that day's date when you click to sign.

Signer is done. The process will now go to the next signer in line.



The screenshot shows the docVerify Contract Management dashboard. At the top, there are navigation links for 'My Account', 'Online Help', and 'Sign Out'. Below that is a blue header bar with links for 'ADD NEW', 'CONTRACT MGMT', 'DOCUMENT MGMT', 'CONTACTS', 'VERICHECK', and 'NOTARY PORTAL'. A success message box in the upper left corner says: 'You have successfully Signed the document. You will be notified by email, and it will appear in your "Signed or Notarized" tab when every party involved has Signed the document.' The main content area is titled 'Contract Management' and includes a 'Get Help' button. It features four performance metrics with gauge charts: 'Credits Used Last Month' (0/100), 'Credits Used in March' (3/100), 'Created in March' (3/100), and 'Completed in March' (0/100). Below these is a 'Dashboard' section with tabs for 'Out to be Signed', 'Waiting to be Signed' (which is selected and highlighted in blue), and 'Signed or Notarized'. There is also a 'Refresh Tab' button. A large message box in the center states: 'You have no documents waiting to be Signed'. At the bottom, a note says: 'E-signature documents automatically expire 45 days if not complete'.

The Surveyor can log in at any time to see the status of the map, who has signed, and can follow-up on issues delaying the process.

Once all signers have completed the process, the Surveyor will receive an email notifying them and can retrieve the final signed document.

Results after signing--

Page one of the signed map

docVerify

Sample Map-rotated 1c.pdf

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
Created: March 30, 2016 11:43:55 -7:00
Pages: 1
E-Sign: Yes

This document is a DocVerify VeriVaulted protected version of the document named above. It is also a DocVerify E-Sign document, which means this document was created for the purpose of Electronic Signatures. Tampered or altered documents can be easily verified and validated with the DocVerify veriCheck system.

Go to www.docverify.com at any time to verify or validate the authenticity and integrity of this or any other DocVerify VeriVaulted document.

E-Signature Summary

E-Signature 1: Thomas W Morgan (TWM)
Mar 30, 2016 11:53:47 PST [44ABD76F0C33] [199.90.74.9]
tmorgan@sosnc.gov

E-Signature 2: David Tuttle (DT)
Mar 30, 2016 12:33:17 PST [679DB4073A68] [24.199.209.146]
dstuttle@ncbeis.org

DocVerify documents cannot be altered or tampered with in any way once they are protected by the DocVerify VeriVault System. Best viewed with Adobe Reader or Adobe Acrobat.
All visible electronic signatures contained in this document are symbolic representations of the persons signature, and not intended to be an accurate depiction of the persons actual signature as defined by various acts and/or laws.

8/29/2023

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
Generated Cover Page | 186FF10484EA
www.docverify.com

DocVerify documents cannot be altered or tampered with in any way once they are protected by DocVerify VeriVault System.

Best viewed with Adobe Reader or Adobe Acrobat.

All visible electronic signatures contained in this document are symbolic representations of the persons signature and not intended to accurate depiction of the persons actual signature as defined by various acts and/or laws.

Page 2 of the signed map

PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS
PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS
MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS
DAY OF 03/31/2016, A.D., 20_____.
Thomas W Morgan (TWM)
Signed on 2016/03/31 11:17:22 PST

THOMAS W. MORGAN, P.L.S.
REGISTRATION NUMBER L-2518
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE
STATE OF NORTH CAROLINA
COUNTY OF Wake
[Signature]

DocVerify ID: F961B396-5D2B-4CB3-8D87-F780BF60495A
www.docverify.com

24.00 x 18.00 in

0 x 18.00 in

TO THE SUBDIVISION
Thomas W Morgan (TWM) 03/31/2016

* ALL LOTS ARE TO HAVE PUBLIC WATER
* ALL LOTS ARE TO HAVE PUBLIC SEWER
* ALL STREETS ARE PAVED AND ARE SUBJECT TO UTILITY EASEMENT

SCALE: 1"=40' DATE: 4-20-08
TOWNSHIP: LUDOWOOD FIELD BOOK: XXXXX
COUNTY: BRUNSWICK FILE NUMBER: 0500
STATE: NORTH CAROLINA JOB NO.: 05001

Save the final map to your PC.

docVerify

Sample Map-rotated 1c.pdf

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
Created: March 30, 2016 11:43:55 -7:00
Pages: 1
E-Sign: Yes

This document is a DocVerify VeriVaulted protected version of the document named above. It is also a DocVerify E-Sign document, which means this document was created for the purpose of Electronic Signatures. Tampered or altered documents can be easily verified and validated with the DocVerify veriCheck system.

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E-Signature Summary

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Mar 30, 2016 11:53:47 PST [44ABD76F0C33] [199.90.74.9]
tmorgan@sosnc.gov

E-Signature 2: David Tuttle (DT)
Mar 30, 2016 12:33:17 PST [679DB4073A68] [24.199.209.146]
dstuttle@ncbeis.org



DocVerify documents cannot be altered or tampered with in any way once they are protected by the DocVerify VeriVault System. Best viewed with Adobe Reader or Adobe Acrobat. All visible electronic signatures contained in this document are symbolic representations of the persons signature, and not intended to be an accurate depiction of the persons actual signature as defined by various Acts and/or Laws.

8/29/2023

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
Generated Cover Page | 186FF10484EA
www.docverify.com

You will want to save the whole document to your PC and any backup system you maintain.

DocVerify will also maintain it in their system, accessible through your login. This is an additional backup in case of catastrophic failure.

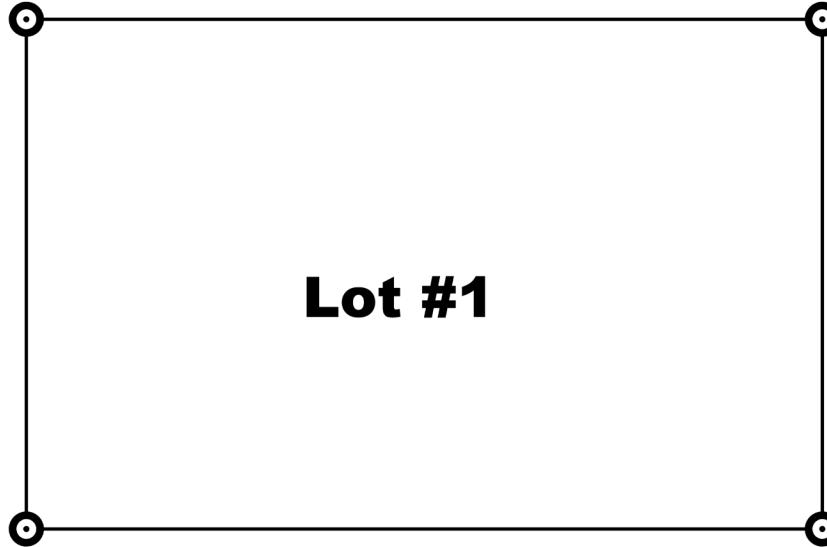
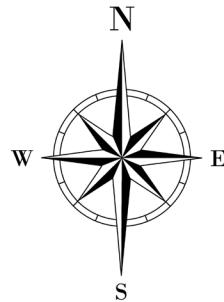
Page 1 is for your records, containing document information as well as a summary of each eSignature affixed to the map, including date, time, IP and MAC addresses, and the email address.

Step 2 (eSignatures) is complete.

DocuSign Example

www.docusign.com

(Images provided by Neil Shepherd, PLS)



Lot #1

Certificate #1
I hereby certify this example plat was approved for viewing.

Attendee Name: _____
Attendee #: _____
Signature: _____
Date: _____



YOU ARE HERE

Vicinity Map

Certificate #2
I hereby certify that I was present at the seminar
when this sample map was shown on the screen.

Signature _____ Date _____

Example Plat for:
**Northwest Chapter of the
NC Society of Surveyors**

Valle Crucis Conference Center
146 Skiles Way, Banner Elk, NC 28604



Survey Pros, PLLC
924 Main Street, Suite 300
North Wilkesboro, NC 28659
Firm Number: P-2218
File Number: 12345
Date: 9-10-2021

www.NCSurveyPros.com

DocuSign has similar signature elements to prompt signers for information

Screenshot of the DocuSign interface showing a document for signature.

Header: Please DocuSign: Example Plat Ready for Signatures.jpg Add Select Prepare Review UPGRADE SHORTCUTS

Left sidebar (Search Fields):

- Standard Fields:
 - Signature
 - Initial
 - Stamp
 - Date Signed
- Name
- Email
- Company
- Title
- Text
- Checkbox
- Dropdown
- Radio
- Payment It...

Document Content:

Certificate #1
I hereby certify this example plat was is approved for viewing.

Attendee Name: _____

Attendee #: _____

Signature: 

Date: _____

Right sidebar (Signature settings):

- Signature
- Required Field
- Formatting
- Tooltip
- Location

Footer:

Example Plat for:
**Northwest Chapter
NC Society of Surveyors**

Valle Crucis Conference Center
146 Skiles Way, Banner Elk, NC 28604

Buttons: Delete, BACK, NEXT

Completed DocuSign Digital Signature appearance on map

Surveyor's Certification

I certify that this plat was drawn under my supervision from an actual survey made under my supervision (see description and/or deed references below); that the boundaries not surveyed are indicated as drawn from the information noted on this plat of survey; that this survey is classified as an Urban Land Survey (Class A) having a calculated ratio of precision better than 1:10,000 before adjustments, and/or neither axis of the 95 percent confidence level error ellipse for any control point or property corner exceeds 0.10 feet; that this plat meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1603); and that this plat was prepared in accordance with G.S. 47-30 as amended. I further certify that this survey creates a subdivision of land within the jurisdiction of the Town of Weaverville.

Witness my signature, seal and date.

C. Neil Shepherd

7/26/2021

C. Neil Shepherd, PLS #L-4746



Surveyor's Notes:

1. The purpose of this survey is to subdivide Tract 2 into two tracts.
2. The property which is the subject of this survey is Tract 2, Plat Book 215, Page 10, Deed Book 5448, Page 1391, Buncombe County Registry; being Tax Parcel 973279727900000.
3. This plat reflects information discovered by the surveyor in the normal course of work and does not necessarily show every possible condition affecting the property. A complete title abstract was not performed by Survey Pros. Underground utilities may exist which are not shown. This property may be subject to easements and/or rights-of-way of record not shown. Other easements, rights-of-way, building ordinances, zoning, and other legal encumbrances may also exist. Adjoining property owner information was obtained from the local GIS.

Digital Plat Recording Process

Consists of Three Phases

Step 1:

(Preliminary)

Use Email (or FTP if available) to submit draft map and make any necessary revisions.

Step 2:

(Digital Signatures)

Use Approved Digital Signature Service to obtain necessary signatures on the map.

Step 3:

(eRecording)

Use ROD-Approved eRecording Service to submit signed map to the Register of Deeds.

Now we are ready to Send the Plat to the Register of Deeds through an eRecording vendor (**Step 3**)

- For this demo we have partnered with Simplifile.
- There are other eRecording Vendors available. (CSC is the next most common)
- Submitters will need to discuss the options available with the recording Register of Deeds.



Brian Kilfoyle
801-223-1032
Brian.kilfoyle@ice.com
www.simplifile.com

Step 3: eRecording

- eRecording documents with the Register of Deeds requires a “Trusted Submitter” and a method of submission.
- eRecording Vendors must have a “Memorandum of Understanding” with the County Register of Deeds and software integration to allow the vendor to submit documents directly to them.
- Some counties may only have one eRecording Vendor, some accept documents from as many as 4 different vendors.
- Vendors will only allow “Trusted Submitters” to use their service, not the public-at-large. These would include attorneys, banks, or surveyors. Surveyors may be asked to verify their credentials by providing a copy of their license.
- Vendors will assist clients through the process, including the requirement of individual “Submitter Agreements” with each County as required.
- You will set up payment for the service through EFT (Electronic Funds Transfer)
- One great advantage is that the eRecording vendor, in addition to their fee for the service, will collect and pay Recording Fees directly to the Register of Deeds for you, so no additional arrangements are necessary.

Before recording,
submitters must
request an **Electronic
Recording Submitter
Agreement**
from each county to
become a “trusted
submitter.”

The vendor will
generally walk you
through the process
and provide the
forms.

Revised 03/19/18

ELECTRONIC RECORDING SUBMITTER AGREEMENT

THIS SUBMITTER AGREEMENT, dated 08/07/2021, is between the Office of the Register of Deeds of Buncombe County, NC ('COUNTY'), and Survey Pros PLLC ('SUBMITTER') with Offices at 924 Main Street, Suite 300, North Wilkesboro, North Carolina 28659. The SUBMITTER will be transmitting their documents to the COUNTY through Simplifile, LC ('VENDOR').

COUNTY desires to offer SUBMITTER the ability to transfer documents in electronic form for purposes of registration in COUNTY's public records pursuant to N.C. Gen. Stat. 161-14, and SUBMITTER agrees to transfer such exchanges only in accordance with this Agreement.

Document types authorized for electronic submission must be submitted in compliance with COUNTY guidelines.

Documents will be processed on those days and hours that the COUNTY recording office is open to the public for business. SUBMITTER acknowledges and agrees that a document electronically presented shall be considered registered only when all applicable requirements have been met and the COUNTY has processed, accepted, recorded, and indexed such document in the public record pursuant to applicable state law. No document is deemed registered automatically upon transmission or receipt.

SUBMITTER is responsible for the costs of any services provided by a third party (VENDOR) that enables SUBMITTER to file documents electronically.

SUBMITTER acknowledges and agrees that only documents that comply with applicable requirements for originality and acknowledgment may be presented for recording. SUBMITTER acknowledges and agrees that COUNTY will be relying on SUBMITTER's compliance and the following representation as required by statute on the first page of any document presented electronically:

Submitted electronically by Survey Pros PLLC in compliance with North Carolina statutes governing recordable documents and the terms of the Submitter Agreement with the Buncombe County County Register of Deeds. GS 47-14 (a1)(5).

COUNTY is not responsible for retaining such records as may be required by law to evidence originality compliance.

SUBMITTER shall provide a contact through which detected problems or issues can be reported and addressed.

Neither the COUNTY nor SUBMITTER shall be liable to the other for any special or consequential damages arising from, or as a result of, any delay, omission, or error in the transmission or receipt of electronic documents.

Recording is authorized pursuant to this Agreement with respect only to the SUBMITTER specifically named in this Agreement. Submission may be made by a successor or assign of SUBMITTER (including but not limited to by merger or other transfer of assets or reorganization) only after submission of an Agreement in this form in the specific name of such successor or assign.

Agreed and Accepted:

(SUBMITTER)

By: Neil Shepherd (Authorized Signature)

Date: 08/07/2021

Printed Name: Neil Shepherd

Title: Owner

Administrative Contact Name: Neil Shepherd

Phone Number: (336) 667-5533

E-mail Address: neil@ridge.blue

Log in

/simplifile.com/sf/login/

X
Favorites Tools Help

Gazetteer ...  Dictionary.com - Free Onl...  Google Calendar  Google  N C General Statutes  NC Secretary of State  Land Records SOS  NCARD



[Forgot username or password?](#)

Select County, Enter Description (Create a “Package”)

simplifile

Packages   

Search for packages 

Buncombe County, NC   Northwest Chapter Plat 

Enter the name of the new package

Buncombe County: Immediate—3 hours est. recording time | County Closed

Default       1 Filter Applied  0 packages found Show retrieved Show archived  

<input checked="" type="checkbox"/> Package	Recipient	Docs	Status 1 	Status Date 2 	Actions
---	-----------	------	--	---	---------

No Rows To Show

 Resource Center

Neil Shepherd 

Select Document Type, Upload Your Document

simplifie.

Packages

DETAILS

HISTORY

MESSAGES

Resource Center

Neil Shepherd

Logout

Package Details

Package Name: Northwest Chapter Plat

Recipient: Buncombe County, NC

Estimated Recording Time: Immediate - 3 hours

Last Modified By: Neil Shepherd

Package Status: Draft

Submitter: Survey Pros PLLC

Created By: Neil Shepherd

Search for packages

Actions...

Documents

<input type="checkbox"/>	Name	Status	Actions
Add a document: <input type="button" value="Select document type..."/>			

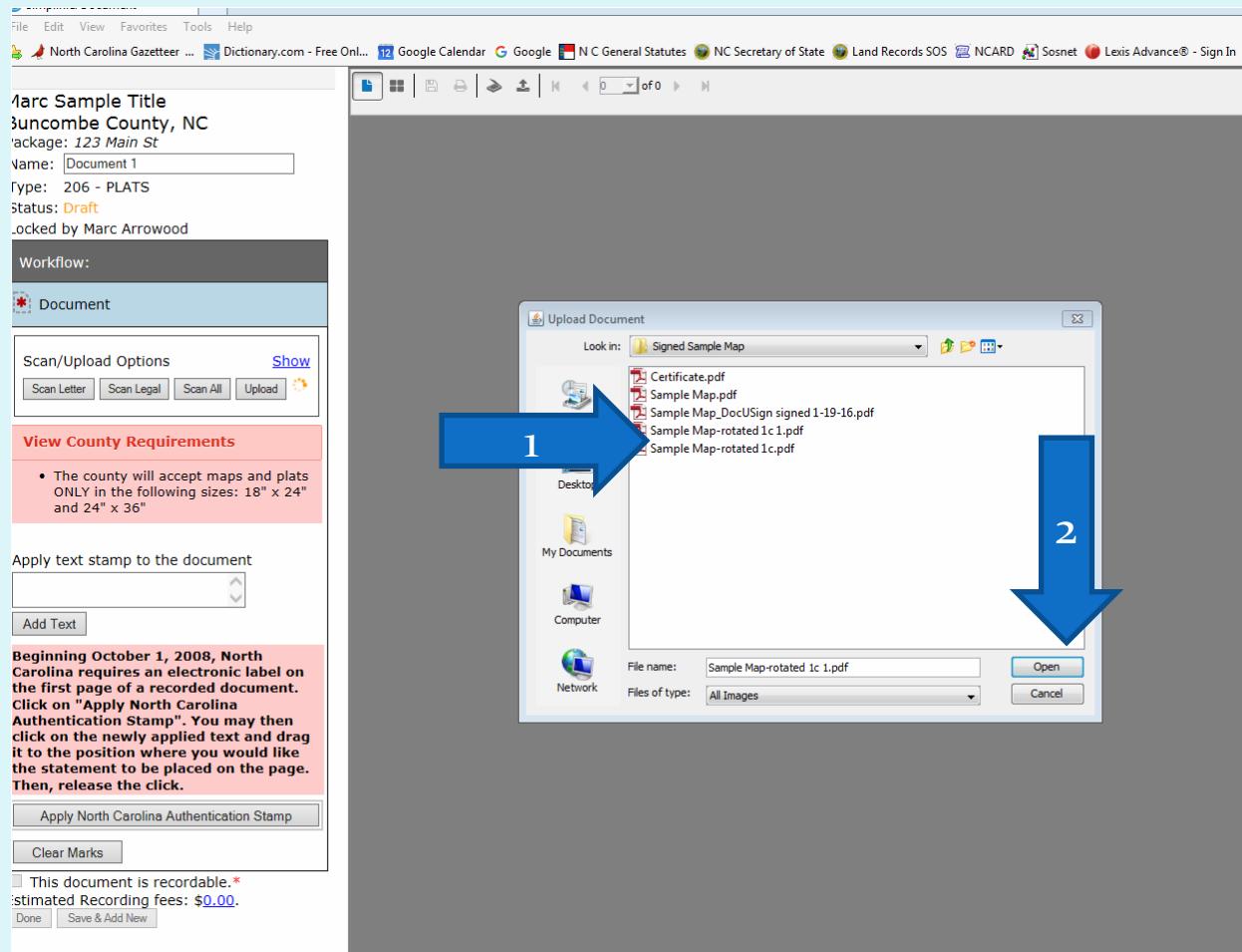
Add Document To Package

Fees

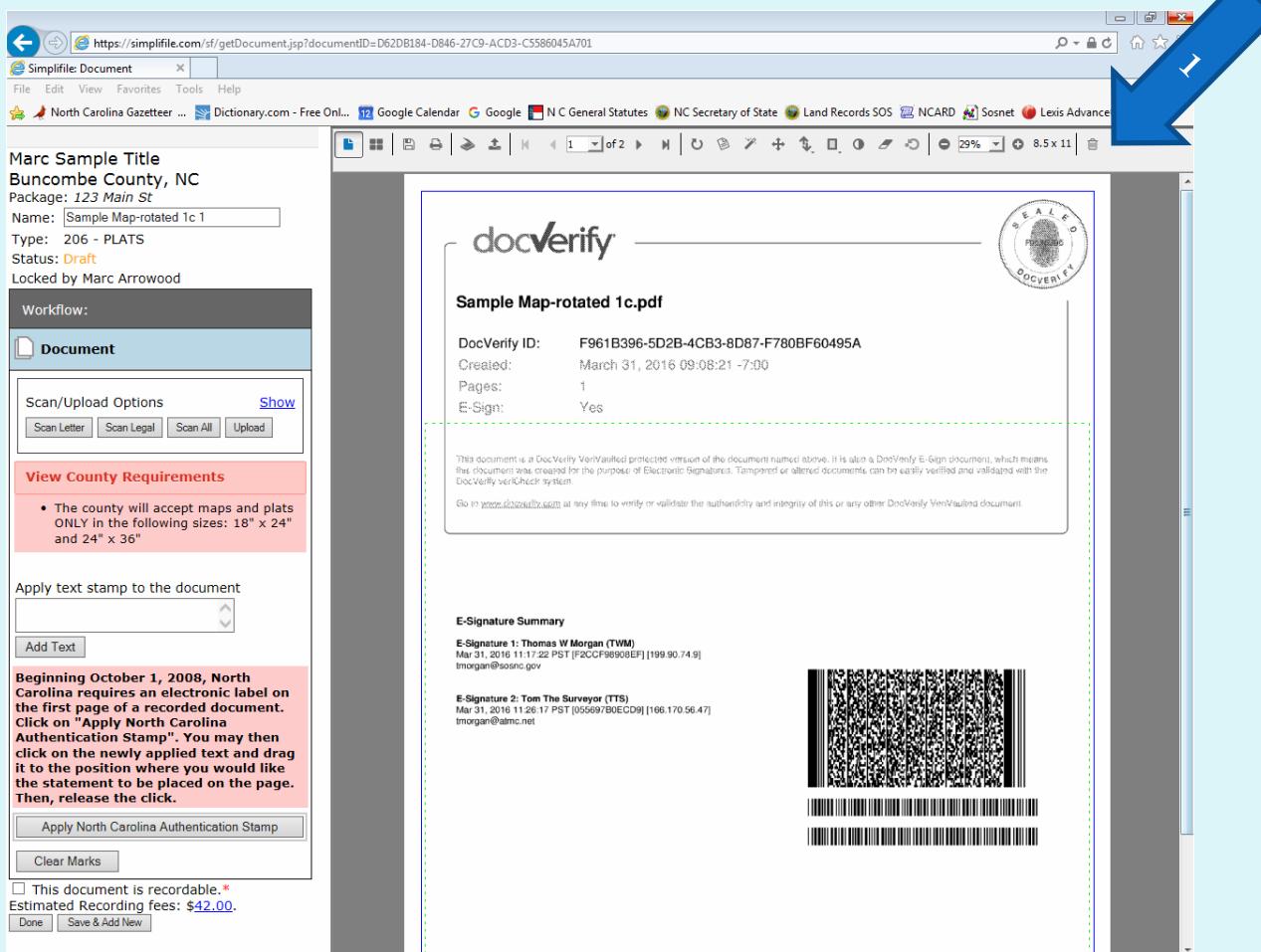
Fee Description	Amount	Surcharge	Payment Account
Recording Fees	\$0.00	✓	Survey Pros (Mastercard) (Exp. 04/25)
Submission Fees	\$0.00	✓	Survey Pros (Mastercard) (Exp. 04/25)
Total	\$0.00		
Surcharges	\$0.00		
Total Including Surcharges	\$0.00		

Credit Card Account	Charged Amount	Surcharge (2.1%)	Total Card Amount
Survey Pros (Mastercard) (Exp. 04/25)	\$0.00		

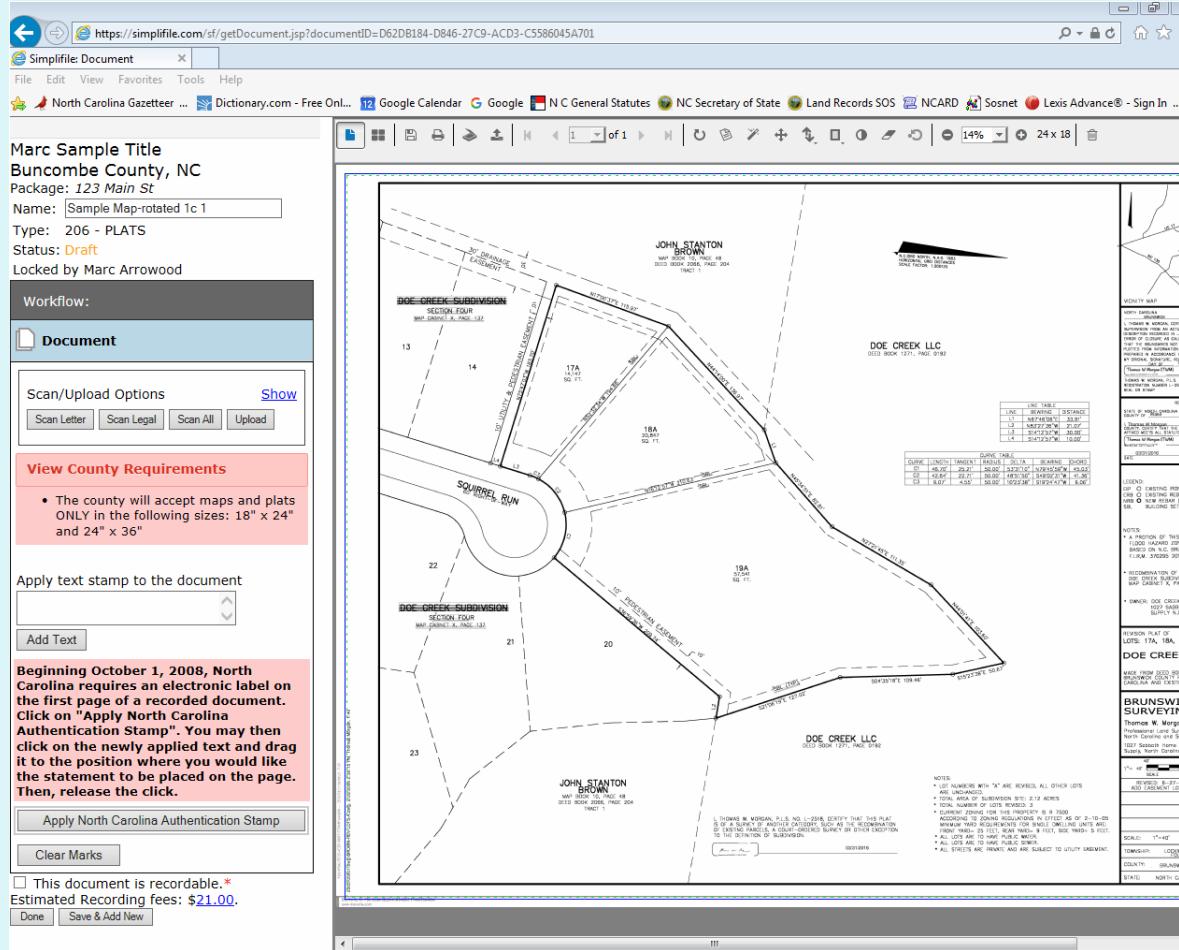
Navigate to the signed version of the document, select and click open



This document includes the Cover Sheet.
While on that page, click the trashcan to remove
that page from what is to be recorded.

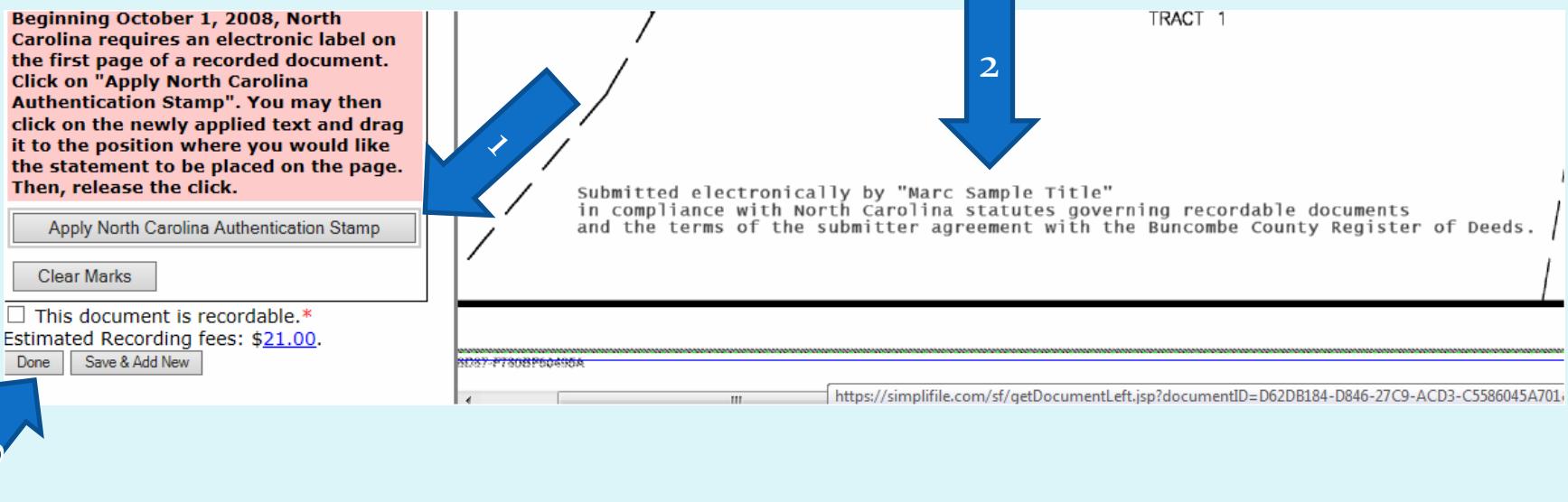


Now we only have one sheet.
Notice the fee updated.



Apply the Authentication Stamp

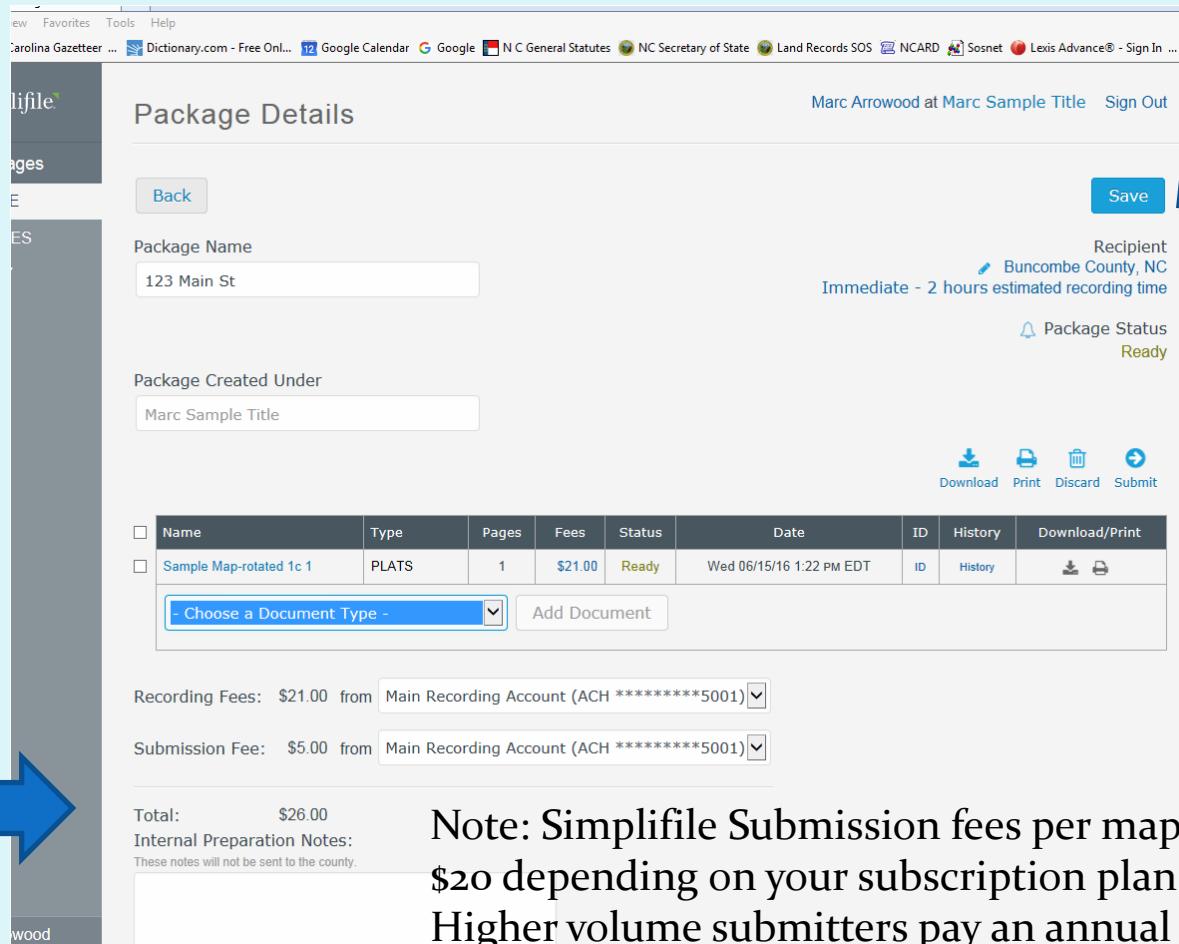
You can move the stamp around the plat and a double click will rotate the stamp 90°



Simplifile will now automatically prompt you to add the stamp and not allow you to proceed without doing so. Without this stamp, the Register of Deeds will reject the filing.

You are done – Save the package

Notice the fee you will be charged



Carolina Gazetteer ... Dictionary.com - Free Onl... Google Calendar Google N C General Statutes NC Secretary of State Land Records SOS NCARD Sosnet Lexis Advance® - Sign In ...

Package Details

Marc Arrowood at Marc Sample Title Sign Out

Save

Recipient: Buncombe County, NC
Immediate - 2 hours estimated recording time

Package Status: Ready

Download Print Discard Submit

Name	Type	Pages	Fees	Status	Date	ID	History	Download/Print
Sample Map-rotated 1c 1	PLATS	1	\$21.00	Ready	Wed 06/15/16 1:22 PM EDT	ID	History	 

- Choose a Document Type - Add Document

Recording Fees: \$21.00 from Main Recording Account (ACH ****5001)

Submission Fee: \$5.00 from Main Recording Account (ACH ****5001)

Total: \$26.00

Internal Preparation Notes:
These notes will not be sent to the county.

2

1

Note: Simplifile Submission fees per map vary from \$5 to \$20 depending on your subscription plan (2019). Higher volume submitters pay an annual fee to save money on per submission costs. The highest rate is with no annual fee (option may no longer be available) – see next slide.

Simplifile Service agreement and fees sample (2021)

FEES AND PAYMENT TERMS

Services	Description	System Costs ("Fees")
Year 1 License and Support (per physical location)	License fee - year 1	\$150.00 per license
Annual Renewal of a Current License System and Support (per physical location)	License fee Renewal	\$150.00 per license
Document Submission Fees	Submission fee for each document recorded using the System.	\$10.00 per document
Training	Fees for web, phone based or on-site training to Customer.	Web and phone based: \$0 Onsite: Quoted upon request
Billing Cycle	Frequency receiving an invoice for fees earned by the Service Provider.	Daily
Payment Term	The maximum time to remit and Service Provider to receive payment for the invoiced fees.	Net 1
Dishonored charges fees	Processing fee for payments.	\$25 per item
Other fees, if any, (sales, use, or other taxes)	Taxes that may be assessed against either the Customer Services or the sale of the Customer Application.	Exact cost only. Service Provider does not control or add to these fees. Document Submission Fee is quoted exclusive of these fees.

Accepted by Neil Shepherd on August 07, 2021 4:01 PM

Electronically accepted - 97.87.37.196

Confirm that you are through

Package Details

Marc Arrowood at Marc Sample T

Back

Package Name
123 Main St

Package Created Under
Marc Sample Title

Name Sample Map-rotated 1c 1

PLATS \$21.00 Ready Wed Mar 15/16 1:22 PM EDT

- Choose a Document Type -

Confirm Submission

Would you like to submit the following package?

123 Main St
Buncombe County, NC

Included Documents:
Sample Map-rotated 1c 1

Auto Recipient Processing

None Auto record Auto reject

Download Print

Date	ID	History	Do

The Document is Transmitted to the Register of Deeds for recording



The Register of Deeds Office will review the submission, record and index the document if accepted.

You will receive notice when it is recorded.

If the document is rejected for some reason, you will be notified of it and the reason.

If a document is rejected, you will not be charged either fee by Simplifile. Other companies may differ.

Plat is approved and recorded by register of deeds, recording data is added to the plat

Type: CONSOLIDATED REAL PROPERTY
Recorded: 8/17/2021 12:12:44 PM
Fee Amt: \$21.00 Page 1 of 1
Buncombe County, NC
Drew Reisinger Register of Deeds

BK 220 PG 89

Surveyor receives notification of recorded plat

Notice of Package Recorded: MPG Arden LLC, Northridge Commons, Tract 2

 Simplifile - System Message <support@simplifile.com>
To: Neil Shepherd

 You forwarded this message on 8/17/2021 1:13 PM.

 MPG Arden LLC, Northridge Commons, Tract 2_Trap 2 Subdivision Plat_PLATS_20210817.pdf
210 KB

Reply | Reply All | Forward | ...
Tue 8/17/2021 12:16 PM

August 17, 2021 | 10:16 a.m. (MT) Simplifile

Notice of Package Recorded: MPG Arden LLC, Northridge Commons, Tract 2

Package: MPG Arden LLC, Northridge Commons, Tract 2
County: Buncombe County, NC
Submitter: Survey Pros PLLC
Submitting User: Neil Shepherd

Tract 2 Subdivision Plat (PLATS)
Recording Number: B 220 P 089
Recording Date: 08/17/2021 12:12 PM EDT
Recording Fees: 21.00
Taxes: 0.00
Simplifile Submission Fee: 10.00



LEGEND

Shirley Netherton
BK 1811 PG 463
PB 43 PG 90

Roger & Kris Young Protective Trust
BK 5742 PG 264
PB 55 PG 160

Northridge Commons Townhomes
Owners Association Inc.
BK 5015 PG 460
PB 215 PG 29

MDC NC1 LP
BK 6015 PG 1341
PB 215 PG 10
Tract 1

Tract 2A
2.544 Acres

Tract 2B
0.880 Acres

Northridge Commons Parkway
(Private) PB 174 PG 158

End of 60' Wide Easement,
See BK 4321 PG 1020, PB 312
114 and PB 174 PG 158

HFW Endeavors, LLC
BK 5448 PG 1391
PB 174 PG 158

GPS Coordinates
The grid shown on this map was taken from an actual my supervision. The GPS portions of this survey meet the requirements of The Standards of Practice for Land Surveying, NIST Special Publication 200-1, 2008, with a 95 percent confidence level error ellipse for the project control points. The survey was conducted using Trimble GPS receivers, National Geodetic Survey (NGS) station fixed control station, having published NGS Grid coordinates, and Trimble Geomatics Office Business Solutions software. The GPS data has a positional accuracy relative to the remote control station was 0.3 feet prior to adjustment, as the horizontal distance between the remote control station and NGS station is 2.00649'. All elevations shown are relative to the NAD 83(2011) Grid. All elevations shown are horizontal distances in U.S. Survey Feet unless shown were computed by coordinate computation.

Exempt Subdivision:
This subdivision of land has been found to be exempt from the subdivision ordinance of the Town of Weaverville.

James Eller 8/17/2021
James Eller, Planning Director Date

Review Officer Certification

State of North Carolina

I, Gillian Phillips, Review Officer of Buncombe County, certify that the map or plat to which this certification affixed meets all statutory requirements for recording.

submitted electronically by "Survey Pros PLLC"
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Buncombe County Register of Deeds.

Type: CONSOLIDATED REAL PROPERTY
Recorded: 8/17/2021 12:12:44 PM
Fee Amt: \$21.00 Page 1 of 1
Buncombe County, NC
Drew Reisinger Register of Deeds
BK 220 PG 89

A Vicinity Map showing the location of the SITE. The map includes the following labels: Monticello Rd, 170th St, 18th St, 10th Ave, 9th Ave, 8th Ave, 7th Ave, 6th Ave, 5th Ave, 4th Ave, 3rd Ave, 2nd Ave, 1st Ave, and 0th Ave. The SITE is marked with a black asterisk (*).

Surveyor's Certification
I certify that this plat was drawn under my supervision from an actual survey made under my supervision (47-30 as amended) and that the surveyor's certificate on the plat is true and correct. I also indicate that this is the information noted on the list of surveyors that this survey is to be used as an Ulm Land Survey (Class A) having a calculated ratio of precision better than 1:10,000 before adjustments, and/or neither axis of the 95 percent confidence level error ellipse for any control points, nor any corner point, exceed 0.10 feet; that this plat meets the requirements of The control standards of the National Geodetic Survey (N.G.S.) (NACR 56-1603); and that this plat was prepared in accordance with G.S. 47-30 as amended. I further certify that this survey is a subdivision of land within the jurisdiction of the Town of Weaverville.

Witness my signature, seal and date.

Surveyor's Notes:

1. The purpose of this survey is to subdivide Tract 2 into two tracts.
2. The property which is the subject of this survey is Tract 2, Plot B215, Page 10, Deed Book 5448, Page 1391, Bureau County, Register, and Tax Parcel 97327927900.
3. This plot reflects information as of the date of survey, in the absence of work and does not necessarily show every possible condition affecting the property. A complete title abstract was not performed by Pendergrass Pros. Underground utilities may which are shown. This property may be subject to easements and/or right-of-way if record not shown. Other easements, right-of-ways, and/or restrictions and legal impairments may also exist. Adjoining property owner information was obtained from the Plat Book.

Flood Hazard Statement
The property lies within "Zone X" Other Areas, an area determined to be outside the 0.2% annual chance floodplain. Information obtained from the Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), Flood Insurance Rate Map (FIRM), Panel Number 9733, Map Number 3700-9732-001, having an effective date of January 6, 2010.

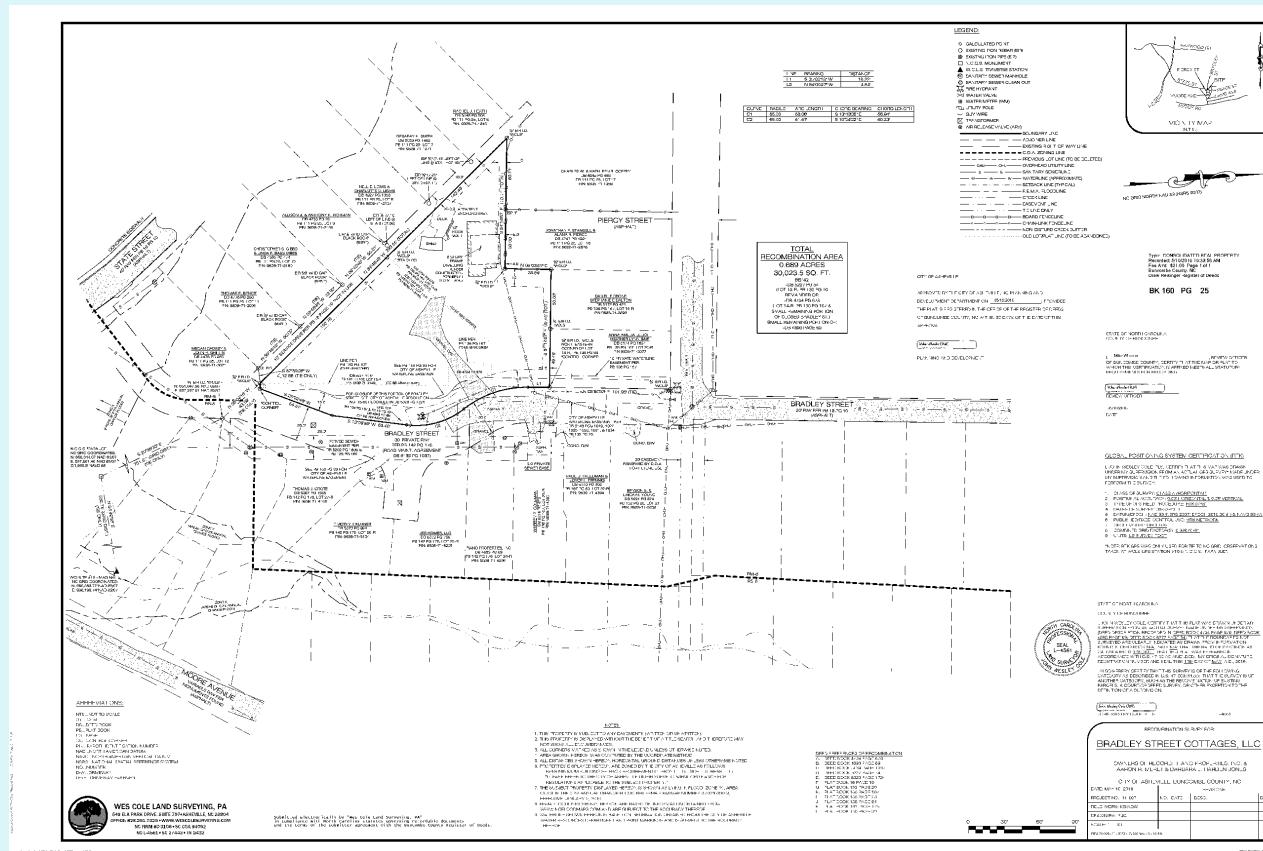
Subdivision Plat for:

Subdivision Plat for:

SurveyPros
(336) 667-5533

Survey Pros, PLLC
924 Main Street, Suite 300
North Wilkesboro, NC 28659

THE END



Summary Proposed Work Flow:

- 1. The surveyor creates a PDF of his map with the note: "Final Drawing - For Review Purposes Only".
(the surveyor will have to add any required certificates to the plat - the reviewer will not have the option of adding a certificate).
- 2. The surveyor will email this PDF to the individuals that are required to review the plat (Planner, Review Officer, DOT, etc.) asking them to review and comment.
- 3. The reviewer will perform the review and make any comments regarding revisions that are necessary.
- 4. The Surveyor will make revisions, repeating the process until preliminary approval is achieved.

(continued)

- 5. The surveyor will make all required revisions and remove the note: “Final Drawing - For Review Purposes Only” and apply their seal electronically.
- 6. The surveyor will upload the final plat into the eSinging application and identify each signer along with where the signature and date is to go on the plat. (Note: No software will be installed on the signers computer and there will be no expense incurred by the signers. The fee will be paid by the Surveyor)
- 7. The surveyor will then commit the plat for signing.

(Continued)

- 8. The eSigning application will send an email to each signer in the order designated for signing (the surveyor should be the first signer).
- 9. The signer will open up the provided link to a secure portal
- 10. The designated signer will do a final review and if appropriate sign the plat. (If a change is required at this point the eSigning process will have to start over for all signers after the change has been made.)
- 11. Once all designated signers have completed the signing, the signed plat will be returned to the Surveyor and also to each signer.
- 12. The Plat is now ready to be submitted to the Register of Deeds through a selected eRecording Vendor



Richard Elkins, GISP (Presenter)

Land Records Manager

relkins@sosnc.gov 919-814-5457 (direct line)

Land Records Main: 919-814-5455