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## **Regulations of Connecticut State Agencies**

### **Filing Requirements for Maps**

#### **Sec. 11-8-19. Filing requirements for maps**

Section 11-8-19 to 11-8-25 inclusive apply to the filing requirements for maps or plans that are received and placed on file in the office of the town clerks of the towns pursuant to Connecticut General Statutes, Section 7-31 and Section 7-32.

(Effective January 28, 2010)

#### **Sec. 11-8-20. Definitions**

For the purposes of sections 11-8-19 to 11-8-25, inclusive of these regulations

(a) "Design Professional" means an architect, as defined in section 20-288(2) of the Connecticut General Statutes, a professional engineer, as defined in section 20-299(1) of the Connecticut General Statutes, a land surveyor, as defined in section 20-299(2) of the Connecticut General Statutes, or a landscape architect, as defined in section 20-367(3) of the Connecticut General Statutes.

(b) "Live Seal" means raised seal.

(c) "Live Stamp" means an original stamp.

(d) "Map" means a survey map or land survey on a plane surface, at an established scale, of the physical features (natural, artificial, or both) of a part or the whole of the earth's surface, that bears the seal of and is certified by a land surveyor, as defined in section 20-299(2) of the Connecticut General Statutes.

(e) "Plan" means a drawing, print or graphical representation depicting a building or other improvement, existing or proposed, such as an engineering design plan, a condominium, a common interest community or other architectural building plan or a landscape architectural plan, that is signed and sealed by a design professional authorized to prepare such plan.

(f) The "producer" of an original map or plan for filing is the person who draws the map or plan: the "producer" of a copy of a map or plan for filing is the person or company that creates the reproduction.

(Effective January 28, 2010)

### **Sec. 11-8-21. Map standards**

- (a) Maps or plans bearing a date of October 1, 1974 or later, submitted to the town clerk, shall be of a process approved by the public records administrator and the process shall be identified by the producer on the map submitted.
- (b) Maps or plans presented to town clerks for filing on or after January 1, 1992 shall be produced by one of the following processes: 1) wash-off photographic polyester film, 2) fixed line photographic polyester film, 3) original ink drawing on polyester film or linen. The Office of the Public Records Administrator shall have the authority to revise these accepted processes periodically, and shall maintain a current list of approved reprographic processes for filing requirements for maps.
- (c) Maps or plans presented to town clerks for filing on or after January 1, 1992 shall be identified as to the reproduction process used by the producer, e.g., "wash-off" or "fixed line photographic." This process will be certified by a live stamp applied by the producer. This stamp will be affixed with indelible red ink. The stamp shall include the name of the producer and the process used. It shall measure 1" x 2". Original ink drawings will be so identified using the same process described above.
- (d) The thickness of the material on which maps or plans are drawn or reproduced shall be no less than .003. The polyester shall be either matte on one side or matte on both sides.
- (e) The public records administrator shall notify the State Board of Examiners for Professional Engineers and Land Surveyors and other concerned agencies as to which materials and photographic processes are acceptable for maps that are submitted for filing and preservation.
- (f) Maps or plans presented for record and preservation shall not be accepted if any part is attached/glued to its surface. The legibility of all data reflected on any map or plans filed for record and preservation shall be beyond question. Maps or plans presented for filing with illegible or questionable images shall be rejected.
- (g) The size of maps or plans filed for record in the office of the town clerk shall conform with the requirements set forth in Section 7-31 of the General Statutes.
- (h) Each map, plan, drawing, or specification shall contain a live seal or live stamp of the design professional within whose area of expertise or professional discipline the document falls.
- (i) Security film of maps or plans placed on file in the office of the town clerk shall be required and stored in a manner similar to security film of deeds. Photographic reproduction must be provided pursuant to Section 7-31 of the General Statutes.
- (Effective January 28, 2010)

### **Sec. 11-8-22. Map standards-exceptions**

- (a) Public service companies are exempt from the requirement that land maps filed by them must be sealed and/or signed by a land surveyor, as set forth in section 20-309. However, maps must conform to size and material requirements. Maps or plans filed for record that are not to scale shall reflect that fact.

(b) Maps or plans placed with the town clerk by municipal, state or federal agencies for temporary exhibit and public reference need not conform to Sections 11-8-19 to 11-8-25, inclusive, of these regulations, which only apply to maps or plans filed for record.

(Effective January 28, 2010)

#### **Sec. 11-8-23. Receipt of maps**

(a) All maps or plans delivered to the town clerk for filing must be properly drawn, signed, and sealed. He/she shall immediately endorse upon the face of each map OR PLAN the day, month, year, and time it was received pursuant to Section 7-24 of the General Statutes.

(b) Each map or plan shall be assigned and marked with an identification number, and must be reflected in the map indexes.

(Effective January 28, 2010)

#### **Sec. 11-8-24. Index of maps**

(a) Town clerks shall maintain two separate map indexes pursuant to section 7-32 of the General Statutes.

(b) For locating and reference purposes, each indexing shall also show the map identification number assigned by the town clerk.

(c) Condominium or common interest community building plans filed pursuant to Section 47-71(e) of the General Statutes for recording purposes shall be received and indexed as maps.

(Effective January 28, 2010)

#### **Sec. 11-8-25. Photographic reproduction of maps**

The photographic reproduction of maps or plans is approved. Reproduction methods shall require that the original maps be available for reference pursuant to Section 7-31 of the General Statutes.

(Effective January 28, 2010)

#### **Sec. 11-8-26. Storage of maps**

(a) Maps or plans require the security set forth in Section 7-27 of the General Statutes for public records. Selectmen, chief administrative officers or elected bodies shall be required to provide map cases or bindings in which original maps or plans are to be preserved. Maps or plans shall not be mounted on boards or any other material and shall not be folded.

(b) Valuable old paper maps or plans with cloth backing shall be filed flat (not rolled). All repairs to valuable maps or plans shall be performed by a professional conservator approved by the Office of the Public Records Administrator.

(Effective January 28, 2010)