

# HUBBARD COUNTY SURVEYS & RECORDS POLICY

## RECORDS

All County survey records are public records and are available for inspection by any person at the County Surveyor's office.

The Surveying Department will perform the following activities:

1. Assist any individual in reviewing available records at the Surveyor's Office. (Call for appointments to assure the surveying personnel will be available.)
2. Send available survey information in response to telephone requests.
3. Charge a reasonable rate to cover the cost of materials.

## SURVEYS

The County DOES NOT perform any PRIVATE surveys.

The County Surveyor's office shall be restricted to projects wherein the County is directly involved unless specifically ordered by the Hubbard County Board of Commissioners.

Our policy regarding townships and other public boards seeking County surveying services is as follows:

1. Townships and other public boards shall make survey requests in writing to the County Surveying Department. Said request shall state property lines and/or land corners to be located and description of work to be performed and manner of compensation.
2. The County Surveying Department shall prepare a formal request and estimate of fees involved and submit to the County Board for their approval and time scheduling. No surveying shall be performed until written authorization is received from the County Board.
3. The County Board shall fix the compensation as follows:
  1. Employee hourly rate at 1 ½ times present hourly rate.
  2. Vehicle mileage at present rate.
  3. Materials used at actual cost to County.

Dated: September 23, 1992