

**INSTRUCTIONS FOR COMPLETING AN  
APPLICATION AND PERMIT TO REMOVE OR DESTROY A SURVEY MONUMENT PER [WAC 332-120-070](#)**

---

***Please refer to the attached, marked-up example form as a companion guide to these instructions:***

**A) PAGE 1 OF:** Enter the total number of **ATTACHMENTS** included for this application in the box provided.

**B) SURVEYOR INFORMATION**

- Enter the name, company name, phone number, and email address of the Licensed Surveyor or Engineer who will stamp this application. Authorized engineers are as defined in [WAC 332-120-020](#).
- The Licensed Surveyor or Engineer must stamp (seal) and sign, in the area designated (**on the first page only**), and enter the date in the box below the stamp. Please note that the boxed area for the seal is set up to accept an electronic insert in several different file formats.

**C) AT THE REQUEST OF (RESPONSIBLE PARTY) [WAC 332-120-030\(2\)](#)**

- Enter the name of the company or agency name of the Responsible Party. The Responsible Party is defined in [WAC 120-030\(2\)](#) as, “Any person, corporation, association, department, or subdivision of the state, county or municipality responsible for an activity that may cause a survey monument to be removed or destroyed shall be responsible for ensuring that the original survey point is perpetuated.”
- Enter the contact name, phone number, and email address of the contact for the Responsible Party.

**D) Estimated date work will be finished by, and Washington Plane Coordinate System variance:**

- Enter the anticipated date when the monument(s) will be reset or will no longer be threatened by construction activities. ***This date can be revised, if needed, as it is an estimate.*** If this date needs to be extended (revised) please contact the PLSO via email, at [plso@dnr.wa.gov](mailto:plso@dnr.wa.gov).
- If a variance from the requirement to reference the Washington Plane Coordinate System per [WAC 332-120-040\(2\)](#) is requested:
  - Check the box.
  - Provide justification for requesting the variance.

**E) PROJECT INFORMATION**

- Provide indexing information (Township, Range, Section, Quarter) for all monuments.
- State the coordinate datum, such as, NAD 83/91 North Zone.
- Enter the appropriate County in the box provided (and second County, if applicable).
- **Specific information for all monuments within project limits must be shown as ATTACHMENTS. Specific monument information must be shown on attachments, and each page must contain the following required elements:**
  - 1) Township, Range, Section, Quarter, and County, Additional Identifier(s), such as, GCDB designation for the corner, street intersection, plat name, block, lot, etc.) as applicable to the monument(s) shown on each page.
  - 2) A detailed description of the monument and accessories found marking the position of the existing monument.
  - 3) The temporary references set to reestablish the monument position, and **if GPS is used, show or describe the control network.**
  - 4) Description of the permanent monument(s) to be placed on completion (if witness monument is set include the references to the original position).
  - 5) Any narrative, sketch, or photo that would aid in the intelligent interpretation of the work being accomplished.



APPLICATION AND PERMIT TO REMOVE OR  
DESTROY A SURVEY MONUMENT PER **RCW**  
**58.24.040(8)** AND **WAC 332-120-070**

**A)** PAGE 1 OF:

DNR PERMIT NO:

You are hereby authorized to remove or destroy  
the herein described survey monument(s):

\_\_\_\_\_  
DNR AUTHORIZING SIGNATURE      DATE

**B) SURVEYOR INFORMATION**

SIGNED SEAL:

SURVEYOR NAME:

COMPANY NAME:

PHONE NUMBER:

EMAIL ADDRESS:

**C) AT THE REQUEST OF (RESPONSIBLE PARTY) (SEE WAC 332-120-030(2))**

COMPANY OR AGENCY NAME:

CONTACT NAME:

PHONE NUMBER:

EMAIL ADDRESS:

DATE:

**D) I estimate this work will be finished by:**

I request a variance from the requirement to reference to the Washington Coordinate System per **WAC 332-120-040(2)**.

Please provide your justification:

(FOR DNR USE ONLY) The variance request      is approved      not approved

**E) PROJECT INFORMATION**

TOWNSHIP:		TOWNSHIP:		TOWNSHIP:		TOWNSHIP:	
RANGE:	W E	RANGE:	W E	RANGE:	W E	RANGE:	W E
SECTION:		SECTION:		SECTION:		SECTION:	
1/4s ONLY:	NE SE SW NW	1/4s ONLY:	NE SE SW NW	1/4s ONLY:	NE SE SW NW	1/4s ONLY:	NE SE SW NW

Coordinate Datum (e.g., NAD 83/91, North Zone):

1st County:

2nd County:

**Any additional indexing and/or specific monument information must be presented  
in the Comments section or shown on attachments (SEE INSTRUCTIONS FOR REQUIRED ELEMENTS)**

**COMMENTS**

THIS PERMIT DOES NOT ELIMINATE THE REQUIREMENT TO FILE A RECORD OF SURVEY (ROS) OR A LAND CORNER RECORD (LCR) FOR PUBLIC LAND SURVEY SYSTEM (PLSS) CORNERS, AS APPLICABLE, PER **RCW 58.09.040** AND/OR **WAC 332-130-025**. A COMPLETION REPORT MUST BE SUBMITTED WITHIN **15 DAYS** FOLLOWING THE RECORDING OF THE SURVEY OR LCR.

THIS PERMIT DOES NOT RELEASE THE SURVEYOR FROM MEETING MONUMENTATION STANDARDS OF THE LOCAL JURISDICTION.

PLSS CORNERS MUST BE MONUMENTED AND STAMPED AS DEFINED IN THE CURRENT BLM *MANUAL OF SURVEYING INSTRUCTIONS* PER **WAC 332-130-030(4)**.