

**GUIDELINES FOR PREPARATION
CERTIFICATE OF LOCATION OF GOVERNMENT CORNERS**

Pursuant to section 3-4.01 of the Minnesota Department of Transportation hand book
SURVEYING AND MAPPING MANUAL, dated April 20, 2007: (also see applicable statutes)

The Certificate of Location should be a complete document relating to the location, monumentation, perpetuation and history of a corner. If done properly, the need for future surveyors to research the past record evidence will be greatly reduced or eliminated. The following outline provides a guideline for preparation of a Corner Certificate.

1. Corner Index System
 - Identify the lowest Township number common to the corner.
 - Identify the lowest Range number common to the corner.
 - Identify the lowest Section Number common to the corner.
 - Identify the corner location in the identified section. i.e., North Quarter, Northeast, East Quarter, etc.
 - Identify closing corners in the proper section.
 - If a corner is on a county line it should be identified and filed in each county.
 - List Section, Township, Range, Principal Meridian and County.
2. Monument
 - Check the appropriate statement on the Certificate of Location for monument at corner location.
 - Indicate date of recovery and/or placement of monument.
 - Describe the monument in detail and give relationship to ground elevation.
 - If a monument is removed, during construction or for other purposes, explain fully understatement of evidence (on back of page).
3. Sketch of Reference Ties
 - Make a minimum of two ties, more if practicable.
 - Identify the reference points in detail, e.g., nail and disc on S.W. side of (diameter) burr oak, distance above ground.
 - Reference tie distances are horizontal unless clearly stated on sketch. Show difference in elevation and direction of slope for slope measurements.
 - Direction of reference point from corner should be given by:
 - a. Point of compass. i.e., N, NNE, NE, ENE, E, etc., or
 - b. By a bearing (preferred). i.e., N50°E. For bearings indicate on sketch their basis of orientation and accuracy.
 - Show the improvements in the immediate vicinity such as roads, including name or number, buildings, fences, tree lines, retaining walls, field lines, and their relation to corner.
 - Indicate if corner is on a Correction Line.
4. Statement of Evidence
 - Include all record evidence that relates to the history of this corner chronologically beginning with Public Land Survey.
 - Include all parol evidence and testimony concerning corner location. List name, age, residence, address, job title, and how information was obtained.
 - Include all information on field search and excavation. Indicate extent and depth of excavation; soil profile characteristics; present and original ground elevations could be added.
 - Include information on monument found in place. Identify type and size of monument; who, when and how it was placed in addition to a photo. Indicate in statement of evidence if no information is found on the origin or history of monument.
 - Method used to set lost or obliterated corners must be stated in a short summary with supporting evidence.
 - When a coordinate value is known, the coordinates may be listed. If the coordinates are enumerated, the reference coordinate system must be indicated.
 - Analyze all of the information on the document. Indicate the reasons for the decisions made in the form of a summary or conclusion statement.