

**STATE OF VERMONT  
SECRETARY OF STATE  
OFFICE OF PROFESSIONAL REGULATION  
BOARD OF LAND SURVEYORS**

**GUIDANCE DOCUMENT: PLAT FILING WITH THE VERMONT CENTER FOR GEOGRAPHIC INFORMATION**

**I. Applicable Law**

Effective January 1, 2020, [27 V.S.A. § 1401\(c\)-\(d\)](#) requires that surveyors supply digital copies of certain plats to the Vermont Center for Geographic Information:

(c)

*(1) Whenever a survey plat that maps the subdivision of a parcel or a change in a parcel boundary is filed for record with a town clerk, the surveyor who created the survey plat shall submit a digital copy of the plat to the Center. The Center shall maintain digital copies of survey plats in a statewide digital repository and make them available to the public.*

*(2) The failure of a surveyor to comply with subdivision (1) of this subsection shall not void, alter, or invalidate the subdivision or boundary adjustment and shall not render the title to the property depicted in the survey plat unmarketable.*

*(d) The survey plat filed with the town clerk shall be the official plat of record.*

The law specifies that “[a] digital copy of a survey plat filed with the Center ... shall be submitted in portable document format (PDF). *Id.* § 1403(f). The Board of Land Surveyors may “establish a digital survey standard for digital copies of survey plats.” *Id.*

**II. Obligations of Licensees**

A licensee has a professional obligation to be aware of, and to comply with, the §§ 1401 & 1403 filing requirement. 3 V.S.A. § 129a(a)(3). Copies submitted to the Center shall be true, correct, and unmodified, except as necessary to impose the “UNOFFICIAL COPY” text described below.

**III. Board Standards and Guidance**

A licensee who files a plat that maps the subdivision of a parcel or a change in a parcel boundary shall:

1. Create a true and correct PDF copy of the filing;
2. Impose upon the copy text reading:  
“UNOFFICIAL DIGITAL COPY. This plat image is a copy created pursuant to 27 V.S.A. § 1401. The survey plat filed with the town clerk of the subject municipality is the official plat of record.”
3. File the PDF copy with the Center in the manner specified at [landsurvey.vermont.gov](https://landsurvey.vermont.gov).

For questions please contact  
Kara Shangraw, Licensing Administrator  
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