Digital Plat Submission and Recording

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Notices:

• There are many E-Signing applications available and you may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.

• For E-Recording, you must use a service that has Agreements and software integration in place with that county’s Register of Deeds.

• For the purpose of this Demo, we have partnered with DocVerify (e-Signatures) and Simplifile (e-Recording).
The requirements of this section regarding plat size, reproducible form, and evidence of required certifications shall be met with respect to a plat that is an "electronic document," as that term is defined in G.S. 47-16.2(3), if all of the following conditions have been met:

1. The register of deeds has authorized the submitter to electronically register the electronic document.
2. The plat is submitted by a United States federal or a state governmental unit or instrumentality or a trusted submitter. For purposes of this subsection, "a trusted submitter" means a person or entity that has entered into a memorandum of understanding regarding electronic recording with the register of deeds in the county in which the electronic document is to be submitted.
(Continued)

- (3) Evidence of required certifications appear on the digitized image of the document as it will appear on the public record.
- (4) With respect to a plat submitted by a trusted submitter, the digitized image of the document as it will appear on the public record contains the submitter's name in the following completed statement on the first page of the document image:

  "Submitted electronically by __________ (submitter's name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with the __________ (insert county name) County Register of Deeds."

- (5) Except as otherwise provided in this subsection, the digitized image of the plat conforms to all other applicable laws and rules that prescribe recordation. (emphasis added)

Note: the statement above will be added by the eRecording vendor. (Step 3 of the process)
Digital Plat Recording Process Consists of Three Phases

Step 1:  
(Preliminary)  
Use Email (or FTP if available) to submit draft map and make any necessary revisions.

Step 2:  
(Digital Signatures)  
Use Approved Digital Signature Service to obtain necessary signatures on the map.

Step 3:  
(e-Recording)  
Use ROD-Approved e-Recording Service to submit signed map to the Register of Deeds.
Throughout the whole process, The Surveyor guides their map through the steps from Preliminary to Signing to Recording
Before Creating your PDF

- Adjust any certificates to conform to the E-Signature format and the date format.

[Image of a document with text and signatures]
Preliminary Approval: (Step 1)

1. The surveyor creates a PDF of their map with the note: "Final Drawing - For Review Purposes Only". (the surveyor will have to add any required certificates to the plat - the reviewer will not have the option of adding a certificate).

2. The surveyor will email (or FTP) this PDF to the individuals that are required to review the plat (Planner, Review Officer, DOT, etc.) asking them to review and comment.
3. The reviewer will perform the review and make any comments regarding revisions that are necessary.

4. The Surveyor will make revisions, repeating the process until preliminary approval is achieved.

During this phase, arrangements for any impact or review fees will need to be paid, and Planning Board approvals (if needed) will take place.
Let's look at the e-Signing Process (Step 2)
First get your plat ready

If the plat is not oriented properly it must be fixed before uploading. This system does not have a rotate function.
Now it’s time to log in to our E-Signing Vendor.

- There are many e-signing applications available and you may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.
- For the purpose of this Demo, we have partnered with DocVerify.
  - [http://www.docverify.com/](http://www.docverify.com/)

- Be sure to review North Carolina Board of Examiners for Engineers and Surveyors rule 21 NCAC 56 .1103 STANDARD CERTIFICATION REQUIREMENTS for signing and sealing a drawing in paper and electronically.
www.docverify.com

E-SIGN DOCUMENTS IN SECONDS
OVER 450 MILLION SECURELY SIGNED
AS LOW AS $1 PER MONTH

BUY NOW  MORE ABOUT E-SIGNATURES
Member Sign In Screen
(You will need to create an account)
Once you are set up
Let’s upload a map for signing.
Navigate to the PDF of your plat
Select Your map and “open”.

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The next step is to add the email addresses of each signer of the map.
Do not add yourself as a signer in this list.
There is a separate option for you to sign First or Last. A Surveyor must sign “First”.

DocVerify is used for E-Signatures for all types of documents. You must tell it that you as the originator are one of the signers and what stage your signature should be added to the document.
Now add the other signers in the order they should sign.
Who signs the map?

- Maps submitted digitally must have all the same signatures as a hard-copy map. We are just getting those signatures digitally instead of physically.
- During the Preliminary Review, the local jurisdiction should provide email addresses for the governmental signers of the plat. Depending on the situation these may include:
  - DOT
  - Environmental Health
  - Planning
  - Review Officer
Who signs the map?

- You do not include the Register of Deeds in the Step 2 e-Signatures, they are not involved until Step 3 when we record the plat.
- Some jurisdictions require owners to sign the plat (and possibly require that to be notarized.) This complicates the process significantly (as well as taking up valuable space on your map.)
- Jurisdictions can help streamline the process by requiring owners to sign applications, rather than maps. Removing requirements for submitting paper copies facilitates digital submission as well.
Who signs the map?

- Using email addresses of individual employees as signers can be done, but risks significant delay if someone is sick or on vacation.

- Talk to your IT Department about options of shared email boxes or aliases with multiple recipients. reviewofficer@county.gov

- This prevents one person’s absence from holding up the whole process.
We have added 3 to the signing list.
We can rearrange the order of signers and can change the status to signer receive a carbon copy (CC only)

Drag and Drop to change the order

Extended Options

Pick submit at the bottom of the page
Under E-Signature options change Signer
Must click on every Signature Location to “YES”
After reading the popup menu, select close.
The Surveyor must set up their own signatures as well as other signers.
If GS 47-30(f)(11) Certification is separate, it must also be signed by the surveyor and dated.
Chose each subsequent email from the list and set up that signer’s certificate(s).

When setting up the signers, they should be in the order they need to sign.
Review Officer is always LAST!
They check for all other required signatures.
When you are finished placing signature data pick “Send For Sign”
You will receive an email taking you to the portal to affix your digital signature(s).

Each subsequent signer will receive a similar email, but only when the previous signers are complete.
While an option is available to sign by any touchscreen capable device, no special hardware or software is required for signers. It can be done on a PC, tablet, or even smartphone. It only requires email access and a web browser.

Digital Signatures have no requirement to resemble your handwritten signature.

What constitutes a digital signature is your name, combined with other collected information, such as IP and MAC addresses of the device used when digitally signing the map.
You must agree if you are going to sign, then select I agree to continue.

Notice the pop up menu at the bottom of the page.

If you allow DocVerify to track your location (IP address, etc), that location will be imbedded in the document’s metadata.
Access to sign the map is via a secure web portal. There are no tools to alter the map, only to sign.
Note: There two sets of Scroll Bars, you will have to use both sets.
Use the outer Scroll Bars to get to the signature area and fill it out.

Note the “Show Signature Pad” option if you do have a touch-screen.
Next, Use the inner Scroll Bars to review the document and to navigate to your signing area.

If there are “form fields” in the document you should populate them before signing.

The Date field will auto-populate with that day’s date when you click to sign.
You are done. Email will now go to the next signer in line.

The Surveyor can log in at any time to see the status of the map, who has signed, and can follow-up on issues delaying the process.

Once all signers have completed the process, the Surveyor will receive an email notifying them and can retrieve the final signed document.
DocVerify documents cannot be altered or tampered with in any way once they are protected by DocVerify VeriValt System.

Best viewed with Adobe Reader or Adobe Acrobat.

All visible electronic signatures contained in this document are symbolic representations of the persons signature and not intended to accurate depiction of the persons actual signature as defined by various acts and/or laws.
Page 2 of the signed map
Save the final map to your PC.

You will want to save the whole document to your PC and any backup system you maintain.

DocVerify will also maintain it in their system, accessible through your login. This is an additional backup in case of catastrophic failure.

Page 1 is for your records, containing document information as well as a summary of each E-Signature affixed to the map, including date, time, IP and MAC addresses, and the email address.

Step 2 (E-Signatures) is complete.
Now we are ready to Send the Plat to the Register of Deeds though an e-Recording vendor (Step 3)

- For this demo we have partnered with Simplifile. There are other e-Recording Vendors available. You will need to discuss the options available with the recording Register of Deeds.

Marc Arrowood  
704-460-0062  
Marc.arrowood@simplifile.com  
www.simplifile.com
Step 3 e-Recording

• E-Recording documents with the Register of Deeds requires a “Trusted Submitter” and a method of submission.
• E-Recording Vendors must have a “Memorandum of Understanding” with the County Register of Deeds and software integration to allow the vendor to submit documents directly to them.
• Some counties may only have one E-Recording Vendor, some accept documents from as many as 4 different vendors.
• Vendors will only allow “Trusted Submitters” to use their service, not the public-at-large. These would include attorneys, banks, or surveyors. Surveyors will likely be asked to verify their credentials by providing a copy of their license.
• Vendors will assist clients through the process, including the requirement of individual “Submitter Agreements” with each County as required.
• You will set up payment for the service through EFT (Electronic Funds Transfer)
• One great advantage is that the E-Recording vendor, in addition to their fee for the service, will collect and pay Recording Fees directly to the Register of Deeds for you, so no additional arrangements are necessary.
Enter State, County, Description
Select a Document Type from the Drop Down Menu

Unlike the E-Signature service, E-Recording takes into account what type of document is being filed, and with that, knows the county size requirements, as well as what fee to collect for that type of document.
Upload Your Document
Navigate to the signed version of the document, select and click open.
This document includes the Cover Sheet. While on that page, click the trashcan to remove that page from what is to be recorded.
Now we only have one sheet. Notice the fee updated.
You must apply the Authentication Stamp

You can move the stamp around the plat and a double click will rotate the stamp 90°
You are done – Save the package

Notice the fee you will be charged

Note: $5 fee is for a package which has an annual fee. Most surveyors will be small volume submitters, for which Simplifile charges $10 per plat, but no annual fee.
Confirm that you are through

Would you like to submit the following package?

123 Main St
Buncombe County, NC

Included Documents:
Sample Map-rotated 1c 1

Auto Recipient Processing
- None
- Auto record
- Auto reject

Confirm
Cancel
The Document is Transmitted to the Register of Deeds for recording

The Register of Deeds Office will review the submission, record and index the document if accepted. You will receive notice when it is recorded.

If the document is rejected for some reason, you will be notified of it and the reason. If a document is rejected, you will not be charged any fee by Simplifile. Other companies may differ.
THE END
Summary Proposed Work Flow:

1. The surveyor creates a PDF of his map with the note: "Final Drawing - For Review Purposes Only".
   (the surveyor will have to add any required certificates to the plat - the reviewer will not have the option of adding a certificate).

2. The surveyor will email this PDF to the individuals that are required to review the plat (Planner, Review Officer, DOT, etc.) asking them to review and comment.

3. The reviewer will perform the review and make any comments regarding revisions that are necessary.

4. The Surveyor will make revisions, repeating the process until preliminary approval is achieved.
5. The surveyor will make all required revisions and remove the note: “Final Drawing - For Review Purposes Only” and apply his seal electronically.

6. The surveyor will upload the final plat into the E-Singing application and identify each signer along with where the signature and date is to go on the plat. (Note: No software will be installed on the signers computer and there will be no expense incurred by the signers. The fee will be paid by the Surveyor)

7. The surveyor will then commit the plat for signing.
8. The E-Signing application will send an email to each signer in the order designated for signing (the surveyor should be the first signer).

9. The signer will open up the provided link to a secure portal

10. The designated signer will do a final review and if appropriate sign the plat. (If a change is required at this point the E-Signing process will have to start over for all signers after the change has been made.)

11. Once all designated signers have completed the signing, the signed plat will be returned to the Surveyor and also to each signer.

12. The Plat is now ready to be submitted to the Register of Deeds through a selected E-Recording Vendor
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