

Connecticut State Library

GENERAL LETTER #2005-1

DATE: July 20, 2005

TO: Town Clerks

FROM: Eunice G. DiBella
Public Records Administrator



SUBJECT: Licensing Requirements for Design Professionals Filing Maps

Regulations of Connecticut State Agencies, Section 11-8-21(h) (1996), "Filing Requirement for Maps, Map Standards," states that "[e]ach map, plan, drawing, or specification shall contain a live seal or live stamp of the design professional within whose area of expertise or professional discipline the document falls pursuant to Sec. 20-304 of the Connecticut General Statutes." Sec. 20-304 of the Connecticut General Statutes refers to the licensing of professional land surveyors and engineers by the Department of Consumer Protection. Therefore, a town clerk may only accept maps or plans produced by professional land surveyors and engineers who have been licensed by the State of Connecticut. The only circumstance under which a town clerk could accept a map or plan from a land surveyor or engineer with an out of state license would be if the individual received written permission from the Board of Registration to practice while awaiting processing of his/her application for a Connecticut license as per Sec. 20-308 of the Connecticut General Statutes.

All town clerks should pay particular attention to the licensing information contained in the live seal or live stamp prior to accepting a map for filing on the town land records. If the license is not a Connecticut license, a clerk must request a copy of the letter from the Board of Registration granting permission to use the out of state license. If the letter is not available, the clerk must refuse to accept the map or plan for filing. Sec. 7-26 of the Connecticut General Statutes only permits correction of indexing errors. There currently is no way to correct filings in error.

Any questions regarding this matter should be directed to the Public Records Administrator.