

**DEPARTMENT OF STATE**  
**DIVISION OF PROFESSIONAL REGULATION**  
Statutory Authority: 24 Delaware Code, Section 2706(a)(1) (24 **Del.C.** §2706(a)(1))  
24 **DE Admin. Code** 2700

**FINAL**

**ORDER**

**2700 Board of Registration for Professional Land Surveyors**

After due notice in the Delaware Register of Regulations and two Delaware newspapers, a public hearing was held on June 17, 2025 at a scheduled meeting of the Delaware Board of Professional Land Surveyors (“Board”) to receive comments regarding proposed amendments to the Board’s rules and regulations.

The new subsection 9.7 permits individuals licensed as an intern to extend the period available to those individuals to apply for an additional intern license to fulfill the complete requirements to upgrade over the course of a period longer than 4 years, subject to the conditions proposed.

The new subsection 9.8 allows for registration with the Board as a professional land surveyor emeritus, under certain conditions.

The revised subsection 12.3.1 would make the rules consistent with current National Geodetic Survey standards.

The other proposed amendments reflect technical and style changes consistent with the *Delaware Administrative Code Drafting and Style Manual*.

The proposed changes to the rules and regulations were published in the *Delaware Register of Regulations*, Volume 28, Issue 11 on May 1, 2025, giving notice of a June 17, 2025 public hearing at 8:30 a.m. Notice of the June 17, 2025 hearing was also published in the *News Journal* (Board Exhibit 1) and the *Delaware State News* (Board Exhibit 2). Pursuant to [29 Del.C. §10118\(a\)](#), the date to receive final written comments was July 2, 2025, 15 days following the public hearing. The Board deliberated on the proposed revisions at its regularly scheduled meeting on July 17, 2025.

**Summary of the Evidence and Information Submitted**

The following exhibits were made a part of the record:

Board Exhibit 1: *News Journal* Affidavit of Publication.

Board Exhibit 2: *Delaware State News* Affidavit of Publication.

Board Exhibit 3: Written comments from the Division of Professional Regulation.

At the public hearing on June 17, 2025, no public comment was received.

The only written comments submitted were from the Division of Professional Regulation seeking edits to conform the proposed language of new subsection 9.8 with the Division’s systems.

**Findings of Fact and Conclusions**

The public was given notice and an opportunity to provide the Board with comments in writing and by testimony on the proposed amendments to the Board’s rules and regulations. The only comment provided was by the Division of Professional Regulation. As reflected by Exhibit 3, the Division of Professional Regulation requested changes to the proposed language of new subsections. These proposed edits have been accepted by the Board as non-substantive changes pursuant to the Board chairperson’s determination pursuant to [29 Del. C. §10118\(c\)](#).

Pursuant to 24 Del.C. §2706(a)(1), the Board has the statutory authority to promulgate rules and regulations in accordance with the procedures specified in the Administrative Procedures Act. The Board finds reason to amend the regulations as proposed and hereby takes action to do so.

The Board has reviewed the proposed regulation as required by 29 Del.C. §10118(b)(3) and has determined that any assessment of the impact of the proposed regulation on the achievement of the State's greenhouse gas emission reduction targets or on the State's resiliency to climate change is not practical in view of the nature of the proposed amendments.

### Decision and Effective Date

The Board hereby adopts the changes to the rules and regulations as amended pursuant to this Order, to be effective 10 days following publication of this Order in the *Register of Regulations*. The new rules and regulations are attached.

IT IS SO ORDERED this 17th day of July, 2025.

### Board of Professional Land Surveyors

/s/ Kelly Katz

Kelly Katz, Chairperson, Professional Member

ABSENT

Robert Wijkowski, Vice Chairperson, Professional Member

/s/ Deborah Cottrell

Deborah Cottrell, Secretary, Public Member

/s/ Charles Adams, Jr.

Charles Adams, Jr., Professional Member

/s/ Vance Daniels

Vance Daniels, Public Member

VACANT

VACANT, Professional Member

VACANT

VACANT, Public Member

**\*Please note: Electronic signatures ("/s/") were accepted pursuant to 6 Del.C. §12A-107(d).**

### 2700 Board of Registration for Professional Land Surveyors

#### 1.0 General Provisions

- 1.1 Pursuant to 24 Del.C. Ch. 27, the Delaware Board of Professional Land Surveyors (~~"the Board"~~) is authorized to, and has adopted, ~~these Rules and Regulations. The Rules and Regulations are~~ this regulation. This regulation is applicable to all ~~Professional Land Surveyors~~ professional land surveyors and applicants to the Board.
- 1.2 Information about the Board, including its meeting dates, may be obtained by contacting the Board's Administrative Assistant at the Division of Professional Regulation. Requests to the Board may be directed to the same office or visit our web site at <https://www.dpr.delaware.gov>.
- 1.3 The Board's Chair shall preside at all meetings of the Board and shall sign all official documents of the Board. In the Chair's absence, the Board's Vice ~~Chairman~~ Chair shall preside at meetings and perform the duties usually performed by the Chair.
- 1.4 The Board may seek counsel, advice and information from other governmental agencies and such other groups as it deems appropriate.
- 1.5 The Board may establish such subcommittees as it determines appropriate for the fair and efficient processing of the Board's duties.

- 1.6 The Board reserves the right to grant exceptions to the requirements of the ~~Rules and Regulations~~ regulation upon a showing of good cause by the party requesting an exception, provided that the exception is not inconsistent with the requirements of 24 ~~Del.C.~~ Ch. 27.
- 1.7 Board members are subject to the provisions applying to "honorary state officials" in the "State Employees', Officers' and Officials' Code of Conduct," found at 29 ~~Del.C.~~ Ch. 58.
- [11 DE Reg. 1664 \(06/01/08\)](#)  
[27 DE Reg. 690 \(03/01/24\)](#)

## 2.0 Definitions

Definitions under Section 2.0 will be listed in the current "Definitions of Surveying and Associated Terms," published by the National Society of Professional Surveyors, except as otherwise provided by Delaware law.

**"ALTA"** means American Land Title Association.

**"Board"** means the Delaware Board of Professional Land Surveyors.

**"Combined Office and Field Experience"** ~~is defined as being~~ **office and field experience** means multi-faceted experience in responsible charge of land surveying projects, performed under the direct supervision of a professional land surveyor in the active practice of land surveying. The office aspect of this experience shall include the technology relevant to civil drafting, mathematical calculations necessary for subdivision, boundary and right-of-way determinations, road, stormwater, sediment and erosion control, and sewer design as well as the interpolation of field-run topographical data and the like. Office experience should also include applied familiarity with land development submittal and approval processes.

Field experience shall include time spent on site in responsible charge of inspection, evaluation, and gathering of relevant survey information. On-site supervision of and responsibility for field crew personnel while in communication and coordination with a professional land surveyor and office staff shall qualify as field experience.

**"Direct Supervision"** ~~applies to one duly licensed as a Professional Land Surveyor (PLS)~~ **supervision** means supervision by an individual duly licensed as a professional land surveyor and only a licensee may provide direct supervision. ~~The physical presence of a PLS on every type of surveying project is not required. There are, however, times when a site visit is necessary to make important decisions involving boundary retracements, property line disputes, etc.~~

~~Direct supervision of field crew personnel requires daily contact to determine the need for the presence of a PLS on site. This need would be based upon the type of work to be performed and the professional judgment of the PLS in charge. Should it be determined that a site visit is not warranted, the PLS, at a minimum, should instruct the field crew personnel as to the procedures to be used, the data to be gathered, the maps or plats to be relied upon and the scope of the work to be performed. The PLS shall follow the same minimum requirements when instructing survey office personnel. All assignments performed by survey personnel, both field and office, shall be reviewed and checked by the PLS providing direct supervision.~~

~~While it has been argued that a survey crew does not always have to be under the direct supervision of a PLS, only a PLS has the ability to make that determination. It is therefore necessary for the field crew to have daily contact with the PLS so that this decision can be made properly, in order to protect the public. Requirements for direct supervision are set forth in subsection 12.13 of this regulation.~~

**"Division"** means the Division of Professional Regulation.

**"NCEES"** means National Council of Examiners for Engineering and Surveying.

**"NSPS"** means National Society of Professional Surveyors.

**"Professional land surveyor emeritus"** means an honorific title granted to a previously licensed Delaware professional land surveyor who has retired from active practice.

**"Related Science Curriculum"** ~~are~~ **science curriculum** means those courses of study for which one-third 1/3 of the required core courses are the same or similar as those required for a Baccalaureate Degree Program in Surveying ~~baccalaureate degree program in surveying~~. These core courses may include ~~but are not limited to~~ Algebra, Trigonometry, Analytical Geometry, Calculus, General Physics and Computer Programming ~~algebra, trigonometry, analytical geometry, calculus, general physics, and computer programming~~.

~~Degrees in related fields of study may include but not be limited to Civil Engineering, Mathematics, Physics, Agricultural Engineering, Actuarial Studies, Statistics, Geology and Forestry~~ civil engineering, mathematics, physics, agricultural engineering, actuarial studies, statistics, geology, and forestry.

~~Because requirements for graduation differ from institution to institution, when considering these Related Science Curricula~~ related science curricula attention will be given to the specific coursework completed. This examination of completed coursework may allow for greater flexibility of this definition. ~~Section 2708(a)~~ [24 Del.C. §2708\(a\)](#).

**"Responsible Charge"** ~~shall mean~~ **charge** means the direct control and personal direction of the investigation, operation and execution of land surveying work requiring initiative, and professional skill skill, and

independent judgment as a party chief or survey manager. An individual in responsible charge shall be under the direct supervision of a Delaware licensed professional land surveyor.

**“Surveying Curriculum”**—~~For the purpose of these regulations, the term “Surveying Curriculum” will mean~~ **curriculum** ~~means~~ any approved curriculum for a ~~Baccalaureate Degree in Surveying~~ baccalaureate degree program in surveying as it is accepted by the institution bestowing the degree. This curriculum shall necessarily include but not be limited to courses in ~~Surveying, Advanced Surveying, Legal Principles of Surveying, Data Adjustment, Subdivision Planning and Layout, Route and Construction Surveying, Engineering and Geodetic Astronomy, Topographic Surveying and Cartography~~ surveying, advanced surveying, legal principles of surveying, data adjustment, subdivision planning and layout, route and construction surveying, engineering and geodetic astronomy, topographical surveying, and cartography and those other studies required by the institution where the degree is earned.

Independent study course work (which includes all correspondence, internet and distance-learning study) shall be considered only if those courses have been accepted by an Accreditation Board for Engineering and Technology (ABET) as part of the approved curriculum. ~~Section 2708(a)~~ [24 Del.C. §2708\(a\)](#).

[11 DE Reg. 1664 \(06/01/08\)](#)

[16 DE Reg. 1196 \(05/01/13\)](#)

[19 DE Reg. 142 \(08/01/15\)](#)

[27 DE Reg. 690 \(03/01/24\)](#)

### 3.0 Meeting Schedule and Election of Officers

The Board shall meet at least once each quarter of the calendar year. At the first regularly scheduled meeting in the first quarter, the Board will elect from its members a chair, vice-chair, and secretary. ~~Section 2704(b)~~ [24 Del.C. §2704\(b\)](#).

### 4.0 Periodic Review of Application Form

The Application Form for those seeking licensure under 24 **Del.C.** Ch. 27 shall be reviewed every 5 years. ~~Section 2706 (a)(2)~~ [24 Del.C. §2706\(a\)\(2\)](#).

### 5.0 Designation of the National Examination

For the required National Examination for licensure under 24 **Del.C.** Ch. 27, the Board adopts the 2-part examination developed by the National Council of Examiners for Engineering and Surveying (NCEES), consisting of the Principles and Practice of Surveying Examination and the Fundamentals of Surveying Examination, as amended from time to time (then in effect at time of examination). ~~Section 2706(a)(3)~~ [24 Del.C. §2706\(a\)\(3\)](#).

### 6.0 Designation of the Drainage Examination/Delaware Law Examination

For the required drainage examination/Delaware law examination the Board adopts the bank of questions developed for this purpose and approved for this purpose by a recognized psychometrician or other authority whose services are acquired and approved by the ~~Division of Professional Regulation of the Delaware Department of State.~~ ~~Section 2706(a)(4).~~ Division. A passing score on the exam shall be 65% or higher. [24 Del.C. §2706\(a\)\(4\)](#).

[16 DE Reg. 543 \(11/01/12\)](#)

[25 DE Reg. 632 \(12/01/21\)](#)

### 7.0 Adoption of Administration and Grading Procedures and Passing Scores for National Examination

The Board adopts the administration and grading procedures and the passing scores adopted by the NCEES for the 2-part national examination, described in Section 5.0 of ~~these regulations.~~ ~~Section 2706(a)(5)~~ this regulation. [24 Del.C. §2706\(a\)\(5\)](#).

### 8.0 Foreign Credentialing

- 8.1 Any applicant holding a degree from a program outside the United States or its territories must provide the Board with an educational credential evaluation from The Center of the National Council of Examiners of Engineers and Surveyors, its successor, or any other similar agency approved by the Board, demonstrating that ~~their~~ the applicant's training and degree are equivalent to domestic accredited programs. No application is considered complete until the educational credential evaluation is received by the Board.
- 8.2 Applications will be kept active and on file for 2 years. If the applicant fails to meet the licensure requirements or pass the examination within 2 years, the application shall be deemed to have expired and the applicant must reapply in the same manner as for initial ~~application,~~ application by submitting the application, documentation, proper fee, and ~~obtains~~ obtaining board approval to be eligible to sit for the examination.
- 8.3 The Board will not review incomplete applications.

- 8.4 All signatures must be original on all forms.
- 8.5 The applicant shall have obtained the passing score on the NCEES Fundamentals of Surveying, NCEES Principles of Surveying and DE State Drainage and Law Examination.  
**11 DE Reg. 1664 (06/01/08)**  
**27 DE Reg. 690 (03/01/24)**

## 9.0 Issuance and Renewal of License

- 9.1 When an applicant is approved by the Board for licensure, the Division of Professional Regulation will issue a license number and mail a license to the applicant.
  - 9.1.1 ~~Lost, destroyed, or mutilated licenses may be replaced by payment of the appropriate fee to the Division of Professional Regulation.~~ **24 Del.C. §2716(c).**
  - 9.1.2 All license and certificate holders shall notify the Board in writing of each change of business address, residence address, e-mail address, telephone number, business telephone number, or trade name within 10 days of the change. The information provided shall be sufficiently descriptive to enable the Board to correspond with and locate the licensee or certificate holder.
- 9.2 Each professional land surveyor license and certificate of authorization shall be renewed biennially. The failure of the Board to notify a licensee or certificate holder of the licensee's expiration date and subsequent renewals does not, in any way, relieve the licensee or certificate holder of the requirement to renew the license or certificate pursuant to ~~the Board's regulations~~ this regulation and **24 Del.C. Ch. 27.**
- 9.3 Failure of a licensee or certificate holder to renew the license or certificate by the license or certificate expiration date shall cause the license or certificate to lapse. A professional land surveyor or certificate of authorization holder whose license or certificate has lapsed may renew the license/certificate within 6 months after the license/certificate expiration date by paying the renewal fee plus a late fee as determined by the Division of Professional Regulation. In addition to paying the fees, a professional land surveyor must also attest to the completion of the required PDHs professional development hours (PDHs) to the ~~Division of Professional Regulation,~~ Division. **24 Del.C. §2711.**
- 9.4 Late or lapsed license renewals shall be audited for satisfactory completion of the Board's continuing education requirements.
- 9.5 No professional land surveyor shall practice land surveying in the State of Delaware during the period of time that the surveyor's license is lapsed.
- 9.6 A professional land surveying corporation or partnership must have a certificate of authorization in order to practice, or offer to practice, land surveying as defined in **24 Del.C. §2722** and cannot perform activities defined in **24 Del.C. §2722** while a certificate is lapsed.
- 9.7 Surveyor intern licenses
  - 9.7.1 Surveyor intern licenses shall be issued for a period of 4 calendar years.
  - 9.7.2 In the event a surveyor intern has not completed the required hours of experience during the initial 4-year license period, the surveyor intern may apply for a new intern license. Experience hours from multiple surveyor intern licenses may be combined for consideration for a professional surveyor license application provided, however, that all experience hours must have been accumulated in an 8-year period from the initial intern license.
- 9.8 Professional land surveyor emeritus
  - 9.8.1 To qualify as a professional land surveyor emeritus, the applicant shall:
    - 9.8.1.1 Have been licensed as a Delaware professional land surveyor for at least 15 years;
    - 9.8.1.2 Not be subject to any pending disciplinary action related to the practice of land surveying in Delaware or any other state;
    - 9.8.1.3 Have filed a professional land surveyor emeritus application in the form required by the Board along with the required fee; and
    - 9.8.1.4 Be at least 62 years old upon the date of application for the status of professional land surveyor emeritus.
  - 9.8.2 A professional land surveyor emeritus shall:
    - 9.8.2.1 Not engage in the practice of professional land surveying;
    - 9.8.2.2 Not be required to complete the annual continuing education requirement; and
    - 9.8.2.3 Use the title: "Professional Land Surveyor Emeritus," in lieu of the title "professional land surveyor" for the purpose of teaching, consulting, expert witness purposes, or other purposes that do not require seal or certification.
  - 9.8.3 A professional land surveyor emeritus retains the license or registration number issued by the [Division with a corresponding prefix Division. The online lookup page will display] that the individual now holds emeritus status. Wall certificates may be purchased from the Division for the fee set by the Division.

9.8.4 ~~Should a professional land surveyor emeritus seek to [renew the license into regular practice, reapply for active status,] the individual shall submit proof of maintaining continuing education in the amount of PDHs required for each year between obtaining emeritus status and the application to restore full privileges as a professional land surveyor or retired professional land surveyor.~~

6 DE Reg. 271 (09/01/02)

17 DE Reg. 1098 (05/01/14)

27 DE Reg. 690 (03/01/24)

## 10.0 Continuing Education

- 10.1 Biennium Requirements. Effective each biennium, as a condition for renewal of a license for the practice of land surveying, a ~~Professional Land Surveyor~~ professional land surveyor shall be required to successfully complete 24 hours of professional development within the preceding biennium. Any licensee who completes ~~in excess of~~ more than 24 hours of professional development within the preceding biennium may NOT have the excess applied to the requirements for the next biennium.
- 10.1.1 No more than 8 PDHs of the required 24 PDHs for any renewal period may be obtained by an online course.
- 10.1.2 ~~Retired Licensees—Licensees~~ professional land surveyors. Professional land surveyors 62 years old and over at the time of license renewal who are retired (working less than 20 hours weekly) shall need only 12 PDHs each subsequent biennium to satisfy the professional development requirements outlined herein. A total of 4 PDHs may be obtained by online courses each biennium. This provision shall also apply to retired licensees (working less than 20 hours weekly) under the age of 62 who have been deemed disabled by the state or federal government.
- 10.1.3 Multiple State Licensees. Any licensee, who is not a Delaware resident and resides in another state or commonwealth, and is licensed in that state or commonwealth having a comparable continuing education requirement, shall not be required to satisfy these requirements in addition to those of the licensee's home state, but will satisfy these requirements as a minimum. Any questions regarding compliance with this Section shall be resolved by the Board.
- 10.1.4 A professional land surveyor emeritus is not required to complete continuing education to maintain that status.
- 10.2 Sources of Credit. In reviewing and approving applications for PDHs, the Board shall take into consideration:
- 10.2.1 Program Content: Courses must cover land surveying topics and must directly contribute to accomplishment of the primary purpose of continuing education, which is to help assure that licensees possess the knowledge, skills and competence necessary to function in a manner that protects and serves the public interest. The knowledge or skills taught must enable licensees to better serve surveying clients and the subject matter must be directly related to the land surveying practice. All educational courses and their instructors, both live and online, must be approved by the Board except for those courses sponsored or offered by surveying societies located in any state or United States territory, including the District of Columbia. Courses that are sponsored or offered by surveying societies located in any state or United States territory, including the District of Columbia, will receive automatic approval and do not require Board review and approval.
- 10.2.2 Instruction: The course must be one that will be conducted by a qualified instructor. Instructors must submit a complete resume with the PDH course approval request.
- 10.2.3 Examples of acceptable topics include:
- ALTA/ACSM ALTA/NSPS land title surveys
  - GPS (survey related)
  - GIS (survey related)
  - Delaware land use laws
  - Case law
  - Boundary laws and regulations
  - Research
  - Evidence
  - Boundary determination
  - Unwritten rights
  - Conflict resolution; i.e. boundary line agreements
  - Adverse possession
  - Highway surveys
  - Railroad surveys
  - Easements and rights of way
  - Geodesy
  - Highway design/Highway safety

- Surveyor in court/Expert testimony
- State and international boundaries
- Water boundaries
- Technical writing related to deed descriptions and survey reports
- Mathematics and computer applications of land surveying
- Measurement and analysis
- Photogrammetry and aerial photo interpretation
- Survey standards
- Survey instrumentation
- Business management and professional development related to the land surveying practice; i.e. surveying contracts, communicating with clients, good business planning and management, quality assurance
- Ethics and professionalism
- Liability for land surveyors
- Drainage design
- Sediment and erosion control
- First aid/CPR
- Subdivision Plans and planning
- Land Development Plans and planning
- Grading and Grading Development Plans
- Condominium Plans
- Roadway and Street Design and Planning
- Storm Water Drainage Plans
- Utility Plans and Easements

- 10.2.4 Serving as a member of a committee or a board or a commission, which has as its primary duty the preparation or grading of written tests which are given for the purpose of determining the proficiency of an applicant for registration, using accepted test development principles, shall be counted as 1 PDH per hour of attendance.
- 10.2.5 Attendance at workshops or seminars, which are directly related to land surveying, shall count as 1 PDH per actual hour of classroom attendance. These sessions must be planned in advance, a record must be maintained describing the content and a record of attendance must be kept. This may include society meetings in which educational programs are presented.
- 10.2.6 The active teaching of land surveying at the college level, within the immediate preceding biennium, shall be counted as 8 PDHs per year. No more than 16 PDHs shall be issued for teaching at the college level in any renewal period. ~~CREDIT WILL NOT BE GIVEN TO FULL TIME EDUCATORS.~~ Credit will not be given to full time educators.
- 10.2.7 Teaching a workshop or seminar, which is directly related to land surveying or professional development, shall be counted as 2 PDHs per actual hour of teaching time, not to include preparation. No more than 18 PDHs may be claimed in any 2-year period. ~~CREDIT WILL BE GIVEN FOR ONLY 1 PRESENTATION IN A 2-YEAR PERIOD.~~ Credit will be given for only 1 presentation in a 2-year period.
- 10.2.8 College level courses directly related to land surveying or professional development directly related to land surveying shall be counted as 40 PDH per credit hour. Ten PDHs will be counted for each CEU (continuing education unit) earned.
- 10.2.9 Presentation or publication of a professional paper will be counted as 10 PDHs. No more than 20 PDHs may be claimed in any biennium renewal.
- 10.3 Renewal Credit.
  - 10.3.1 Each licensee applying for renewal shall attest to satisfying the continuing education requirements outlined in subsections 10.1 and 10.2 in the period defined in subsection 10.1 ~~of these regulations.~~
  - 10.3.2 Licensees should retain their PDH files and records for at least 5 years.
- 10.4 Pro-Rated Credits for Renewal. A licensee for renewal shall follow the following schedule of reporting PDH credits:
  - 10.4.1 If, at the time of renewal, the licensee has been licensed for less than 1 year, ~~NO~~ no continuing education is required.
  - 10.4.2 If, at the time of renewal, the licensee has been licensed for more than 1 year, but less than 2 years, half (12 PDHs) is required. A total of 4 PDHs may be obtained by online courses.
  - 10.4.3 If, at the time of renewal, the licensee has been licensed for 2 or more years, the full amount (24 PDHs) is required. A total of 8 PDHs may be obtained by online courses.
- 10.5 Renewal. Any licensee who has submitted an electronic renewal form and has met all other requirements shall be granted renewal.
- 10.6 Audit. Each biennium, the Division of Professional Regulation shall select from the list of renewed licensees a percentage, determined by the Board, which shall be selected by random method. The Board may also audit

based on complaints or charges against an individual license, relative to compliance with continuing education requirements.

- 10.7 Documentation and Audit by the Board. When a licensee whose name or number appears on the audit list applies for renewal, the Board shall obtain documentation from the licensee showing detailed accounting of the various PDHs claimed by the licensee. Licensees selected for random audit are required to supplement the attestation with attendance verification. The Board shall attempt to verify the PDHs shown on the documentation provided by the licensee. The Board shall then review the documentation and verification. Upon completion of the review, the Board shall decide whether the licensee's PDHs meet the requirements of ~~these rules and regulations~~ this regulation. The licensee shall sign and seal all verification documentation with a Board approved seal.
- 10.8 Board Review. The Board shall review all documentation requested of any licensee shown on the audit list. If the Board determines the licensee has met the requirements, the licensee's certificate of registration shall remain in effect. If the Board initially determines the licensee has not met the requirements, the licensee shall be notified and a hearing may be held pursuant to the Administrative Procedures Act. This hearing will be conducted to determine if there are any extenuating circumstances justifying the apparent noncompliance with these requirements. Unjustified noncompliance of these regulations shall be considered misconduct in the practice of land surveying, pursuant to [24 Del.C. §2712](#). The minimum penalty for unjustified noncompliance shall be a letter of reprimand and a ~~\$250.00~~ \$250 fine.
- 10.9 Noncompliance – Extenuating Circumstances. A licensee may request an extension and be given up to an additional 12 months to make up all outstanding required PDHs providing the licensee can show good cause why the licensee was unable to follow the requirements and provided the statement is received and reviewed by the Board prior to the licensee renewing their license. The licensee must state the reason for the extension along with whatever documentation the licensee feels is relevant. The Board shall consider requests such as extensive travel outside the United States, military service, extended illness of the licensee or the licensee's immediate family, or a death in the immediate family of the licensee. The written request for extension must be received and reviewed by the Board before the licensee renewing their license. The Board shall issue an extension when it determines that 1 or more of these criteria have been met or if circumstances beyond the control of the licensee have rendered it impossible for the licensee to obtain the required PDHs. A licensee who has successfully applied and received Board approval for an extension under this subsection shall make up all outstanding hours of professional development within the extension period approved by the Board.
- 10.10 Appeal. Any licensee denied renewal pursuant to ~~these rules and regulations~~ this regulation may contest the ruling by filing an appeal pursuant to the Administrative Procedures Act.
- 10.11 A member of the active-duty military, National Guard or the military reserve who is assigned to a duty station or deployed shall be deemed to have completed 1 hour of professional development for each month of ~~active duty~~ active-duty service.

**6 DE Reg. 271 (09/01/02)**

**11 DE Reg. 1664 (06/01/08)**

**16 DE Reg. 436 (10/01/12)**

**17 DE Reg. 1098 (05/01/14)**

**18 DE Reg. 651 (02/01/15)**

**19 DE Reg. 142 (08/01/15)**

**19 DE Reg. 1103 (06/01/16)**

**20 DE Reg. 915 (05/01/17)**

**27 DE Reg. 690 (03/01/24)**

## **11.0 Investigations and Designation of Board Member for Contact with Division of Professional Regulation**

Upon notice to the Board that a disciplinary investigation of a licensee is underway by the Division of Professional Regulation, the Board shall designate a Board member to assist the investigator. Whenever feasible, the Board member designated for this purpose should not reside in the county where the licensee under investigation resides or maintains his or her the licensee's dominant area of practice. ~~Section 2706(a)(10)~~ [24 Del.C. §2706\(a\)\(10\)](#).

## **12.0 Minimum Technical Standards for Licensees**

- 12.1 The Board is required under ~~Sections 2704~~ [24 Del.C. §§2701 and 2112\(a\)\(9\)](#) to establish minimum technical standards for licensees. The purpose of these standards is to establish minimum technical criteria to govern the performance of surveys when more stringent specifications are not required by other agencies or by contract. Further, the purpose is to protect the inhabitants of this state and generally to promote the public welfare. The Board also established minimum standards for Mortgage Survey Plans (MSPs), and other types of work, frequently performed by licensees in portions of the state.
- 12.2 Procedure and ~~Standards~~ standards. Whenever a surveyor conducts a boundary survey, or an ALTA/ACSM ALTA/NSPS Land Title Survey, or Subdivision Survey, a plat showing the results shall be prepared. An

ALTA/ACSM ALTA/NSPS Land Title Survey shall be titled in accordance to the current published ALTA/ACSM ALTA/NSPS standard. A Subdivision Survey shall be titled as required by the governing regulatory agency. The plat of a boundary survey shall be titled "Boundary Survey Plan"; no other plat title is acceptable. A copy of the survey shall be furnished to the client unless deemed unnecessary by the client. The plat shall conform to the following requirements and shall include the following information:

- 12.2.1 The plat shall be drawn on any reasonably stable and durable drawing paper, vellum or film of reproducible quality. No plat or map shall have dimensions of less than 8 ½ x 11 inches.
- 12.2.2 The plat shall indicate the ~~Source of Title, (Deed Record, Will Record Number, or both), Hundred, County, State, Tax Parcel Number~~ source of title, (deed record, will record number, or both), hundred, county, state, tax parcel number and, when applicable, the ~~Postal Address~~ postal address of the subject property. The plat shall show the written scale, area and classification of the survey. These classifications (suburban, urban, rural, and marshland) are based upon both the purposes for which the property is being used at the time the survey is performed and any proposed developments, which are disclosed by the client, in writing. This classification must be based on the criteria in subsection 12.4 and the survey must meet the minimum specifications set forth in Attachment A. The scale shall be sufficient to show detail for the appropriate classification.
- 12.2.3 The horizontal direction of all boundary lines shall be shown in relationship to grid north, magnetic, or in lieu thereof, to true north or to another established line or lines to which the survey is referenced. The horizontal direction of the boundary lines shall be by direct angles or bearings. A prominent north arrow shall be drawn on every sheet. The description of the bearing reference system shall be stated on the plat. Bearings shall be written in a clockwise direction unless impractical.
- 12.2.4 All monuments, natural and artificial (man-made), found or set, used in the survey, shall be shown and described on the survey plat. The monuments shall be noted as found or set. All monuments set shall be ferrous metal, or contain ferrous metal, not less than ½ inch in diameter and not less than 18 inches in length, except however, a corner which falls upon solid rock, concrete, or other like materials shall be marked in a permanent manner and clearly identified on the plat. Monuments shall be set at all corners of all surveys as required by these standards, with the exception of meanders such as meanders of streams, tidelands, wetlands, lakes, swamps and prescriptive road rights-of-way. Witness monuments shall be set or referenced whenever a corner monument cannot be set or is likely to be disturbed. The witness monument shall be set as close as practical to the true corner. If only 1 witness monument is set, it must be set on the actual boundary line or prolongation thereof. Otherwise, at least 2 witness monuments shall be set and so noted on the plat of the survey. Monuments shall be identified, where possible, with a durable marker bearing the firm name or the surveyor's registration number and name.
- 12.2.5 The plat of a metes and boundary survey must clearly describe the commencing point and label the point of beginning for the survey.
- 12.2.6 Notable discrepancies between the survey and the recorded description shall be noted. The source of title used in making the survey shall be indicated. When an inconsistency is found, including a gap or overlap, excess or deficiency, erroneously located boundary lines or monuments, the nature of the inconsistency shall be indicated on the drawing.
- 12.2.7 In the judgment of the surveyor, the description and location of any physical evidence found along a boundary line, including fences, walls, buildings or monuments, shall be shown on the drawing.
- 12.2.8 The horizontal length (distance) and direction (bearing) of each line as determined in an actual survey process shall be shown on the drawing and indicated in a clockwise direction unless impractical.
- 12.2.9 The radius, arc length, chord bearing and chord distance of all circular curves, shall be shown.
- 12.2.10 Information used by the surveyor in the property description shall be clearly shown on the plat, including but not limited to, the point of beginning, course bearing, distance, monuments, etc.
- 12.2.11 The lot and block or tract number or other recorded subdivision designation, of the subject property and adjoining properties shall be shown. If the adjoining properties are not within a recorded subdivision, then the name and deed record of all adjoining owners shall be shown.
- 12.2.12 Recorded public and private rights-of-way or easements which are discovered during the title search performed by others and supplied to the surveyor or graphically shown on the recorded plat, which includes the property, or which are known or observed adjoining or crossing the land surveyed, shall be shown. When no recorded rights-of-way or easements are provided, it shall be so noted on the plan.
- 12.2.13 Location of all permanent improvements pertinent to the survey, referenced radially and perpendicular to the nearest boundary, shall be shown.
- 12.2.14 Visible or suspected encroachments onto or from adjoining property or abutting streets, with the extent of the encroachments, shall be shown.
- 12.2.15 A plat or survey shall clearly bear the ~~Firm Name~~ firm name and licensee's name, license number, title, "Professional Land Surveyor", contact address, and date of survey and original signature and board-approved seal of the licensed surveyor in responsible charge. This signature and seal is certification that

the survey meets minimum requirements of the Standards for Land Surveyors as adopted by the Delaware Board.

12.2.15.1 A plat or survey shall include a statement. The statement shall be in the following form for the purpose of following this regulation:

"I, [name] registered as a Professional Land Surveyor in the State of Delaware, hereby state that the information shown on this plan has been prepared under my supervision and meets the standards of practice as established by the State of Delaware Board of Professional Land Surveyors. Any changes to the property conditions, improvements, boundary or property corners after the date shown hereon shall necessitate a new review and certification for any official or legal use.

[name], DE PLS \_\_\_\_\_

Date:

12.2.16 A written property description if deemed necessary shall accompany the preparation of a boundary survey, ~~ALTA/ACSM~~ ALTA/NSPS Land Title Survey, and Subdivision Survey. A written property description is not required when there are no changes to the property description used as a basis for these surveys. When preparing a property description in conjunction with a Mortgage Survey Plan, the description shall be based upon and refer to the record plat and not the Mortgage Survey Plan. The following information shown on the plat must be included in a written description:

12.2.16.1 The commencing point and point of beginning.

12.2.16.2 Sufficient caption to connect the plat and description.

12.2.16.3 Length and direction of all lines in a clockwise direction unless impractical.

12.2.16.4 Curve information as described in subsection 12.2.9.

12.2.16.5 Type of monuments noted as found or set.

12.2.16.6 The area of the parcel.

12.2.16.7 Adjoining owners, subdivision name, etc.

12.2.17 For a Major Subdivision Survey, the boundary corners of the "Parent" property that is the subject of the subdivision shall be set or identified in accordance to subsection 12.2.4. For a Minor Subdivision Survey, a minimum of 2 boundary corners of the property that is the subject of the subdivision shall be set and/or identified and their interconnection duly noted. Additionally, for a Minor Subdivision Survey, the connection between the boundary corners and the boundary of the "carved-out" property shall be noted; and, the boundary corners of the "carved-out" property shall be set or identified in accordance with subsection 12.2.4. For an ~~ALTA/ACSM~~ ALTA/NSPS Land Title Survey, all boundary corners of the subject property shall be set or identified in accordance to subsection 12.2.4.

12.3 Standards for Horizontal Control.

12.3.1 Definitions for specific types of horizontal control surveys, along with standards and procedures, may be found in National Geodetic Survey (NGS) or successor publications. All geodetic surveys, including determination and publication of horizontal and vertical values utilizing ~~Global Positioning Systems, Ground Control Systems~~ global positioning system, ground control systems, or any other system which relates to the practice and profession of ~~Land Surveying~~ land surveying, shall be performed under the direct control and personal supervision of a licensed ~~Professional Land Surveyor licensed in the State of Delaware~~ professional land surveyor. Current NGS accepted standards regulating coordinate systems and measurements shall be utilized for all surveys unless an alternative coordinate system and or distance measurement is requested by the client.

12.3.2 ~~Control Surveys~~ surveys that are used to determine boundary lines, including developing coordinates for existing boundary corners, shall meet the ~~Standards contained herein~~ standards established by this regulation.

12.3.3 Land Information Systems/Geographic Information Systems (LIS/GIS) maps ~~should~~ shall be built on a foundation of coordinates obtained by an accurate survey. ~~Creation of LIS/GIS maps and services should include a Professional Land Surveyor licensed in the State of Delaware for coordination and input of their knowledge in these fields. performed by a professional land surveyor licensed in the State of Delaware.~~

12.4 Classification of Surveys. (See Attachment A)

12.4.1 Urban Surveys - Surveys of land lying within or adjoining a city or town. This would also include the surveys of commercial and industrial properties, condominiums, townhouses, ~~apartments~~ apartments, and other high-density developments regardless of geographic location.

12.4.2 Suburban Surveys - Surveys of land lying outside urban areas. This land is used almost exclusively for single family residential use or residential subdivisions.

12.4.3 Rural Surveys - Surveys of land such as farms and other undeveloped land outside the suburban areas which may have a potential for future development.

12.4.4 Marshland Surveys - Surveys of land which normally lie in remote areas with difficult terrain and usually have limited potential for development and cannot be classified as urban, ~~suburban~~ suburban, or rural surveys. This includes, ~~but is not limited to~~, surveys of farmlands and rural areas.

12.5 ~~ALTA/ACSM~~ ALTA/NSPS Land Title Survey. The current published standard as amended from time to time.

12.6 Mortgage Survey Plan (MSP)

12.6.1 Purpose. The purpose of an MSP is to locate, describe and represent the position of buildings and other pertinent visible improvements affecting the property being surveyed in connection with a conveyance or a mortgage.

12.6.2 Product. The results of the MSP shall be stated on a plat showing the property surveyed and the location of the buildings and other pertinent visible improvements affecting the surveyed property. The plat shall be titled "Mortgage Survey Plan"; no other plan title is acceptable.

12.7 The Waiver by the Ultimate User and Disclosures.

12.7.1 The surveyor shall not prepare a MSP pursuant to this regulation until the surveyor receives a signed waiver more particularly described below.

12.7.2 For purposes of this section, "ultimate user" means the contract buyer of the property. If no buyer exists, the ultimate user is the owner of the property. The waiver shall be sufficient if signed by one (1) ultimate user, whether or not there are multiple ultimate users. The waiver shall at a minimum contain:

12.7.2.1 An approval by the ultimate user to perform a MSP and to waive the right to have corner markers set; and

12.7.2.2 An explanation of the impact of signing the waiver advising the ultimate user of the possible need for a future survey as a result of physical improvements of the property and the potential inability of the ultimate user to identify the boundary of the surveyed property.

12.7.2.3 The waiver shall be in the following form for the purpose of following this regulation:

"Waiver Not to Set Corner Markers and Approval to Perform a MSP Survey"

To: \_\_\_\_\_  
(Name, address, and telephone number of Land Surveyor)

From: \_\_\_\_\_  
(Name, address, and telephone number of Ultimate User)

Re: \_\_\_\_\_  
Property (Appropriate Identifier; i.e. address, tax parcel number)

In connection with the purchase or survey of the property located at \_\_\_\_\_, I have waived having all the corner markers set and have requested the preparation of a Mortgage Survey Plan (MSP).

I have been made aware that a Mortgage Survey Plan (MSP) is not a boundary survey and does not identify property boundary lines. I am also aware that there may be a cost difference between the MSO and boundary survey. Additionally, I have been advised of the impact of signing the waiver regarding the possible need for a future survey as a result of physical improvements of the property and my inability to identify the boundary of the surveyed property. Furthermore, I am aware that the inability to identify the boundary of the property may result in a boundary dispute with an adjoining property owner, property improvements not accurately situated on my property, or both.

\_\_\_\_\_(Signature of Ultimate User)

\_\_\_\_\_(Signature of Witness)

I hereby certify that by virtue of the signature of the ultimate user on this waiver that the ultimate user is aware of the potential impact of not having corner markers set, and that I have prepared a Mortgage Survey Plan (MSP) in compliance with Section 12.0 Minimum Technical Standards for Licensees as set forth by the Delaware Board of Professional Land Surveyors

\_\_\_\_\_  
Delaware Professional Land Surveyor

License Number: \_\_\_\_\_

Date: \_\_\_\_\_

12.7.2.4 The following notation shall be noted on a MSP when a written waiver is obtained: "In accordance to the Delaware Board of Professional Land Surveyors' Regulation 12.7, a waiver not to set corner markers has been obtained".

12.7.2.5 The licensee shall maintain the signed corner marker waiver or a retrievable scanned copy of the waiver for a minimum of 3 years from date of ultimate user's signature.

12.7.2.6 The licensee shall submit to the Board documentation of a waiver of a specified property upon the Board's request in connection with a complaint involving the property.

12.7.2.7 Failure to follow the provisions of this section shall be deemed professional misconduct subject to an appropriate penalty.

12.8 Minimum Procedures for Performing a MSP. If the ultimate user waives setting corner markers and agrees to the preparation of an MSP, the surveyor shall perform at least the following procedures:

- 12.8.1 Examine appropriate documents of record for the subject parcel and review the most current tax assessment map for inconsistencies with those documents. The surveyor is required to check for mathematical closure of those documents. If those documents do not close mathematically, the surveyor will determine, based upon his the surveyor's professional judgement, if a boundary survey is warranted.
- 12.8.2 Take sufficient on-site measurements to enable the surveyor to perform the tasks called for by this regulation with regard to the:
  - 12.8.2.1 Location relative to the property lines being surveyed of buildings and other pertinent improvements;
  - 12.8.2.2 Location of possible encroachments relative to the property lines being surveyed reasonably determined by visual inspection;
  - 12.8.2.3 Easements; and
  - 12.8.2.4 Rights-of-way.
- 12.8.3 If the ultimate user has approved an MSP, then the following elements shall be shown:
  - 12.8.3.1 Significant buildings, structures and other pertinent improvements, and their relationship to the property lines referenced radially and/or perpendicular to the nearest boundary, based on the field measurements taken by the surveyor, and any other boundary evidence considered by the surveyor;
  - 12.8.3.2 Statement with regard to the Classification of Survey; (REFER TO ATTACHMENT A)
  - 12.8.3.3 Possible encroachments on the subject property and from the subject property onto adjoining property located relative to the property lines being surveyed to the extent reasonably determined by a visual inspection of the properties; and
  - 12.8.3.4 Minimum setback lines, as shown on plats,
  - 12.8.3.5 A minimum of 2 described boundary control points, either found or set, and their relationship denoted by appropriate courses and distances to each other and the subject property.
  - 12.8.3.6 Easements or rights-of-way as shown on the aforementioned documents of record for subject property.
- 12.8.4 If, in connection with the preparation of an MSP, a surveyor finds evidence to warrant, in the surveyor's professional opinion, the performance of a boundary survey, the surveyor shall so notify, in writing, the ultimate user or the ultimate user's representative.
- 12.8.5 If the ultimate user has approved the preparation of an MSP, then:
  - 12.8.5.1 The MSP prepared by the surveyor shall prominently display, at a minimum, advice to the effect that:
    - 12.8.5.1.1 The MSP is of benefit to a ultimate user only insofar as it is required by a lender, a title insurance company or its agent in connection with the contemplated transfer, financing, or refinancing of subject property; and
    - 12.8.5.1.2 The MSP is not to be relied upon for future improvements.
- 12.9 Plats.
  - 12.9.1 The original plat of an MSP shall be a reproducible drawing at a scale which clearly shows the results of the field work, computations, research and record information as compiled and checked and shall bear the title "Mortgage Survey Plan".
  - 12.9.2 The plat shall be prepared in accordance with the following procedures:
    - 12.9.2.1 A reasonably stable and durable drawing paper, linen or film is considered a suitable material;
    - 12.9.2.2 Plats may not be smaller than 8 ½ x 11 inches;
    - 12.9.2.3 The plat shall show the following:
      - 12.9.2.3.1 Caption or title and address (if applicable) and subdivision lot number of the property (if applicable),
      - 12.9.2.3.2 Scale,
      - 12.9.2.3.3 Date,
      - 12.9.2.3.4 Name and address of the firm or surveyor; and
      - 12.9.2.3.5 Original signature and board-approved seal of the licensed surveyor in responsible charge,
      - 12.9.2.3.6 Ultimate User's name,
      - 12.9.2.3.7 Statement with regard to the Classification of Survey; (REFER TO ATTACHMENT A)
- 12.10 Maintenance of Records. The surveyor shall make a reasonable effort to maintain records, including names or initials of all personnel, date of performance, reference to field data, such as book number, loose leaf pages and other relevant data.
- 12.11 Local Standards. All work shall be performed according to the minimum standards for the community in which the service is provided, as long as those standards meet or exceed the standards herein. Current local standards shall take precedence over the MSP as to the manner in which mortgage or deed-related surveys or plans are prepared and as to the manner of field work and staking related to these surveys or plans, if those standards require more detailed or more accurate work to meet those local standards.

12.12 Based on current information, the MSP shall be accepted as a minimum standard only in New Castle County when requested by the ultimate user as an option to a boundary survey. In Kent and Sussex counties, MSP's shall not be considered to meet the minimum local standards for the work required for mortgage or deed-related surveys or plans. For mortgage and deed-related surveys or plans in Kent County and Sussex County, the minimum requirement is a Boundary Survey Plan prepared in compliance with Section 12.0 which includes proper monument placement.

12.12.1 Electronically Transmitted Documents. Documents including drawings, specifications and reports, that are transmitted electronically to a client or a governmental agency shall have the computer-generated seal removed from the original file, unless signed with a digital signature as defined in subsection 12.12.2. After removal of the seal the electronic media shall have the following inserted in lieu of the signature and date: This document originally issued and sealed by (Name name of sealer), containing the original seal, signature and date of the licensee may be duplicated by photocopy or electronic scanning processes and distributed either in hardcopy or electronic medium. The scanned digital files of properly certified documents are not subject to the requirements of this subsection. The electronic submission of CAD, vector or other files subject to easy editing are subject to the requirements of this subsection. Easy editing is based on the file consisting of separate elements that can be individually modified or deleted.

12.12.2 Documents to be electronically transmitted that are signed using a digital signature, shall contain the authentication procedure in a secure mode and a list of the hardware, software and parameters used to prepare the documents. Secure mode means that the authentication procedure has protective measures to prevent alteration or overriding of the authentication procedure. The term "digital signature" shall be an electronic authentication process that is attached to or logically associated with an electronic document.

The digital signature shall be:

12.12.2.1 Unique to the licensee using it;

12.12.2.2 Capable of verification;

12.12.2.3 Under the sole control of the licensee; and

12.12.2.4 Linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed.

12.12.3 Electronic formats must be approved by the board and must meet all criteria set forth in subsections 12.2.1 and 12.2.2.

12.13 Direct supervision of field crew personnel requires daily contact to determine the need for the presence of a professional land surveyor on site. This need would be based upon the type of work to be performed and the professional judgment of the professional land surveyor in charge. Should it be determined that a site visit is not warranted, the professional land surveyor, at a minimum, should instruct the field crew personnel as to the procedures to be used, the data to be gathered, the maps or plats to be relied upon and the scope of the work to be performed. The professional land surveyor shall follow the same minimum requirements when instructing survey office personnel. All assignments performed by survey personnel, both field and office, shall be reviewed and checked by the professional land surveyor providing direct supervision. A survey crew does not always have to be under the direct supervision of a professional in-the-field land surveyor, however, only a professional land surveyor may make that determination. It is therefore necessary for the field crew to have daily contact with the professional land surveyor so that this decision can be made properly, to protect the public.

**7 DE Reg. 918 (01/01/04)**

**11 DE Reg. 1664 (06/01/08)**

**14 DE Reg. 675 (01/01/11)**

**15 DE Reg. 1359 (03/01/12)**

**21 DE Reg. 502 (12/01/17)**

**27 DE Reg. 690 (03/01/24)**

## **13.0 Professional Conduct - Code of Ethics**

13.1 Foreword.

13.1.1 Honesty, justice and courtesy form a moral philosophy which, associated with mutual interest among men and women, constitutes the foundation of ethics. The surveyor should recognize such a standard, not in a passive observance, but as a set of dynamic principles guiding the surveyor's conduct and way of life. It is the surveyor's duty to practice the surveyor's profession according to this Code of Ethics.

13.1.2 As the keystone of professional conduct is integrity, the surveyor will discharge their duties with fidelity to the public, their employers and clients, and with fairness and impartiality to all. It is the surveyor's duty to take interest in the public welfare, and to be ready to apply their special knowledge for the benefit of mankind. The surveyor should uphold the honor and dignity of the profession and avoid association with any enterprise of questionable character. In dealings with fellow surveyors, the surveyor should be fair and tolerant.

13.2 Professional Life.

- 13.2.1 The surveyor will cooperate in extending the effectiveness of the surveying profession by interchanging information and experience with other surveyors and students and by contributing to the work of surveying societies and associations, schools and the scientific and surveying press.
- 13.2.2 It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any surveyor to advertise the surveyor's work in a false or deceptive manner that may mislead the public.
- 13.2.3 The surveyor will avoid all conduct or practice likely to discredit or do injury to the dignity and honor of the profession.
- 13.2.4 Because superior and distinct knowledge of surveying is essential to the profession, it is imperative for the surveyor to continue their education.
- 13.2.5 The surveyor shall not permit the use of their professional seal on any work over which the surveyor was not in responsible charge or direct supervision.
- 13.3 Relations With The Public.
  - 13.3.1 The surveyor will try to extend public knowledge of surveying and will discourage the spreading of untrue, unfair and exaggerated statements regarding surveying.
  - 13.3.2 The surveyor will have due regard for the safety of life and health of public and employees who may be affected by the work for which the surveyor is responsible.
  - 13.3.3 The surveyor will express an opinion only when it is founded on adequate knowledge and honest conviction while the surveyor is serving as a witness before a court, commission or other tribunal.
- 13.4 Relations With Clients and Employers.
  - 13.4.1 The surveyor will act in fairness and in a professional manner toward each client or employer and produce a quality survey regardless of price.
  - 13.4.2 The surveyor will engage, or advise the surveyor's client or employer to engage, and the surveyor will cooperate with, other experts and specialists whenever the client's or employer's interests are best served by that service.
  - 13.4.3 The surveyor will disclose no information concerning the business affairs or technical processes and data of clients or employers without the clients' or employers' consent.
  - 13.4.4 The surveyor will not undertake work which the surveyor believes will not be successful without first advising the surveyor's client of the surveyor's opinion.
  - 13.4.5 The surveyor will promptly disclose to the surveyor's client or employer any interest in a business which may compete with or affect the business of the surveyor's client or employer. The surveyor will not allow an interest in any business to affect the surveyor's decision regarding surveying work for which the surveyor is employed, or which the surveyor may be called upon to perform.
  - 13.4.6 An employed surveyor will not solicit or accept other employment to the detriment of the surveyor's regular work or the interests of the surveyor's employer.
- 13.5 Relations With Surveyors.
  - 13.5.1 The surveyor will see that those licensed to survey are properly qualified by character, ability and training and those who prove unworthy of their privileges are disciplined.
  - 13.5.2 The surveyor will uphold the principle of appropriate and adequate compensation for those engaged in surveying work, including those in subordinate capacities, as being in the public interest and maintaining the standards of the profession.
  - 13.5.3 The surveyor will try to provide opportunity for the professional development and advancement of surveyors in the surveyor's employ.
  - 13.5.4 The surveyor will not directly or indirectly injure the professional reputation, prospects or practice of another surveyor. However, if the surveyor discovers an error or disagrees with the work of another surveyor, it is the duty of that surveyor to inform the other surveyor of the fact.
  - 13.5.5 The surveyor will not review the work of another surveyor for the same client, except with the knowledge or consent of that surveyor or unless the connection of that surveyor with the work has ended.
  - 13.5.6 The surveyor will not compete with another surveyor on the basis of charges by reducing the surveyor's normal fees after having been informed of the charges named by the other, or undertake any work at a price that will not permit a satisfactory professional performance. Any offer of professional service should be on the basis of the surveyor's regular fees.
  - 13.5.7 The surveyor will not use the advantages of a salaried position (public or private) to compete unfairly with another surveyor, or use the advantages of instruments and office facilities (public or private) to compete with other surveyors without charging for the instruments and facilities at current rates.
  - 13.5.8 The surveyor will not attempt to practice in any field of surveying in which the surveyor is not proficient. The surveyor should call in special consulting services to supplement the surveyor's own experience and that of the surveyor's organization on problems outside of their usual field.

[11 DE Reg. 1664 \(06/01/08\)](#)

[27 DE Reg. 690 \(03/01/24\)](#)

## **14.0 Criminal History Reviews of Licensee Applicants**

Part of the licensure process for applicants under 24 **Del.C.** Ch. 27 includes a requirement that the applicant not have a criminal conviction record, nor pending criminal charges relating to an offense, the circumstances of which substantially relate to the practice of land surveying. The Board shall review the information provided on the Application Form relating to this issue to determine if the applicant's criminal history record is substantially related to the practice of land surveying. ~~Section 2708(a)(6)~~ [24 Del.C. §2708\(a\)\(6\)](#).

## 15.0 Reciprocity Eligibility

- 15.1 [24 Del.C. §2709](#) requires the Board to grant reciprocal licenses to applicants presenting proof of current licensure in good standing in another state, the District of Columbia, or territory of the United States, whose standards for licensure are "substantially similar" to Delaware standards.
- 15.2 All states that are contiguous to Delaware are considered to have "substantially similar" standards to the Delaware standards. In determining whether jurisdiction's standards are substantially similar, the Board will consider the evidence presented by the applicant intended to show this similarity.  
[16 DE Reg. 436 \(10/01/12\)](#)

## 16.0 Professional Seals, Rubber Stamps and Signatures

- 16.1 A raised seal shall be used wherever possible.
- 16.2 When a raised seal cannot be used, a rubber seal may be used, but only with red ink so that the lettering will stand out.
- 16.3 The signature must be originally handwritten.
- 16.4 The seal to be used by a Delaware licensee shall conform to the above regulation and have 2 concentric circles. The inner circle shall contain only the words "REGISTERED," "NO.," and "DELAWARE." The area between the 2 circles shall contain, at the bottom, the words "PROFESSIONAL LAND SURVEYOR" reading counterclockwise and at the top, the name of the licensee as written below, reading clockwise.
- 16.5 The seal acceptable to the Board is the one recognized in the trade as the No. 1 official pocket size, which has an inner circle 1" in diameter and an outer circle 1 ½" in diameter. A sample is below. Replace JOHN DOE AND No. 123 with your name and number.



- 16.6 All new licensees shall provide to the Board a copy of both the raised and rubber seal within 30 days of issuance of their license.

[6 DE Reg. 271 \(09/01/02\)](#)

[11 DE Reg. 1664 \(06/01/08\)](#)

[17 DE Reg. 1098 \(05/01/14\)](#)

[27 DE Reg. 690 \(03/01/24\)](#)

## 17.0 Crimes Substantially Related to Practice of Land Surveyors

- 17.1 Conviction of any of the following crimes, or of the attempt to commit or of a conspiracy to commit or conceal or of solicitation to commit the following crimes, is deemed to be a crime substantially related to the practice of land surveyor in the State of Delaware without regard to the place of conviction:
  - 17.1.1 Reckless endangering in the first degree. [11 Del.C. §604](#)
  - 17.1.2 Abuse of a pregnant female in the second degree. [11 Del.C. §605](#)
  - 17.1.3 Abuse of a pregnant female in the first degree. [11 Del.C. §606](#)
  - 17.1.4 Assault in the second degree. [11 Del.C. §612](#)
  - 17.1.5 Assault in the first degree. [11 Del.C. §613](#)
  - 17.1.6 Assault by abuse or neglect. [11 Del.C. §1103B](#)
  - 17.1.7 Terroristic threatening. [11 Del.C. §621\(b\)](#)
  - 17.1.8 Unlawful administering controlled substance or counterfeit substance or narcotic drugs. [11 Del.C. §626](#)
  - 17.1.9 Vehicular assault in the first degree. [11 Del.C. §629](#)
  - 17.1.10 Vehicular homicide in the second degree. [11 Del.C. §630](#)
  - 17.1.11 Vehicular homicide in the first degree. [11 Del.C. §630A](#)
  - 17.1.12 Criminally negligent homicide. [11 Del.C. §631](#)
  - 17.1.13 Manslaughter. [11 Del.C. §632](#)
  - 17.1.14 Murder by abuse or neglect in the second degree. [11 Del.C. §633](#)
  - 17.1.15 Murder by abuse or neglect in the first degree. [11 Del.C. §634](#)
  - 17.1.16 Murder in the second degree. [11 Del.C. §635](#)
  - 17.1.17 Murder in the first degree. [11 Del.C. §636](#)

17.1.18 Unlawful sexual contact in the second degree. [11 Del.C. §768](#)  
17.1.19 Unlawful sexual contact in the first degree. [11 Del.C. §769](#)  
17.1.20 Rape in the fourth degree. [11 Del.C. §770](#)  
17.1.21 Rape in the third degree. [11 Del.C. §771](#)  
17.1.22 Rape in the second degree. [11 Del.C. §772](#)  
17.1.23 Rape in the first degree. [11 Del.C. §773](#)  
17.1.24 Sexual extortion. [11 Del.C. §774](#)  
17.1.25 Continuous sexual abuse of a child. [11 Del.C. §776](#)  
17.1.26 Female genital mutilation. [11 Del.C. §780](#)  
17.1.27 Unlawful imprisonment in the first degree. [11 Del.C. §782](#)  
17.1.28 Kidnapping in the second degree. [11 Del.C. §783](#)  
17.1.29 Kidnapping in the first degree. [11 Del.C. §783A](#)  
17.1.30 Arson in the first degree. [11 Del.C. §803](#)  
17.1.31 Burglary in the third degree. [11 Del.C. §824](#)  
17.1.32 Burglary in the second degree. [11 Del.C. §825](#)  
17.1.33 Burglary in the first degree. [11 Del.C. §826](#)  
17.1.34 Possession of burglar's tools or instruments facilitating theft. [11 Del.C. §828](#)  
17.1.35 Robbery in the second degree. [11 Del.C. §831](#)  
17.1.36 Robbery in the first degree. [11 Del.C. §832](#)  
17.1.37 Carjacking in the second degree. [11 Del.C. §835](#)  
17.1.38 Carjacking in the first degree. [11 Del.C. §836](#)  
17.1.39 Shoplifting (felony). [11 Del.C. §840](#)  
17.1.40 Theft (felony). [11 Del.C. §841](#)  
17.1.41 Theft of Services. [11 Del.C. §845](#)  
17.1.42 Extortion. [11 Del.C. §846](#)  
17.1.43 Misapplication of property (felony). [11 Del.C. §848](#)  
17.1.44 Theft of rented property (felony). [11 Del.C. §849](#)  
17.1.45 Receiving stolen property (felony). [11 Del.C. §851](#)  
17.1.46 Identity theft. [11 Del.C. §854](#)  
17.1.47 Forgery (felony). [11 Del.C. §861](#)  
17.1.48 Tampering with public records in the first degree. [11 Del.C. §876](#)  
17.1.49 Issuing a false certificate. [11 Del.C. §878](#)  
17.1.50 Issuing a bad check (felony). [11 Del.C. §900](#)  
17.1.51 Unlawfully concealing a will. [11 Del.C. §908](#)  
17.1.52 Fraudulent conveyance of public lands. [11 Del.C. §911](#)  
17.1.53 Fraudulent receipt of public lands. [11 Del.C. §912](#)  
17.1.54 Insurance fraud. [11 Del.C. §913](#)  
17.1.55 Health care fraud. [11 Del.C. §913A](#)  
17.1.56 New home construction fraud (felony). [11 Del.C. §917](#)  
17.1.57 Unauthorized access. [11 Del.C. §932](#)  
17.1.58 Theft of computer services. [11 Del.C. §933](#)  
17.1.59 Interruption of computer services. [11 Del.C. §934](#)  
17.1.60 Misuse of computer system information. [11 Del.C. §935](#)  
17.1.61 Destruction of computer equipment. [11 Del.C. §936](#)  
17.1.62 Dealing in children. [11 Del.C. §1100A](#)  
17.1.63 Abandonment of a child. [11 Del.C. §1101](#)  
17.1.64 Endangering the welfare of a child. [11 Del.C. §1102](#)  
17.1.65 Sexual exploitation of a child. [11 Del.C. §1108](#)  
17.1.66 Unlawful dealing in child pornography. [11 Del.C. §1109](#)  
17.1.67 Possession of child pornography. [11 Del.C. §1111](#)  
17.1.68 Sexual solicitation of a child. [11 Del.C. §1112A](#)  
17.1.69 Bribery. [11 Del.C. §1201](#)  
17.1.70 Receiving a bribe. [11 Del.C. §1203](#)  
17.1.71 Perjury in the second degree. [11 Del.C. §1222](#)  
17.1.72 Perjury in the first degree. [11 Del.C. §1223](#)  
17.1.73 Threats to public officials. [11 Del.C. §1240](#)  
17.1.74 Assault in a detention facility. [11 Del.C. §1254](#)  
17.1.75 Bribing a witness. [11 Del.C. §1261](#)  
17.1.76 Bribe receiving by a witness. [11 Del.C. §1262](#)  
17.1.77 Tampering with a witness. [11 Del.C. §1263](#)  
17.1.78 Interfering with child witness. [11 Del.C. §1263A](#)

- 17.1.79 Bribing a juror. [11 Del.C. §1264](#)
  - 17.1.80 Bribe receiving by a juror. [11 Del.C. §1265](#)
  - 17.1.81 Felony hate crimes. [11 Del.C. §1304](#)
  - 17.1.82 Stalking. [11 Del.C. §1312](#)
  - 17.1.83 Adulteration. [11 Del.C. §1339](#)
  - 17.1.84 Carrying a concealed deadly weapon. [11 Del.C. §1442](#)
  - 17.1.85 Possessing a destructive weapon. [11 Del.C. §1444](#)
  - 17.1.86 Felony possession of a deadly weapon during the commission of a felony. [11 Del.C. §1447](#)
  - 17.1.87 Possession of a firearm during commission of a felony. [11 Del.C. §1447A](#)
  - 17.1.88 Possession and purchase of deadly weapons by persons prohibited. [11 Del.C. §1448](#)
  - 17.1.89 Theft of a firearm. [11 Del.C. §1451](#)
  - 17.1.90 Engaging in a firearms transaction on behalf of another. [11 Del.C. §1455](#)
  - 17.1.91 Removing a firearm from the possession of a law enforcement officer. [11 Del.C. §1458](#)
  - 17.1.92 Act of intimidation. [11 Del.C. §3532](#)
  - 17.1.93 Aggravated act of intimidation. [11 Del.C. §3533](#)
  - 17.1.94 Alteration, theft or destruction of will. [12 Del.C. §210](#)
  - 17.1.95 Receiving or transferring stolen vehicle. [21 Del.C. §6704](#)
- 17.2 Crimes substantially related to the practice of professional land surveyors shall be deemed to include any crimes under any federal law, state law, or valid town, city or county ordinance, that are substantially similar to the crimes identified in this rule.

#### ATTACHMENT A

CONDITION	MARSH	RURAL	SUBURBAN	URBAN	REMARKS AND FORMULA
Unadjusted closure (minimum)	1: 5,000	1:7,500	1:10,000	1:15,000	Loop or between monuments
Angular closure (minimum)	30" N	20" N	15" N	10" N	N = number of angles in traverse
Accuracy of distances	0.10 ft + 200 ppm	0.07 ft + 150 ppm	0.05 ft + 100 ppm	0.03 ft + 50 ppm	100 ppm = 1:10,000
Elevations for boundaries controlled by tides, contours, etc. accurate to:	+ or -.50 ft	+ or -.50 ft	+ or -.50 ft	+ or -.50 ft	Based on NGVD (1929) or NAVD 88
Location of subject property or pertinent improvements, structures, paving, etc.	+ or - 2 ft	+ or - 1 ft	+ or - 0.1 ft	+ or - .10 ft	Any shown improvement within 75 feet of property must use these tolerances
Positional error in map plotting not to exceed: (applies to original map only)	1/10	1/20	1/20	1/40	National Map accuracy calls for 1/.50th inch

Area	0.1 acre	0.1 acre	0.001 acre	+ or - nearest square foot = less than 1 acre; 0.0001 = greater than 1 acre	Areas involving water boundary, Left to discretion of practitioner
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**6 DE Reg. 271 (09/01/02)**  
**7 DE Reg. 918 (01/01/04)**  
**8 DE Reg. 1280 (03/01/05)**  
**10 DE Reg. 1630 (04/01/07)**  
**11 DE Reg. 1664 (06/01/08)**  
**14 DE Reg. 675 (01/01/11)**  
**15 DE Reg. 1359 (03/01/12)**  
**16 DE Reg. 436 (10/01/12)**  
**16 DE Reg. 543 (11/01/12)**  
**16 DE Reg. 1196 (05/01/13)**  
**17 DE Reg. 1098 (05/01/14)**  
**18 DE Reg. 651 (02/01/15)**  
**19 DE Reg. 142 (08/01/15)**  
**19 DE Reg. 1103 (06/01/16)**  
**20 DE Reg. 915 (05/01/17)**  
**21 DE Reg. 502 (12/01/17)**  
**25 DE Reg. 632 (12/01/21)**  
**27 DE Reg. 690 (03/01/24)**

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