

Division of Realty will provide a legal description of a parcel with the owners name, the US Survey plot number, the township (NS) range (EW) location and a general description of the plots location (refuge, river, etc.). For each parcel the following should be completed:

Step 1- Search the state lands record website (<http://dnr.alaska.gov/Landrecords/>) for the master title plot (MTP) and state status plots.

-Search Federal records for the MTP by location (Meridian township range) example: S8S66W and plot number (USS#) or plot name

-Print MTP and zoomed in version of MTP

-Search State status plots by location and plot number

-Print results

-Search new State status master plot and Water estated

-print results

Step 2 – Do four searches on the DNR water rights page

(http://dnr.alaska.gov/mlw/mapguide/wr_intro.htm)

-General search from the water rights map based on known location

-Search current water rights and reservations and print if they exist

-By location (Meridian township range-S8S66W)

-By plot name

-Search current temporary water use authorizations and print if they exist

-By location

-By name

-Search drillers well log online (<http://www.navmaps.alaska.gov/welts>)

-By owner name

Step 3 – Create a table indicating searches and search results

Plot name	USS #	Plot location	MTP search	WR map search	Current WR/Res	Temp Water Use Permit	Well Log	Memo
Gana-A'Yoo, Limited	2023	Suppl SE1/4 Sec 6 T9SR10E KM	X	None	None	None	2	Yes

Step 4 – Create and file search results memo for Realty, file on W drive with date, file in WR filing system by date and year.

See W drive for examples.