

Standards for Permanent Instruments

Paper/Size:

A. Written instruments.

1. Documents submitted, recorded, or filed on paper shall be on paper that is acid free, uniformly white, opaque, smooth in finish, unglazed, and free of visible watermarks and background logos.
2. Paper size shall be no smaller than 8-1/2 x 11 inches (letter) and no larger than 8-1/2 x 14 inches (legal)
3. Required minimum paper weight is 20 pounds.
4. Negative (white on black background) copies and carbon copies are not acceptable.

Inscriptions:

1. All inscriptions shall be:

- a. Black;
- b. Solid, where "solid" means the lines forming each letter do not have blank or light spots;
- c. Dense, where "dense" means each letter or line is dark;
- d. Uniform, where "uniform" means the entire letter or line is the same darkness;
- e. Sharp, where "sharp" means the demarcation between each letter or line and the background is abrupt; and
- f. Unglazed, where "unglazed" means inscriptions are nonreflective.

2. All signatures shall be original and in dark blue or black ink.

3. Printing size shall be the equivalent of nine-point or larger.

4. Typing shall be elite (12 characters per inch) or pica (10 characters per inch) or larger.

5. The font shall be the equivalent of a normal Arial or Courier.

Format:

1. The top margin shall be no smaller than 1-1/4 inch.

2. The bottom, left, and right margins shall be no smaller than 3/4 inch.

3. All instruments shall be single sided.

Standards for Plats/Other Drawings

Paper/Size:

1. Plats and other drawings shall be inscribed on either translucent or opaque paper, polyester, or linen.
2. The background quality for opaque paper shall be uniformly white, smooth in finish, unglazed, and free of visible watermarks or background logos.
3. The size for plats and other drawings shall be no smaller than 8-1/2 x 11 inches and no larger than 18 x 24 inches.
4. Only the original or first generation unreduced black-line or blue-line copy of the original plat or other drawing that meets the standards provided in this section, 17VAC15-61-30 B, and 17VAC15-61-40 B and has the original wet or electronically printed stamp and the original signature of the preparer shall be accepted for recordation.

Inscriptions:

1. Inscriptions shall be in ink or electrostatic process that produces a permanent image.
2. Color of original inscription shall be black or dark blue.
3. All inscriptions shall be:
 - a. Solid, where "solid" means the lines forming each letter do not have blank or light spots;
 - b. Dense, where "dense" means each letter or line is dark;
 - c. Uniform, where "uniform" means the entire letter or line is the same darkness;
 - d. Sharp, where "sharp" means the demarcation between each letter or line and the background is abrupt; and
 - e. Unglazed, where "unglazed" means inscriptions are nonreflective.
4. Lettering shall be no smaller than .09 inch (2.29 millimeters).
5. All signatures shall be:
 - a. Original, and
 - b. In dark blue or black ink.
6. No ghost lines shall be used.
7. All shading and screening shall be eliminated over written data.

Format:

1. Margins shall be no smaller than 1/4 inch on all edges.
2. All plats shall be single sided.
3. All pages of a multi-sheet plat shall be the same size.