

SURVEYING / PLAT CHECKLIST

A. RESEARCH PROCEDURE

- _____ 1. Search the land records for the proper description of the land to be surveyed.
- _____ 2. Obtain the description of adjoining land as it pertains to the common boundaries.
- _____ 3. Utilize any other available data pertinent to the survey.
- _____ 4. Carefully compare with evidence located and found in the field survey.
- _____ 5. Clearly note inconsistencies found in the research of common boundaries.

B. MINIMUM FIELD PROCEDURES

- _____ 1. Angular Measurement
 - a. Transit type instrument which allows a direct reading to a minimum accuracy of 30 seconds of arc.
 - b. Number of angles turned to substantiate the average true angle.
- _____ 2. Linear Measurement
 - Distance made with metal tapes or with properly calibrated electronic distance measuring equipment.
 - a. All linear measurements reduced to the horizontal plane and other necessary corrections performed.
 - b. performed.
- _____ 3. Field Traverse and Boundary Closure
 - a. The maximum permissible error of closure shall be one part in 20,000 (1/20,000).
 - b. The attendant angular closure shall be that which will sustain the one part in 20,000 (1/20,000) maximum error of closure
- _____ 4. Monumentation. As a requisite for completion of the work product, each boundary survey of a tract or parcel of land shall be monumented with objects made of permanent material at all:
 - a. Corners
 - b. Changes of Direction
 - Monument, when feasible, identified by a temporary witness stake (which may be wooden).
 - c. wooden).
 - d. Location of each monument shown on the plat or map of the boundary.

C. OFFICE PROCEDURES

- _____ 1. Computations. The computation of field work data shall be
- _____ 2. Accomplished by using the mathematical routines that produce closures and mathematical results that can be compared with descriptions and data of record. Such computations shall be used to determine the final boundary of the land involved.
 - a. The title of the boundary plat identifying the land surveyed and showing the district and county or City in which the land is located and scale of drawing.
 - b. The name of owner of record and deed book reference where the acquisition was recorded.
 - c. Names of all adjoining owners of record with deed book references, or subdivision lot designations.

- d. Names of highways and roads with route number, and widths of right-of-way, and or distance to the center of the physical pavement and pavement width, name of railroads, streams adjoining or running through the land, and other prominent or well-known objects or areas which are informative as to the location of the boundary survey, including but not limited to a distance to the nearest road intersection, or prominent or well-known object. In cases of remote areas, a scaled position with the latitude and longitude must be provided.
- e. Bearings of all property lines and meanders to nearest 10 seconds of arc, or metric equivalent.
- f. Distances of all property lines and meanders to the nearest one hundredth (.01) of a foot or metric equivalent.
- g. Area to the nearest hundredth (.01) of an acre or metric equivalent for rural located surveys.
- h. Area to the nearest square foot or thousandth (0.001) of an acre or metric equivalent for urban located surveys.
- i. North arrow and source of meridian used for the survey.
- j. On interior surveys, a reference bearing and distance to a property corner of an adjoining owner or other prominent object, including but not limited to intersecting streets or roads.
- k. Tax map designation of parcel number if available.
- l. Description of each monument found and each monument set by the professional.
- m. A statement that the boundary survey shown is based on a current field survey. The application of the land surveyor's seal, signature and date shall constitute compliance with all the current standards of a boundary survey as of the date of the application of signature unless otherwise clearly stated in the title of the plat that the plat is to be construed otherwise.
- n. If the land boundaries shown on the plat are the result of a compilation from deed or plats, or both, or based on a survey by others, that fact will be clearly stated and the title of the plat shall clearly depict that the plat does not represent a current boundary survey.
- o. Name and address of the land surveyor.

- _____ 3. Metes and Bounds Description. The professional shall prepare a metes and bounds description in narrative form, if requested by the client or their agent, for completion of any newly performed boundary survey. The description shall reflect all metes and bounds, the area of the property described, all pertinent monumentation, names of record owners or other appropriate identification of all adjoiners, and any other data or information deemed as warranted to properly describe the property. Customarily, the metes and bounds shall be recited in a clockwise direction around the property. For subdivisions, the professional shall prepare a metes and bounds description in narrative form for only the exterior boundaries of the property.