

National Due Diligence Services

Standard Survey Checklist

- Surveyor Information.** The plat or map of such survey shall bear the name, address, telephone number, signature of the professional land surveyor who made the survey, his or her official seal and registration number, the date the survey was completed and the dates of all revisions, and the caption "ALTA/ACSM Land Title Survey".

- Graphic Scale.** The scale, shown in feet or meters or both, of the drawing will be graphically depicted as well as noted under the graphic scale, i.e. 1"=20'.

- North Arrow.** When practicable, the drawing shall be oriented so that North is at the top of the drawing. Please make sure the North Arrow is legible.

- Legend.** Explain *all* symbols and abbreviations reflected on the drawing. Legends including symbols or abbreviations (Blanket legends) not on survey will not be accepted.

- Size.** The plat or map shall be 22 x 34 or 24 x 36 unless otherwise specified by the client.

- Surveyor Seal.** Confirm that the surveyor's number and seal is legible and registered to the proper state.

- Point of Beginning / Point of Commencement.** The Point of Beginning and if applicable, the Point of Commencement of the surveyors description must be clearly indicated on the survey. If these are abbreviated as P.O.B. or P.O.C., they must be included in the legend.

- Basis of Bearing.** The Basis of Bearing will be noted on the drawing in note form or on the well fixed bearing line. The bearing base shall be well fixed so that bearings may be re-established. If a bearing base cannot be established, then so note the reason(s) why. If a surveyor uses a solar bearing base, a date and time must also be given. The North Arrow shall be referenced to its bearing base and should that bearing base differ from record title, that difference shall be noted.

- Legal Description.** When record bearings or angles or distances differ from measured bearings, angles or distances, both the record and measured bearings, angles and distances shall be clearly indicated. If the record description fails to form a mathematically closed figure, the surveyor shall so indicate and place note in General Notes Section. In the event there are variations between the legal description as reflected in title and the surveyor's measured description, the surveyor will include the following note *and* explain any discrepancies.

- Right of Way/Pavement Widths.** The names and widths of streets and highways abutting the property surveyed and widths of rights of way shall be given. Any use contrary to this shall be noted. Measured and record distances from corners of parcels to the nearest right of way lines of streets in urban or suburban areas, together with recovered lot corners and evidence of lot corners shall be noted.

- Access.** Observable evidence of access (or lack thereof) to such abutting streets or highways shall be indicated.

- Private Roads.** Observable evidence of private roads shall be graphically denoted as such.

- Unopened Streets.** Streets abutting the premises, which have been described in Record Documents, but not physically opened, shall be shown and so noted.

Property Information. The identifying titles of all recorded plats, filed maps, right of way maps, or similar documents which the survey represents, wholly or in part, shall be shown with their appropriate recording data, filing dates and map numbers, and the lot, block, and section numbers or letters of the surveyed premises.

Adjacent Property. For non-platted adjoining land, names and recording data identifying adjoining owners as they appear of record shall be shown. For platted adjoining land, the recording data of the subdivision plat shall be shown.

Setbacks. The survey shall indicate platted setback or building restriction lines, graphically and in note form, which has been recorded in subdivision plats or which appears in a Record Document, which has been delivered to the surveyor. The surveyor will indicate where the information was obtained. If none, the surveyor will so state.

Parcel Lines. Parcel lines shall clearly indicate contiguity, gores or overlaps. Where only a part of a recorded lot or parcel is included in the survey, the balance of the lot or parcel shall be indicated.

Monuments. All evidence of monuments shall be shown and noted to indicate which were found and which were placed. All evidence of monuments found beyond the surveyed premises on which establishment of the corners of the surveyed premises are dependent, and their applications related to the survey shall be indicated.

Evidence of Possession. The character of any and all evidence of possession shall be stated and the location of such evidence carefully given in relation to both the measured boundary lines and those established by the record. An absence of notation on the survey shall be presumptive of no observable evidence of possession.

Buildings. The location of all buildings upon the plot or parcel shall be shown and their locations defined by measurements perpendicular to the boundaries. The survey will also indicate measurements between buildings, if applicable. If there are no buildings erected on the property being surveyed, the plat or map shall bear the statement, "No buildings."

Address. Proper street numbers shall be shown where available. If there are multiple buildings, please confirm that there is only one address.

Easements. All easements evidenced by a Record Document, which have been delivered to the surveyor shall be shown, both those burdening and those benefitting the property surveyed, indicating recording information. If such an easement cannot be located, a note to this effect shall be included. Observable evidence of easements and/or servitudes of all kinds; rights-of-way; water courses; drains; telephone, telegraph, or electric lines; water, sewer, oil or gas pipelines on or across the surveyed property and on adjoining properties if they appear to affect the surveyed property, shall be located and noted. If the surveyor has knowledge of any such easements and/or servitudes, not observable at the time the present survey is made, such lack of observable evidence shall be noted. Surface indications, if any, of underground easements and/or servitudes shall also be shown. This would include, but not limited to, manholes, catch basins, water valves, etc.

Improvements. The character and location of all walls, buildings, fences, and other visible improvements within five feet of each side of the boundary lines shall be noted.

Encroachments. Physical evidence of all encroach structural appurtenances and projections, such as fire escapes, bay windows, windows and doors that open out, flue pipes, stoops, eaves, cornices, areaways, steps, trim, etc., by or on adjoining property or on adjoining streets, on any easement or over setback lines shall be indicated with the extent of such encroachment.

Driveways. Driveways and alleys on or crossing the property must be shown. Where there is evidence of use by other than the occupants of the property, the surveyor must so indicate on the plat or map. Where driveways or alleys on adjoining properties encroach, in whole or in part, on the property being surveyed, the surveyor must so indicate on the plat or map with appropriate measurements and include in the "Statement of Encroachment" note section.

Cemeteries. As accurately as evidence permits, the location of cemeteries and burial ground (i) disclosed in the process of researching title to the premises or (ii) observed in the process of performing the field work for the survey shall be shown.

Ponds, etc. Ponds, lakes, springs or rivers bordering on or running through the premises being surveyed shall be shown.

Sheet Numbers. Identification of sheet numbers will be shown on each mylar even if there is only one page, i.e. Sheet 1 of 1, Sheet 1 of 2, etc.

Water Boundaries. When a property to be surveyed for title insurance purposes contains a natural water boundary, the surveyor shall measure the location of the boundary according to appropriate surveying methods and note on the map, the date of the measurement and the caveat that the boundary is subject to change due to natural causes and that it may or may not represent the actual location of the limit of title. When the surveyor is aware of changes in such boundaries, the extent of those changes shall be identified.

Certification. When the surveyor has met all of the minimum standard detail requirements for an ALTA/ACSM Land Title Survey, the following certification, unless otherwise specified, shall be made on the plat:

To (name of client), (name of lender, if known), (name of title insurance company, if known), (name of others as Instructed by client):

This is to certify that this map or plat and the survey on which it is based were made in accordance with "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys," jointly established and adopted by ALTA and NSPS in 2011, and includes Items _____ of Table A thereof. Pursuant to the Accuracy Standards as adopted by ALTA and NSPS and in effect on the date of this certification, undersigned further certifies that in my professional opinion, as a land surveyor registered in the State of _____, the Relative Positional Accuracy of this survey does not exceed that which is specified therein.

Date: _____

(signed) _____ (seal)

Registration No. _____

Table A
Optional Survey Responsibilities And Specifications

The following optional items [Insert Numbers] are to be included in the ALTA/ACSM Land Title Survey:

- 1. Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by existing monuments or witnesses.

- 2. Address(es) if disclosed in Record Documents, or observed while conducting the survey.

- 3. Flood Zone Classification (with proper annotation based on Federal Flood Insurance Rate Maps or the state of local equivalent), depicted by scaled map location and graphic plotting only. Place the following note on the survey:

- 4. Gross Land Area (and other areas if specified by the client).

- 5. Vertical relief with the source of information (e.g. ground survey or aerial map), contour interval, datum and originating benchmark identified.

- 6. (a) Current zoning classification, as provided by the insurer, or as obtained by surveyor from contacting the local county or municipality. A note referencing the source of the information shall be included.
- (b) Current zoning classification and building setback requirements, height and floor space area restrictions as set forth in that classification, as provided by the insurer. If none, so state. Or a note referencing the source of the information shall be included.

- 7. (a) Exterior dimensions of all buildings at ground level.
- (b) Square footage of:
 - (1) Exterior footprint of all buildings at ground level.
 - (2) Other areas to be defined by the client
- (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.

- 8. Substantial, features observed in the process of conducting the survey (in addition to the improvements and features required under Section 5 above) such as parking lots, billboards, signs, swimming pools, landscaped areas, etc.

- 9. Striping, number and type (e.g. handicapped, motorcycle, regular, etc.) of parking spaces in parking areas, lots and structures.

- 10. (a) Determination of the relationship and location of certain division or party walls designated by the client with respect to adjoining properties (client to obtain necessary permissions).
- (b) Determination of whether certain walls designated by the client are plumb (client to obtain necessary permissions).

11. Location of utilities (representative examples of which are shown below) existing on or serving the surveyed property as determined by:

(a) Observed Evidence.

(b) Observed evidence together with evidence from plans obtained from utility companies or provided by client, and markings by utility companies and other appropriate sources (with reference as to the source of information).

- Railroad tracks, spurs and sidings;
- Manholes, catch basins, valve vaults or other surface indications of subterranean uses;
- Wires and cables (including their function if readily identifiable) crossing the surveyed property, and all poles on or within ten feet of the surveyed property. Without expressing a legal opinion as to the ownership or nature of the potential encroachment, the dimensions of all encroaching utility pole crossmembers or overhangs; and
- Utility company installations on the surveyed property.

Note: With regard to Table A, item 11(b), source information from plans and markings will be combined with observed evidence of utilities to develop a view of those underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary.

12. Governmental Agency survey-related requirements as specified by the client such as for HUD surveys, and surveys for leases on Bureau of Land Management managed lands.

13. Names of adjoining owners of platted lands according to current public records..

14. The distance to the nearest intersecting street as specified by the client.

15. Rectified orthophotography, photogrammetric mapping, airborne/mobile laser scanning other similar products, tools or technologies as the basis for the showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor shall (a) discuss the ramifications of such methodologies (e.g. the potential accuracy and completeness of the data gathered thereby) with the insurer, lender and client prior to the performance of the survey and, (b) place a note on the face of the survey explaining the source, date, precision and other relevant qualifications of any such data.

16. Observable evidence of current earth moving work, building construction or building additions.

17. Proposed changes in street right of way lines, if information is available from the controlling jurisdiction. Observed evidence of recent street or sidewalk construction or repairs.

18. Observed evidence of site use as a solid waste dump, sump or sanitary landfill.

19. Location of wetland areas as delineated by appropriate authorities.

20. (a) Locate improvements within any offsite easements or servitudes benefiting the surveyed property that are disclosed in the Record Documents rovided to the surveyor and that are observed in the process of conducting the survey (client to obtain necessary permissions).

(b) Monuments placed (or a reference monument or witness to the corner) at all major corners of any offsite easements or servitudes benefiting the surveyed property and disclosed in Record Documents provided to the surveyor (client to obtain necessary permissions).

21. Professional Liability Insurance policy obtained by the surveyor in the minimum amount of _____ to be in effect throughout the contract term. Certificate of Insurance to be furnished upon request.

22. _____