



CHECKLIST FOR COMPLIANCE WITH STANDARDS OF PRACTICE FOR SURVEYING BOUNDARY, ROUTE, EASEMENT, AND LEASE SURVEY *PERFORMED AFTER November 21, 2025*

Checked By: _____

Date Checked: _____

☒ **if meets standards in Part 901, Chapter 7, X if does not meet standards, N/A if not applicable**

1. _____ Plat size (8 1/2" x 11" minimum)

2. _____ Scale _____ Area _____ Class of Survey
_____ Scale is Sufficient to Show Necessary Detail

3. The Reference Meridian (Basis of Bearing) is Noted on the Plat as: (must be one of these three)
_____ True North
_____ Grid North
_____ Record Bearing of a Well-Defined and Monumented Line
_____ Monuments Used to Determine the Meridian are Shown and Described
_____ Recording Information of the Source Material is Shown

In addition to the Basis of Bearings, the following must be shown:

_____ The Method Used to Obtain the Basis of Bearings is Noted on the Plat
_____ North Arrow

4. Monumentation

_____ Existing Monuments Identified as Found and Described (including size, stamping, etc.)
_____ Set Monuments Identified as Set and Described (including size, stamping, etc.)
_____ If Alternate Monument Types are Required to be Set, the Monument is Identified and Described

5. 6. & 7. When Monuments Cannot Be Set to Satisfy No. 4 Above

_____ If One of the Boundaries Surveyed is a Creek, Stream, Ditch, or Road, a Witness Corner is Set on the Line Intersecting the Feature
_____ If a Corner Falls in a Location Which Would Prevent the Surveyor from Setting a Monument and Displaying the License Number or COA Number, the Corner is Marked in a Permanent Manner and Described on the Plat or Witnessed by Witness Corners
_____ Witness Corners Are Set and Described Whenever a Corner Monument Cannot Be Set
_____ If Only 1 Witness Corner is Set, it is set on the Actual Line or Prolongation Thereof
_____ Distance from Actual Corner to Witness Corner is Noted
_____ If Witness Corners are not Set on the Actual Line, at Least 2 Witness Corners are Set
_____ Bearing and Distance from Actual Corner to Witness Corner is Noted for Each

8. POC and POB

_____ Point of Commencement Monumented and Described
 _____ Point of Beginning Monumented and Described

9. Discrepancies

_____ Discrepancies Between Survey and Record are Shown (Bearings, Distances, Gaps, etc.)

10. Evidence Along Boundary Lines

_____ Evidence of Occupation Shown and Described (Fences, Walls, Buildings, Monuments, etc.)

11. Bearings and Distances Along Boundary

_____ Distances and Directions Shown on All Lines

12. Curve Data Along Boundary

_____ Four Elements of Curve Data Shown (Radius, Arc Length, Chord Bearing, Chord Length, etc.)

13. When a Property Description is Required, it Includes All of the Following:

_____ Point of Commencement _____ Point of Beginning _____ Line and/or Curve Data
 _____ Description of Monuments _____ Offsets to Witness Corners _____ Bearing Basis
 _____ State Plane Coordinates Referenced? If so, then the Description Must Also Contain:
 _____ SPC Zone _____ Datum Used _____ Method Used to Derive Coordinates
 _____ Combined Factor _____ Convergence Angle
 _____ Coordinates of at Least 2 Points

14. Lots and Subdivisions

_____ Lot and Block or Tract Numbers of Property and Adjoining Lots of Subdivisions

15. Encroachments

_____ Encroachments and Magnitude Shown

16. Road ROWs and Easements

_____ Observed ROWs and Easements Pertinent to the Survey are Shown
 _____ Note Indicating if Streets Abutting the Property are Not Physically Open

17. Permanent Improvements

_____ Location of Improvements Relevant to the Survey Shown and Referenced to Boundaries

18. If State Plane Coordinates are Used, the Following Must Be Shown:

_____ SPC Zone _____ Datum Used _____ Method Used to Derive Coordinates
 _____ Combined Factor _____ Convergence Angle _____ Coordinates of at Least 2 Points

19. Surveyor Information

_____ Surveyor Name _____ Address _____ Date of Field Survey
 _____ Signature _____ Seal _____ Date Seal Applied

NOTES: