

Land Survey Services Request
United States Department of the Interior - [Bureau/Office]
[Field Office/Entity]
[Location/Address]

To:

Through:

From:

Please review the attached deed(s), land survey(s), and reference document(s) for the parcel(s) identified below.

Project Name _____ Contact Name _____
Project Number _____ Contact Number _____
Installation _____ Date Requested by _____
Unit/Division _____

State ____ County _____ District _____ Town _____
Book ____ Page ____ Parcel/Tax ID _____
PM ____ Tp. ____ Range ____ Section ____ Aliquot _____
Subdivision _____ Block _____ Lot _____
Description(s) of Land _____

Request for land survey services is for:

- Acquisition (Land Description Review/Land Survey Tract Review)
- Adverse Claims (Trespass/unauthorized use)
- Boundary posting/management
- Certificate of Inspection (CIP)
- Construction/Maintenance Project Consultation
- Control Survey/Mapping
- Disposal
- Leasing
- Rights-of-way
- Withdrawal
- Other - _____

Project Description (optional): _____

Cost Code: [charge code and WBS Code, if relevant]

Authorized Officer:

<i>Name:</i>	<i>Office, Title and Contact Information:</i>	<i>Date:</i>
[Signature]		

Date Received By Survey Office: _____ Received By: _____

Attachments:

This request is to be retained in the official case file.

NOTE: Before completing and submitting, completely review this request and schedule a meeting with your surveyor responsible for preparing a SBE Certificate(s). Each transaction or project may have specific and unique requirements to be met. Many times, with the help of the surveyor, the request can be completed at the meeting.

Parcel Review Check List

The items checked below are requested to be evaluated and analyzed during the Standards for Boundary Evidence (SBE) Review. Dependent upon the conditions found, the review may include additional items. (NOTE: Specify when patent or deed language includes the terms “exception,” “reserve,” and/or “subject to” that could possibly affect the transaction or project.)

Standards for Boundary Evidence Certificate(s)

- Standards for Boundary Evidence (SBE) Certificate
- Certificate of Inspection and Possession (CIP)

General Information

- What is the status of the parcel, surface and/or subsurface (e.g., public domain, acquired, fee, restricted fee, trust; under appraisal, signed purchase agreement, preliminary inquiry)?
- What is the legal description reference (title report # / deed reference)?
- What documents were used in this review?
- Type of transaction or project (realty, fee, easement, resource, construction, etc.).

Location and Physical Attributes

- Are there special locational or physical attributes beyond the general location (Township, Range, Section / Town, County, State)?
- Is the parcel within a special unit boundary?
- Is the parcel bounded by natural and/or artificial features?

Accuracy and Sufficiency of the proposed land description

- Does the land description describe the entire parcel intended and only that parcel?
- Is it consistent with the vesting deed?
- Does it contain blunders such as wrong lot or section numbers, missing words or phrases?
- Does it close mathematically?
- Does it contain correct and sufficient bounding and monument calls?
- Is the form and language clear?
- Is the description in harmony with adjoining parcels?
- Has the land description changed from previous documents for the same parcel?

Area

- What is the computed area of the land description?
- How does the computed area compare with area figures given by other record sources?
 - GLO/BLM surveys
 - Other surveys
 - County Assessors
 - Aerial imagery / combined GIS
- What is the approved area for use as the parcel acreage?

Access

- What type of access is there to this parcel (e.g., fee, easement, unwritten, RS 2477)?

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New

- Where is the access located?
- Is the access covered in its entirety by written conveyances?
- If the access is via a written document:
 - What is the width of the access?
 - Does the establishing document contain limitations (e.g., access only, access and utilities, administrative use only)?

Exceptions

- Special Exceptions listed on a Title Report or Policy.
 - Do they all relate to the subject parcel?
 - Where are they located and what effect do they have?
 - Are there any missing exceptions?

Encumbrances

- Encumbrances evident from imagery, record sources, or verbal communication.
 - What are the apparent uses, e.g., fence encroachment, agricultural trespass, etc.?
 - Where are they located?
 - What are the possible effects on the parcel?

Boundary Status

- Has the parcel been surveyed; the corners monumented; the boundaries marked?
- Quality of the GCDB, error estimates.
- Have the adjoining parcels been surveyed?
- Do the surveys appear to be correct?
- Are there conflicts in the survey records, such as disputes over controlling corners?
- Do the survey records disclose discrepancies between occupation and the lines of written title?

Land Survey

- No land survey anticipated.
 - Existing land survey(s) is/are sufficient.
 - Inholding.
 - Natural boundary.
 - Active acquisitions on adjoining parcels.
- Limited land survey: Retracement of existing land survey(s).
 - Posting recommendations.
- Land Survey anticipated for intended purpose.
 - Create legal land division.
 - Create acceptable land description.
 - Determine actual acreage.
 - Monument and post high risk/high priority boundary.