



BOUNDARY/ALTA SURVEY CHECKLIST

PROJECT: _____
 PRELIMINARY CHECK BY: _____
 FINAL CHECK BY: _____
 NA=NOT APPLICABLE; X=REVISION REQUIRED, ✓=CHECKED AND APPROVED

PROJECT #: _____
 DATE: _____
 DATE: _____

- _____ • LAYER MANAGER
- _____ • PLOT STAMP
- _____ • QC DRAWING SETUP (CLIENT INTEGRITY CHECKLIST)
- _____ • SHEET TITLE AND TITLE BLOCK
- _____ • “SURVEY PREPARED FOR:” _____
- _____ • NORTH ARROW AND SCALE
- _____ • LEGAL DESCRIPTION:
 - _____ - CHECKED AGAINST DEED OR TITLE
 - _____ - CHECKED FOR CLOSURE
 - _____ - CAPTION CHECKED AGAINST TAX MAPS
- _____ • ADDRESS OF PREMISES
- _____ • SECTION CORNERS OR BEARING REFERENCE LINE LABELED (STARTING POINT)
- _____ • LEAD-IN LINE CHECKED FOR ACCURACY (DISTANCE AND BEARING)
- _____ • LOT BEARINGS AND DISTANCES CHECKED AGAINST CLOSURE, FIELD NOTES AND LEGAL DESCRIPTIONS (PLAT VS. MEASURED) (DOES IT SCALE)
- _____ • PLATTED LOTS AND BLOCKS NUMBERED AND LABELED
- _____ • STREET NAMES AND RIGHT OF WAY WIDTHS
- _____ • BUILDINGS AND PHYSICAL FEATURES ARE LABELED, DIMENSIONED AND CHECKED AGAINST FIELD NOTES, INCLUDING POWER POLES, FENCES, O.H. WIRES, PEDESTALS
- _____ • EASEMENTS IDENTIFIED AND LABELED AND CHECKED OFF THE TITLE COMMITMENT
- _____ • LEGEND, INCLUDING I.P. PLACED OR FOUND (OR ALL CORNERS LABELED)
- _____ • FLOODPLAIN/WETLANDS
- _____ • ACREAGE
- _____ • PROPER CERTIFICATION AND SIGNATURE
- _____ • (ALTA) - EASEMENT RECORDING INFORMATION

TOPOGRAPHIC/ARCHITECTURAL

- _____ • LAYER MANAGER
- _____ • PLOT STAMP
- _____ • QC DRAWING SETUP (CLIENT INTEGRITY CHECKLIST)
- _____ • REFERENCE BENCH MARK AND SITE BENCH MARK
- _____ • SANITARY AND STORM SEWER LOCATIONS:
 - _____ - RIM AND INVERT ELEVATIONS AND SIZES (BOTH ENDS OF CULVERTS)
 - _____ - FLOW DIRECTION
 - _____ - LATERALS & SIZES
- _____ • WATERMAIN, HYDRANTS, VALVES AND WATER LATERALS
- _____ • HOTLINED UTILITIES LABELED AND DIMENSIONED
- _____ • REPRESENTATIVE SPOT GRADES AND LOT CORNER GRADES AND CONTOURS LABELED AND CHECKED
- _____ • VEGETATION NOTED
- _____ • PONDS, WATER COURSES (WATER ELEV.)
- _____ • ADJACENT STRUCTURES LABELED AND DIMENSIONED
- _____ • UNDERGROUND UTILITY ORIGINATION AND DISCLAIMER NOTE
- _____ • DIGGER’S HOTLINE SYMBOL