**District Control Plan Sheet Checklist for Submittal Review**

NOTE: EDIT THIS CHECKLIST TO MEET DISTRICT NEEDS. AN EDITABLE VERSION IS AVAILABLE FROM THE ROW DIVISION SURVEY SECTION ON REQUEST FROM DISTRICT SURVEY COORDINATORS.

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| **TxDOTCONNECT ROW Project No.:**       |
| **RCSJ:**       |  | **Highway:**       |
| **CCSJ:**       |  | **County:**       |
| **Limits:**       |  |
| **Date Reviewed:**       |  | **By:**       |

## General Requirements

1. [ ]  All map sheets are legible: no light, dark, faded, or overlapping text
2. [ ]  All maps plotted on 11”x17” map sheets with half-inch borders
3. [ ]  All map borders are a minimum of ½” with 1 ½” margin on left
4. [ ]  Text size on all plots must be at least .06 inch (Engineering Font)
5. [ ]  Graphic files are in current format; text files are in Microsoft Word
6. [ ]  Control meets the TxDOT’s [level of accuracy](https://ftp.txdot.gov/pub/txdot/row/surveyor-toolkit/tsla.pdf)

## Control Index Sheet Requirements

1. [ ]  Table containing primary survey control monument information include:
	1. [ ]  Control Point Name
	2. [ ]  Northing and Easting coordinates
	3. [ ]  Latitude and Longitude (at the State Project Manager or District Survey Coordinator’s discretion)
	4. [ ]  Elevation
	5. [ ]  Station and Offset (at the State Project Manager or District Survey Coordinator’s discretion)
	6. [ ]  Description of monument (eg. 5/8” REBAR WITH 3 ¼” ALUMINUM CAP IN CONCRETE stamped “TEXAS DEPT OF TRANSPORTATION CONTROL MARK”) [Monument Specifications](https://ftp.txdot.gov/pub/txdot/row/surveyor-toolkit/monument-specifications.pdf)
	7. [ ]  Monuments described for size, material and stamp. Be specific.
2. [ ]  Layout shows side streets with street names

1. [ ]  Control points:
	1. [ ]  Use “▲” symbol for primary control points
	2. [ ]  Use “△” symbol for secondary control points
	3. [ ]  Use “🞥” symbol for panel points
	4. [ ]  Label control point names near symbols
	5. [ ]  Show offsite control points in relation to project
2. [ ]  Layout shows all county lines and city limit lines with labels
3. [ ]  Line work from planimetric (optional)
4. [ ]  All coordinates have commas and two decimal places
5. [ ]  All latitudes and longitudes are in DMS and have four decimal places
6. [ ]  Insets showing reference ties to each survey control monument (optional)
7. [ ]  North arrow shown in upper right corner
8. [ ]  Layout scale shown or N.T.S. (under North arrow)
9. [ ]  Legend of Symbols and Conventional Signs shown in lower left corner (location optional)
10. [ ]  Project baseline – Includes:
	1. [ ]  Baseline bearings and distances or curve data
	2. [ ]  Baseline equations (as applicable)
	3. [ ]  Label 500-foot stations
	4. [ ]  Label PC’s and PT’s along baseline
11. [ ]  Begin Project and End Project Include:
	1. [ ]  Stationing
	2. [ ]  CSJ number
	3. [ ]  TXDOTCONNECT Project Number
	4. [ ]  North and East coordinates with commas and two decimal places
	5. [ ]  Latitude and Longitude are in DMS with four decimal places
12. [ ]  Title block (lower right corner):
	1. [ ]  Firm’s name, TBPELS Firm Registration number, address, and phone number
	2. [ ]  County
	3. [ ]  Highway designation
	4. [ ]  CSJ
	5. [ ]  TXDOTCONNECT Project Number
	6. [ ]  Federal Road Division Number is 6
	7. [ ]  State District Number
	8. [ ]  Federal Aid Project Number is blank
	9. [ ]  Sheet number #
	10. [ ]  Most current TxDOT Logo placed in the title block (available in the ORD Workspace)
	11. [ ]  Copyright “© month/year” (latest amended date)
	12. [ ]  TEXAS DEPARTMENT OF TRANSPORTATION       DISTRICT
	13. [ ]  State District Address and Phone Number
13. [ ]  Signature and seal of Registered Professional Land Surveyor (RPLS) with date (above Revision area)
14. [ ]  Printed surveyors name and RPLS number under seal
15. [ ]  Revision area above title block is clear of text and graphics (2”x2” minimum)
16. [ ]  Revision month/year and description of revision shown for control sheet only (if applicable): most recent revision listed on top
17. [ ]  Metadata/Notes included:
	1. [ ]  The basis of bearing shall be “Grid North”
	2. [ ]  Texas Coordinate System, State Plane Zone. (specify zone used)
	3. [ ]  North American Datum of 1983 (NAD 83), 2011 Adjustment, 2010.0 Epoch
	4. [ ]  North American Vertical Datum 88 (NAVD 88) GEOID\_\_\_\_\_\_ (eg. GEOID18) (if applicable)
	5. [ ]  Indicate surface or grid coordinates and the agreed upon surface adjustment factor for the project. (Surface Coord. = Grid Coord. x S.A.F. of      )
	6. [ ]  Unit of Measure (US Survey Feet)
	7. [ ]  Date of survey (last month/day/year of survey field work)
	8. [ ]  Indicate how the horizontal and vertical control was established
	9. [ ]  Indicate which TxDOT RRP Station used. If static was done indicate which three TxDOT RRP Stations used.
18. [ ]  Check old redlines for correction (if applicable)

## Primary Control Data Sheet Requirements

*Note: Secondary Control data sheets may be added at the State Project Manager or District Survey Coordinator’s discretion. The secondary control data sheets shall follow the same criteria as the primary.*

1. Title block (lower right corner) (See Section B 14)
2. [ ]  Control Monument Sketch:
3. [ ]  Maximum of nine sketches per sheet
4. [ ] Show Reference Ties (minimum of three per sketch) & [ ]  label objects being tied
5. [ ]  North arrow pointing North
6. [ ]  Scale used or N.T.S.
7. [ ]  Name of adjacent road(s)
8. [ ]  Monument described for size, material and stamp. Be specific.
9. [ ]  Monument name shown next to monument symbol
10. [ ]  Use “▲” for primary control points
11. [ ]  N and E coordinates (with commas and two decimal places)
12. [ ]  Elevation shown to 0.01 foot
13. [ ]  Ties shown to nearest foot
14. [ ]  Location Description (along bottom edge of cell) – Brief text describing the general location of the control point in relation to major intersections, and which side of the road the control point can be found.
15. [ ]  Baseline shown and labeled with stationing, PC’s and PT’s along baseline
16. [ ]  All coordinates have commas and two decimal places.
17. [ ]  Any labeled latitudes and longitudes are in DMS with four decimal places. (eg. 01°02’03.1234”)
18. [ ]  Metadata/Notes: (in upper right margin)
19. [ ]  The basis of bearing shall be “Grid North”.
20. [ ]  Texas Coordinate System, State Plane Zone (specify zone used)
21. [ ]  North American Datum of 1983 (NAD 83), 2011 Adjustment, 2010.0 Epoch
22. [ ]  North American Vertical Datum 88 (NAVD 88) GEOID\_\_\_\_\_\_ (eg. GEOID18) (if applicable)
23. [ ]  Indicate surface or grid coordinates and the agreed upon surface adjustment factor for the project (Surface Coord = Grid Coord x S.A.F. of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
24. [ ]  Unit of Measure (US Survey Feet)
25. [ ]  Date of survey (last month/day/year of survey field work)
26. [ ]  Indicate how the horizontal and vertical control was established
27. [ ]  Indicate which TxDOT RRP Station used. If static was done indicate which three TxDOT RRP Stations used.
28. [ ]  Legend under Basis of bearing and coordinates information. Legend should include line style, control monuments, signs etc.
29. [ ]  Signature and seal of Registered Professional Land Surveyor with date (above Revision area)
30. [ ]  Printed surveyors name and RPLS number under seal
31. [ ]  Revision area above title block is clear of text and graphics (2”x2” minimum)
32. [ ]  Revision month/year and description of revision shown for control sheet only (if applicable): most recent revision listed on top
33. [ ]  No ownership information shown on Horizontal and Vertical Control Data Sheet
34. [ ]  Check old redlines for correction (if applicable)
35. Secondary Control and Inverse Data Sheet Requirements

*Note: The Secondary Control and Inverse data may be placed on the Control Index sheet at the State Project Manager or District Survey Coordinator’s discretion.*

1. [ ]  Title block (lower right corner) (see section B 14)
2. [ ]  Basis of bearings and coordinates: (in upper right margin)
3. [ ]  Texas Coordinate System, State Plane Zone (specify zone used)
4. [ ]  North American Datum of 1983 (NAD 83), 2011 Adjustment Epoch 2010.00
5. [ ]  North American Vertical Datum 88 (NAVD 88) GEOID\_\_\_\_\_\_ (eg. GEOID18) (if applicable)
6. [ ]  US Survey Feet
7. [ ]  Indicate surface to grid combined adjustment factor
8. [ ]  Indicate how the horizontal and vertical control was established
9. [ ]  Indicate which TxDOT RRP Station used. If static was done indicate which three TxDOT RRP Stations used.
10. [ ]  Date of Survey
11. [ ]  Secondary Control point and or Panel Point Table include:
12. [ ]  Point Number
13. [ ]  Northing
14. [ ]  Easting
15. [ ]  Elevation
16. [ ]  Descriptions of Monument
17. [ ]  Survey Control Inverse Table include: (only intervisible monuments)
18. [ ]  From Point Number
19. [ ]  To Point Number
20. [ ]  Bearing (eg. N 01° 02’ 03” E)
21. [ ]  Distance (eg. 123.45’)
22. [ ]  Elevation Difference (eg. 123.45’)
23. [ ]  Signature and seal of Registered Professional Land Surveyor with date (above Revision area)
24. [ ]  Printed surveyors name and RPLS number under seal
25. [ ]  Revision area above title block is clear of text and graphics (2”x2” minimum)
26. [ ]  Revision month/year and description of revision shown for control sheet only (if applicable): most recent revision listed on top.

## Deliverables

1. [ ]  General
2. [ ]  Control Index Sheet
3. [ ]  Primary Control Data Sheet
4. [ ]  Secondary Control and or Panel Point Table Sheet
5. [ ]  Most recent Form [ROW-S-2462](https://www.txdot.gov/txdoteforms/GetForm?formName=/S2462.pdf&appID=/ROW1&status=/reportError.jsp&configFile=WFServletConfig.xml) for each primary control monument
6. [ ]  Field Data
7. [ ]  Field Notes/Sketches/Level Loop
8. [ ]  Photos
9. [ ]  ASCII or Text file of all control monuments recovered; Surface and Grid (Point, Northing, Easting, Elevation, Code)
10. [ ]  ASCII or Text file of all control monuments to be set; Surface and Grid (Point, Northing, Easting, Elevation, Code)
11. [ ]  Office Data
12. [ ]  TxDOT design software files (project, points database, chains, input & output files). see the Design Survey Checklist
13. [ ]  RAW files (conventional), GPS observation files, photos, static, network adjustment, digital level loop or other measurement files

**Control Plan Sheet Checklist completed by:**

|  |  |
| --- | --- |
| Name:       | Date:       |

**Additional notes:**