**District**

Property Description 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.

|  |
| --- |
| **TxDOTCONNECT ROW Project No.:**       |
| **RCSJ:**       |  | **Highway:**       |
| **CCSJ:**       |  | **County:**       |
| **Limits:**       |  |
| **Date Reviewed:**       |  | **By:**       |
|  |  |  |
| **TxDOTCONNECT Parcel ID(s):**       |

# Metes and Bounds Description

## General

### [ ]  8.5”x11” paper sheets

### [ ]  1” margins with text justified

### [ ]  Check previous redlines for corrections, if applicable

1. Punctuation
2. [ ]  Preamble ends in a colon (:)
3. [ ]  When using lists (e.g. meanders of a creek), “Thence as follows” has a colon (:)
4. [ ]  All other calls end with a semicolon (;)
5. [ ]  Description ends with a period (.)

### [ ]  POB must be a monumented corner in the proposed ROW line of the parcel to be acquired.

### [ ]  POC must be a monumented back property corner of the parent tract. If one is not recoverable, the nearest identifiable monumented property corner located outside of the proposed ROW may be used. A Reference Corner may be used in place of a POC at the district’s discretion.

## Headings

### Show on all sheets, aligned right:

1. [ ]  Most recent revision date (if applicable): do not list all revision dates
2. [ ]  Original month/day/year
3. [ ]  TxDOTCONNECT Parcel ID(s) and Part(s) (e.q. P00012345.001)
4. [ ]  Page number (1 of 4, etc.) – includes parcel plat pages

### Above preamble, centered:

1. [ ]  Exhibit \_\_\_\_\_\_\_\_\_\_\_

### First page heading, aligned left:

1. [ ]  County
2. [ ]  TxDOTCONNECT Highway and number (e.g. FM 42, SH 110, etc.)
3. [ ]  TxDOTCONNECT Project Limits
4. [ ]  TxDOTCONNECT ROW Project ID (R#)
5. [ ]  RCSJ
6. [ ]  CCSJ
7. [ ]  Title (center): Property Description for Parcel(s) (TxDOTCONNECT Parcel ID(s) and Part(s) )

## Preamble

1. [ ]  Area in acres followed by square feet to the nearest foot in parentheses. Acreages shall be reported to:
* Four (4) decimal places for less than one (1) acre
* Three (3) decimal places for greater than one (1) acre up to 10 acres
* Two (2) decimal places for 10 acres and greater

### [ ]  Survey name(s) and abstract number(s)

### [ ]  County and state

### [ ] Parent tract acreage and/or lot/block/reserve with subdivision name and recording information

### [ ]  Grantor’s name and current grantee’s name

### [ ]  Deed recording date

### [ ]  Recording information: Volume, Page / File Number / Film Code / County Recording Location (indicate whether it is deed records, official public records, plat records, real property records, etc.)

## Calls

1. [ ]  **COMMENCING** and **POINT OF BEGINNING** are capitalized
2. [ ]  Capitalize **THENCE** and separate it from the rest of the call with a comma
3. [ ]  POB project coordinates (N and E) shown in parenthesis after **POINT OF BEGINNING** call
4. [ ]  All coordinates have commas, two decimal places, the unit of measure, and specify grid or surface coordinates
5. [ ]  Width of right-of-way shown in parentheses after first mention of road name
6. [ ]  Do not use phrase “more or less” when describing the acreage
7. [ ]  Spell out North, South, East, West and feet when describing bearings and distances
8. [ ]  Calls run clockwise around parcel
9. [ ]  Calls do not continue onto another page – no page breaks mid-call
10. [ ]  Calls are numbered consecutively and indented from preamble
11. [ ]  Calls include bearing, parent tract reference, adjoiner reference, distance, curve data, and monument
12. Calls along right-of-way lines include:
13. [ ]  Bearing
14. [ ]  Existing or proposed right-of-way line reference (including Access Denial Line (ADL))
15. [ ]  Passing distances to monuments (ADL, district-specific intervals)
16. [ ]  Total distance
17. [ ]  Station/offset
18. [ ]  Monument
19. All curve data includes (in same call):
20. [ ]  Radius
21. [ ]  Central (Delta) angle
22. [ ]  Arc length
23. [ ]  Chord bearing
24. [ ]  Chord distance
25. [ ]  Area in acres followed by square feet to the nearest foot in parentheses in the last call of the property description. Acreages shall be reported to:
* Four (4) decimal places for less than one (1) acre
* Three (3) decimal places for greater than one (1) acre up to 10 acres
* Two (2) decimal places for 10 acres and greater

## Monuments [(Monument Specifications)](https://ftp.txdot.gov/pub/txdot/row/surveyor-toolkit/monument-specifications.pdf)

1. [ ]  All monuments set and found described for size, material, and stamp. Be specific.
2. The preferred standard ROW Monument: TxDOT Type II Monument = 4-inch bronze disk lettered “Texas Department of Transportation R.O.W.” Include setting IE: “Set flush with natural ground in an 8-inch minimum diameter poured concrete post 36 inches minimum depth”. See the [Monument Specifications](https://ftp.txdot.gov/pub/txdot/row/surveyor-toolkit/monument-specifications.pdf) document in the Surveyors’ Toolkit.
	1. [ ]  TxDOT Type II Monument set in proposed ROW line at all PCs, PTs, PIs, intersecting road/street ROW lines and the district-specific interval of       feet (e.g. 1500 between Type II monuments).
	2. [ ]  TxDOT Type II Monument set in existing ROW line (where no additional ROW is being acquired) at all PCs, PTs, PIs, intersecting road/street ROW lines and the district-specific interval of       feet (e.g. 1500 between Type II monuments).
3. [ ]  Standard Property Corner Monument: 5/8” rebar with 2-inch aluminum cap stamped “TX DEPT OF TRANSPORTATION PROPERTY CORNER” set in proposed ROW line at property line intersections (excepting locations where a Type II is set, e.g.: PI, PC, PT, etc.).
4. [ ]  Interim ROW Monument:

The following statement may be incorporated when setting an Interim ROW monument as the original monument instead of the preferred standard Type II monument. This statement's application should be on a case-by-case basis, and pre-approved by TxDOT Registered Professional Land Surveyor.

“\*\*The monument described and set in this call may be replaced with a TxDOT Type II ROW Marker upon the completion of the highway construction project under the supervision of a Registered Professional Land Surveyor either employed by or retained by TxDOT.”

* 1. [ ]  Monument set is described for size, material and stamp

Examples:

* The district has deliberately chosen to set Type II ROW Markers after completion of the project.
	+ A Type II ROW Marker cannot be set at a PC, PT, or PI, etc., due to interference or obstruction.
	+ Lack of permission to enter property or to set a Type II.
1. [ ]  Each parcel corner on the proposed ROW line **shall** have a survey marker set in the ground to represent that corner. Monument type to be mutually determined by the consultant and the State Project Manager. TXDOT parcels are to be monumented with      .
2. [ ]  Each State easement corner on the proposed ROW line **shall** have a survey marker set in the ground to represent that corner. Monument type to be mutually determined by the consultant and the State Project Manager. TXDOT easements to be monumented with      .

## Metadata

1. [ ]  The basis of bearing shall be “Grid North”
2. [ ]  Texas Coordinate System, State Plane Zone
3. [ ]  North American Datum of 1983 (NAD 83),       adjustment,       epoch
4. [ ]  North American Vertical Datum 88 (NAVD 88) GEOID      (e.g. GEOID18) (if applicable)
5. [ ]  Indicate surface or grid coordinates and the agreed upon surface adjustment factor for the project
6. [ ]  Unit of measurement (e.g. US Survey Foot, International Foot, meters, etc.)
7. [ ]  Date of abstracting (e.q. From January, 2023 through May, 2023)
8. [ ]  Date of field surveys (e.q. From January, 2023 through May, 2023)

## Notes and Certifications

1. [ ]  Signature, seal, and signature date of R.P.L.S.

1. [ ]  Note: A parcel plat of even date was prepared in conjunction with this property description.
2. [ ]  Access clause above signature and seal. If access is granted or denied, follow examples in the ROW Eminent Domain Manual at  <http://onlinemanuals.txdot.gov/txdotmanuals/edm/preparation_access_bisection_special_clauses_easements.htm#i1008314>
3. [ ]  Show all revisions made only after the original date of signature and seal with month/day/year and description of each revision at the end of the property description (if applicable); most recent revision listed on top.
4. [ ]  Consultant’s name, address, Firm Registration Number, and phone number at the end of the property description

# Parcel Plat Requirements

## General

1. [ ]  8.5”x11” paper sheets with 1/2” margin (border) on all sides
2. [ ]  Parcel maps drawn to 1” to 50’ (preferred), 1” to 100’, or 1” to 200’ scale pre-approved by the State Project Manager or District Survey Coordinator
3. [ ]  Text size must be at least 0.06 inch (Leroy #60). Graphics and text must not overlap or be dark, light, or fuzzy.
4. [ ]  POB must be a monumented corner in the proposed ROW line of the parcel to be acquired.
5. [ ]  POC must be a monumented back property corner of the parent tract. If one is not recoverable, the nearest identifiable monumented property corner located outside of the proposed ROW may be used. A reference monument may be used in place of a POC at a TxDOT RPLS’s discretion.

## Title Block

1. Located in lower right corner
2. Show in Title Block:
3. [ ]  Most current TxDOT Logo (available in the ORD Workspace)
4. [ ]  Copyright “© month/year” (latest amended date) & copyright is NOT next to TxDOT logo
5. [ ]  PARCEL PLAT SHOWING PARCEL (TxDOTCONNECT Parcel ID Number)
6. [ ]  Highway designation
7. [ ]  County
8. [ ]  RCSJ
9. [ ]  CCSJ
10. [ ]  Consultant’s name, address, phone number, and Firm Registration Number
11. [ ]  Original month/day/year
12. [ ]  Scale (e.g. 1” to 50’, N.T.S., etc.)
13. [ ]  Page number (4 of 4, etc.) – continue page numbering from property description; page numbers increase with baseline stations.

## First Parcel Plat Page Includes:

1. [ ]  Parent tract inset with parcel number, POC (or reference corner), POB, POC to POB calls, survey lines, abutting street names, scale/N.T.S., property line, and land hook symbols (if not entirely contained to scale in body of drawing)
2. [ ]  North arrow (if parent tract inset is shown)
3. [ ]  Acquisition table
4. [ ]  Acquisition area in acres and in square feet
5. [ ]  Label begin and end Access Denial Line if applicable
6. [ ]  Math checked on remainders (do not subtract easement acreages). Show decimal places matching lowest number of decimal places shown in the acquisition acreage or the parent tract acreage.
7. [ ]  Show LT or RT suffix for remainder acreage
8. [ ]  Revision area above title block is clear of text and graphics.
9. [ ]  Revision day/month/year and description of each revision shown (if applicable): most recent revision listed on top.

## Metadata

1. [ ]  The basis of bearing shall be “Grid North”
2. [ ]  Texas Coordinate System, State Plane Zone
3. [ ]  North American Datum of 1983 (NAD 83),       adjustment,       epoch
4. [ ]  North American Vertical Datum 88 (NAVD 88) GEOID      (e.g. GEOID18) (if applicable)
5. [ ]  Indicate surface or grid coordinates and the agreed upon surface adjustment factor for the project
6. [ ]  Unit of Measurement (e.g. US Survey Foot, International Foot, meters, etc.)
7. [ ]  Date of abstracting (e.q. From January, 2023 through May, 2023)
8. [ ]  Date of field surveys (e.q. From January, 2023 through May, 2023)

## Notes and Certifications

1. [ ]  Signature, seal, and signature date of R.P.L.S.
2. [ ]  Note: A property description of even date was prepared in conjunction with this parcel plat.
3. [ ]  Access clause above signature and seal. If access is granted or denied, follow examples in the ROW Eminent Domain Manual at [http://onlinemanuals.txdot.gov/txdotmanuals/edm/preparation\_access\_bisection\_special\_clauses\_easements.htm#i1008314](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fonlinemanuals.txdot.gov%2Ftxdotmanuals%2Fedm%2Fpreparation_access_bisection_special_clauses_easements.htm%23i1008314&data=05%7C01%7CNancy.Romero%40txdot.gov%7Ccf6e5cda4b2f4d8a653908da70db32bf%7C39dba4765c094c6391dace7a3ab5224d%7C0%7C0%7C637946383990165562%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Tp8S4hSwqDyjxInJzxQXbP4duNTKlhSP9w4iDN%2BTCuw%3D&reserved=0)
4. [ ]  Show all revisions made only after the original date of signature and seal with month/day/year and description of each revision at the end of the property description (if applicable); most recent revision listed on top.
5. [ ]  Consultant’s name, address, Firm Registration Number, and phone number at the end of the property description

## Items Shown and Labeled

1. [ ]  Bearing and distance and/or curve data from POC to POB and/or any reference corner
2. [ ]  POB project coordinates (N and E), POB station, and offset
3. [ ]  All coordinates have commas and two decimal places
4. [ ]  North arrow
5. [ ]  Legend of improvements symbols, monuments, line types, etc.
6. [ ]  Survey names and abstract numbers with survey lines labeled as being shown approximately
7. [ ]  All county and city limit lines, labeled as approximate, with county or city names
8. [ ]  Subject tract, adjoiners, and easement acreages, current grantee’s name, and recording information
9. [ ]  If no deed or easement information is found, then state NO RECORD INFORMATION FOUND
10. [ ]  If adjoining road (ie. county road) is included in the parcel, include separate acreage for road.
	1. [ ]  Show the following note:

 1.2345 ACRES

 (12,345 SQ. FT.)

IN OCCUPIED RIGHT OF WAY

OF \_\_\_\_\_\_COUNTY ROAD \_\_\_\_

1. [ ]  Proposed ROW lines
2. [ ]  Existing ROW lines
3. [ ]  Access denial lines
4. [ ]  Property lines
5. [ ]  Easement lines
6. [ ]  Building setback lines
7. [ ]  Land hooks
8. [ ]  Text leader lines / arrows should not cross ROW lines or other leader lines / arrows.
9. [ ]  Labels can be in a table on same sheet or noted.
10. [ ]  Line Tables or Curve Tables are shown on same sheet.
11. [ ]  Record bearings and distances in parentheses (----------) as needed
12. Subdivision information
13. [ ]  Subdivision name
14. [ ]  Lot
15. [ ]  Block
16. [ ]  Tract
17. [ ]  Reserve
18. [ ]  Recording information
19. [ ]  Parcel number (number is outlined in / near parcel)
20. [ ]  Do not number abutting parcels.
21. [ ]  Acreage on each page (do not label abutting parcels)
22. [ ]  Existing roadway (labeled with name)
23. [ ]  Side street (labeled with name)
24. [ ]  Railroads (labeled with name)
25. [ ]  ROW width (including recording information)
26. All curve data includes (in same call):
27. [ ]  Radius
28. [ ]  Central (Delta) angle
29. [ ]  Arc length
30. [ ]  Chord bearing
31. [ ]  Chord distance
32. [ ]  Station and offset (perpendicular to the baseline) for all POBs, PCs, PTs, PIs, and district-specific station monuments on the proposed ROW lines or on the existing ROW lines in areas of no acquisition
33. [ ]  Existing planimetrics shown in background shaded enough for copies
34. [ ]  Visible improvements located within the proposed right-of-way corridor or within 50 feet of a proposed right-of-way line must be shown and identified.
35. [ ]  Existing improvements within 3 feet of the proposed ROW line are field located.
36. [ ]  Structures are identified by number of stories, type (wood frame/metal/brick), and use (commercial/residential).
37. [ ]  Dimension structures, paved parking areas, and signs bisected by proposed ROW lines (use detail drawing if necessary)
38. [ ]  Vents and filler caps of underground fuel storage tanks for gas stations are shown when they are within 50 feet of proposed ROW line.
39. [ ]  Well locations, historical markers, and grave sites within 50 feet of proposed ROW
40. [ ]  All visible utilities, utility signs, and markers
41. [ ]  Signs/billboards

## Monuments [(Monument Specifications)](https://ftp.txdot.gov/pub/txdot/row/surveyor-toolkit/monument-specifications.pdf)

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	1. [ ]  TxDOT Type II Monument set in **proposed** ROW line at all PCs, PTs, PIs, intersecting road/street ROW lines and the district-specific interval of       feet (e.g. 1500 between Type II monuments)
	2. [ ]  TxDOT Type II Monument set in **existing** ROW line where no monument exists and where no additional ROW is being acquired at all PCs, PTs, PIs, intersecting road/street ROW lines and the district-specific interval of       feet (e.g. 1500 between Type II monuments)
3. [ ]  Standard Property Corner Monument: 5/8” rebar with 2-inch aluminum cap stamped “TX DEPT OF TRANSPORTATION PROPERTY CORNER” set in proposed ROW line at property line intersections (excepting locations where a Type II is set, IE: PI, PC, PT, etc)
4. [ ]  Interim ROW Monument:

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“\*\*The monument described and set in this call may be replaced with a TxDOT Type II ROW Marker upon the completion of the highway construction project under the supervision of a Registered Professional Land Surveyor either employed by or retained by TxDOT.”

* 1. [ ]  Monument set is described for size, material and stamp.

Examples:

* The district has deliberately chosen to set Type II ROW Markers after completion of the project.
* A Type II ROW Marker cannot be set at a PC, PT, or PI, etc., due to interference or obstruction.
* Lack of permission to enter property or to set a Type II.

1. [ ]  Each parcel corner on the proposed ROW line **shall** have a survey marker in the ground to represent that particular corner.
2. [ ]  Each State easement corner on the proposed ROW line **shall** have a survey marker in the ground to represent that particular corner. Monument type to be mutually determined by the consultant and the State project manager). TXDOT easements to be monumented with      .

## Baseline

1. [ ]  Label baseline PC, PT, and 500 foot stations on baseline
2. Show baseline bearing and curve data (rounded to nearest second) on each page:
3. [ ]  PI station
4. [ ]  Radius
5. [ ]  Central (Delta) angle
6. [ ]  Arc length
7. [ ]  Chord bearing
8. [ ]  Chord distance
9. [ ]  PI (N and E) coordinates
10. [ ]  Label at least two baseline stations per page

## Access Denial

1. [ ]  Access Denial Lines use proper line type and are labeled ACCESS DENIAL LINE.
2. [ ]  All monuments on an ADL are so labeled (beginning, end, and in-between).

# Closure / Map Check Sheet Requirements

## General

1. [ ]  Separate closure sheet for each parcel metes and bounds description and plat and labeled with highway designation and parcel number
2. [ ]  Area in acres followed by square feet to the nearest foot in parentheses in the last call of the property description
3. Acreages shall be reported to:
	* Four (4) decimal places for less than one (1) acre
	* Three (3) decimal places for greater than one (1) acre up to 10 acres
	* Two (2) decimal places for 10 acres and greater
4. [ ]  Bearing, distance, or curve information for each call including POC to POB calls
5. [ ]  Begins at POB and calls run clockwise around parcel
6. [ ]  Coordinates included for POB and each corner

# Deliverables

## General

### [ ]  Metes and Bounds Description

### [ ]  Parcel Plat

### [ ]  Closure/Map Check Sheet

## Field data

### [ ]  Field notes

### [ ]  Photos

### [ ]  ASCII or Text file of all monuments recovered; Surface and Grid (Point, Northing, Easting, Elevation, Code)

### [ ]  ASCII or Text file of all monuments to be set; Surface and Grid (Point, Northing, Easting, Elevation, Code)

## Office data

### [ ]  TxDOT design software files (project, points database, chains, input & output files).see the Design Survey Checklist

### [ ]  RAW files (conventional), GPS observation files, photos, LIDAR files, or other measurement files

### [ ]  Right of Entry (ROE) Data

1. [ ]  Draft ROE Letter and Agreement
2. [ ]  Copies of Granted and Denied ROE Letter and Agreement
3. [ ]  Other ROE Data (tracking information, excel files, word documents, etc.)

### Research Gathered

1. [ ]  Plats
2. [ ]  ROW Maps and Deeds
3. [ ]  Deeds and Patents

**Parcel Checklist completed by:**

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

**Additional notes:**