



**CHECKLIST FOR COMPLIANCE WITH  
STANDARDS OF PRACTICE FOR SURVEYING  
BOUNDARY, ROUTE, EASEMENT, AND LEASE SURVEY  
PERFORMED AFTER JANUARY 1, 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

\_\_\_\_\_ The Method Used to Obtain the Basis of Bearings is Noted on the Plat

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.)

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11. Bearings and Distances Along Boundary

\_\_\_\_\_ Distances and Directions Shown on All Lines

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12. Curve Data Along Boundary

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

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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

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14. Lots and Subdivisions

\_\_\_\_\_ Lot and Block or Tract Numbers of Property and Adjoining Lots of Subdivisions

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15. Encroachments

\_\_\_\_\_ Encroachments and Magnitude Shown

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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

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17. Permanent Improvements

\_\_\_\_\_ Location of Improvements Relevant to the Survey Shown and Referenced to Boundaries

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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

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19. Surveyor Information

\_\_\_\_\_ Surveyor Name      \_\_\_\_\_ Address      \_\_\_\_\_ Date of Field Survey  
\_\_\_\_\_ Signature      \_\_\_\_\_ Seal      \_\_\_\_\_ Date Seal Applied

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NOTES: