

RIGHT OF WAY

DESCRIPTION AND ALIGNMENT MAP GUIDELINES

1. For each tract or parcel of land to be taken, locate the boundaries of the property, showing course and distance of all property lines. If applicable, show and identify lot and block lines on the alignment map (acreage, and subdivision if tract is part of subdivision). Identify the corners with iron pins or other suitable markers. If the property being surveyed requires separation into smaller tracts or parcels, designate and identify each tract or parcel. All designations should be by arabic numerals first, then alpha designations.
2. Indicate on the alignment map the following for each parcel or tract:
 - a. Amount of acreage in the parent tract.
 - b. Amount of acreage in the taking.
 - c. Amount of acreage in the remainder after the taking.
 - d. Name (s) of the owner (s) and Deed Reference (s).
3. Show all easements which will affect the property. Compute the area in each such easement and show same on alignment. If two or more easements overlap please, compute the extent of the overlap and show this information on the alignment.
4. Show all encroachments which will affect the property and identify same on alignment. Indicate the measured extent of the encroachment.

5. Locate, identify and show on the alignment map the measured distance from the nearest property line to all lakes, ponds, watercourses and man-made physical objects situated on, under, or over the property in the taking area.
6. Locate, identify and show on the alignment map the measured distance to all lakes, ponds, watercourses and man-made physical objects situated on, under or over the parent tract, which are not in the proposed right of way taking, but lie within 60 feet of the taking area.
7. Indicate on the alignment map the location of the floodway and flood plain limits, if applicable to the taking area. Such information should be obtained from the Permit Section of the County Engineer's office.
8. Show on the alignment map all building lines which will affect the property, and list all zoning classifications, restrictions or building codes, if any.
9. Prepare the alignment map at a scale sufficient to clearly show all the detail which may be necessary in the opinion of the County Engineer.
10. Identify width of street or road on alignment map.
11. Identify existing right of way lines on alignment map.
12. Identify proposed right of way taking lines on alignment map and show and mark all control points (P.I.'s, P.C.'s, P.T.'s, etc.) with suitable markers.
13. Identify on alignment map the location of street or road or water course which is referred to in metes and bounds descriptions.

14. All monuments which are noted in metes and bounds description should be identified on alignment map.

15. Show on the alignment map the name and business address of the surveyor, the date the survey was made, and certification by the surveyor that the alignment map was prepared from measurements made on the site, that all easements and encroachments are accurately shown on the alignment map, and that there are no easements or encroachments known to the surveyor which are not shown on the alignment map. Certification should be signed and sealed.

16. Furnish property description as follows:
 - a. Description to be a metes and bounds description unless it describes a whole lot or block within a subdivision the map or plat of which has been approved by the County Engineer and Commissioners' Court and which has been recorded in the Real Property Records of Harris County.
 - b. Description to be typed or printed.
 - c. The type or print used in the description is to be dark and unblurred so that it can be easily be reproduced on a copy machine.
 - d. Description to be prepared on white bond paper.
 - (1) For all descriptions the paper size shall be 8-1/2" x 11".
 - (2) No headings, titles or other descriptive information, or other material, should be shown on the page containing the property description. Only the description and its identification as to tract and project should be shown on the description page.

- e. Identification of the land being described shall be by tract number and project name and project number typed or printed in the upper right-hand corner of the description page or pages. When the description covers more than one page, each page should be marked numerically to indicate the page sequence and the total number of pages used in the description.
- f. Introductory paragraph (Preamble) should include:
 - (1) Description of the area in the taking, stated in acres and square feet.
 - (2) Location
 - (3) Survey name and abstract number.
 - (4) Size of parent tract and recording reference information.
 - (5) Names of grantor, grantee, recording reference and date of the last deed of conveyance relative to the tract being described.
- g. Point of Beginning, (and Point of Commencement if one is used) in description shall be tied to a fixed and easily ascertainable position. This position must be indicated on the alignment map.
- h. When contiguous tracts have the same owner, these tracts are to be combined into one tract, and the combined tracts are to be titled Parcel "A", Parcel "B", etc. (See example below).

The Preamble is to include the total acreage and square footage of the Parcels contained in this tract. The Preamble is to recite the tract as containing the area in acres and square feet. The Preamble should also include the total acreage and footage of the Parent Tract.

If the tract is divided into parcels then following the whole tract Preamble should be the Parcel "A" Preamble and field note descriptions showing the total acreage and square footage in the parcel taking; following this, the same procedure should be used for all other parcels being described.

EXAMPLE
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TRACT 6

PARCEL "A"	PARCEL "B"
0.62 ACRE (27,007 S.F.)	0.83 ACRE (36,154 S.F.)

17. The Surveyor should date revisions to the alignment and show which tracts are affected and on which page of the alignment such revisions occur.
18. Show all fences and identify their type (s).
19. Surveys shall be based upon the Texas State Plane Coordinate System (South Central Zone).
20. All right of way descriptions and alignment maps/drawings will be sealed with the seal of a Registered Public Surveyor and signed by the surveyor whose seal appears thereon. The date that document was signed shall be so noted.
21. All surveys relating to right of way alignment and acquisition shall conform to a Category 1A, Condition 2 survey and all topography shall conform to a Category 6, Condition 2 survey as defined in the Texas Surveyors Association "Manual of Practice for Land Surveying in Texas".

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