

SURVEY GUIDELINES FOR LARGER ACREAGE TRACTS

1. Locate the boundaries of the property, showing course and distance of all property lines. Mark and identify all property lines as such. If applicable, locate and identify all street or road right of way lines near the property. If applicable, show and 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 by arabic numerals.
2. Show all easements which will affect the property. Compute the area in each such easement and show same on survey plat. If two or more easements overlap, compute the extent of the overlap and show this information on the survey.
3. Show all encroachments which will affect the property and identify same on the plat. Indicate the measured extent of the encroachment.
4. Locate, identify, and show on the plat the measured distance to the nearest property line of all man-made physical objects situated on, under, or over the property.
5. Indicate on the plat the location of the floodway and flood plain limits. Such information should be obtained from the Permit Section of the County Engineer's Office.
6. Show on the plat all building lines which will affect the property, and list all zoning classifications, restrictions or building codes, if any.
7. Prepare the plat at a scale sufficient to clearly show all necessary detail.
8. Identify all lines, marks and symbols on the plat.
9. Furnish a typewritten or printed metes and bounds description which identifies and properly describes the property shown on the survey plat. Have the Point of Beginning of the property description tied to a fixed and easily ascertainable position, and show such position on the survey plat. Indicate the survey name(s) and abstract number(s) in which the property is located on the survey plat and in the written description.

The description is to be prepared on white bond paper and the type or print used is to be dark and unblurred so that it can easily be reproduced on a copy machine. In all cases, the size of the paper is to be 8 1/2" X 11".

- 9. Show on the plat the name and business address of the surveyor, the date the survey was made, seal and certification by the surveyor that the plat was prepared from measurements made on the site, that all easements and encroachments are accurately shown on the plat, and that there are no easements or encroachments known to the surveyor which are not shown on the plat. Certification should be signed and sealed by a licensed state land surveyor for the State of Texas.

ADDITIONAL INSTRUCTIONS

Have the surveyor contact the following persons to determine if there are any proposed easements, fee strips, reservations, etc., planned for the land which have not yet been filed for record:

- 1. Landowner and the landowner's engineering representative (if any)
- 2. Houston Lighting and Power Company
- 3. Harris County Flood Control District
- 4. Harris County Engineer
- 5. Any M.U.D. District in which the property is located.

Have the surveyor show on the plat, the location, dimensions, and total area, of any "Proposed" easement, fee strip, reservation, etc., disclosed by any of the above listed parties, and furnish a written description for each such area. The surveyor is to label future or proposed takings as "Proposed" on the survey plat, and describe same as such in a written description of the area that will be in any such future interest.

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