

Minimum Standard Detail Requirements For ALTA/NSPS Land Title Surveys

February 23, 2016

CHECKLIST

Westwood

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(888) 937-5150

Project Name/Number:	
Originator:	
Sheet Date or Revision Date:	
Checker:	
Date Checked:	

- | | |
|---|---|
| <p>Yes <input type="checkbox"/> Prepared a complete 2016 ALTA/NSPS Land Title Survey that includes on-site field work, the relationship to record documents, negotiated Table A and the standard certification. (1)</p> <p>Yes <input type="checkbox"/> Client requested a survey including Table A requirements and provided written authorization to proceed and access to the property (2)</p> <p>Yes <input type="checkbox"/> Determine the Normal Standard of Care defined by the practice of "prudent surveyors" in the locale of the property to be surveyed. (3.B & 3.C)</p> <p>Yes <input type="checkbox"/> Established and/or retraced the property boundary and corners in accordance with boundary law principals and evidence found in the course of the survey. (3.D)</p> <p>Yes <input type="checkbox"/> Acceptable "Relative Positional Precision" (3.E)</p> <p>Yes <input type="checkbox"/> Received most current title commitment and applicable documents (4)</p> <p>Yes <input type="checkbox"/> Location and Description (size and type) of monuments or lines that control boundaries of the surveyed property. (5.A.i&ii and 6.B.ii)</p> <p>Yes <input type="checkbox"/> The distance from the appropriate corner(s) to the nearest right of way line if the property does not abut a right of way line. (5.B.i)</p> <p>Yes <input type="checkbox"/> The name of any street, highway or other public or private way abutting the property. (5.B.ii)</p> <p>Yes <input type="checkbox"/> The width and location of the travelled way relative to the nearest boundary line of the surveyed property. (5.B.ii)</p> | <p>Yes <input type="checkbox"/> Visible evidence of physical access to abutting streets, highways or other public or private ways. (5.B.iii)</p> <p>Yes <input type="checkbox"/> Depict the location and character of points of access by those other than the apparent occupant. ie: driveways, alleys, private roads, sidewalks and footpaths (5.B.iv)</p> <p>Yes <input type="checkbox"/> The location and extent of potentially encroaching driveways, alleys and other ways of access from adjoining properties as observed. (5.B.v)</p> <p>Yes <input type="checkbox"/> Evidence and location of parcel corners recovered which may indicate the width and/or location of adjacent right of way lines (5.B.vi)</p> <p>Yes <input type="checkbox"/> Evidence of access to and from waters adjoining the property such as paths, boat slips, launches, piers and docks as observed. (5.B.vii)</p> <p>Yes <input type="checkbox"/> Character and location of evidence of possession or occupation along the perimeter of the property by both the occupant and the adjoiner (5.C.i)</p> <p>Yes <input type="checkbox"/> Character and location of improvements within 5 feet of the boundary lines. (5.C.ii)</p> <p>Yes <input type="checkbox"/> Character and location of potential encroachments (5.C.iii)</p> <p>Yes <input type="checkbox"/> Location of all buildings on the property. (5.D)</p> <p>Yes <input type="checkbox"/> Evidence of easements or servitudes which appear to burden the property per recorded document and observed at the project site. (5.E.i & (6.C.i)</p> <p>Yes <input type="checkbox"/> Evidence of easements or servitudes which appear to burden the property not disclosed in the recorded documents provided to surveyor but observed at the project site. (5.E.ii)</p> |
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- Yes** Surface indications of underground easements or
NA servitudes on or across the property. (5.E.iii)
- Yes** Evidence of use of the property by those other than
NA the occupant (5.E.iv)
- Yes** Location of cemeteries, gravesites and burial
NA grounds disclosed by documents provided to the
surveyor or as observed. (5.F)
- Yes** Location of springs, ponds, lakes, streams and rivers
NA bordering on (within 5 ft.) or running through the
property as observed. (5.G.i)
- Yes** The location of any water boundary on the surveyed
NA property and a note on the survey noting the date
the boundary was measured. (5.G.ii and 6.B.vi)
- Yes** The current record description of the property and
NA any proposed legal descriptions (if necessary) (6.B.i)
- Yes** Direction and distances identified in the record
NA description of the property. Show record vs.
measured when there is a difference that is deemed
significant. (6.B.iii)
- Yes** Dimensional data necessary to compute a
NA mathematical closure of the boundary. A note if the
record description does not close. Note the basis of
bearings on the survey and the difference if it does
not match the bearings in the record description.
(6.B.iv)
- Yes** The remainder of any recorded lot or parcel shall be
NA graphically depicted even if the surveyed property
is composed of only a portion of such lot or parcel.
(6.B.v)
- Yes** Contiguity, gaps or overlaps with adjoiners. Let
NA client know immediately if there is a potential issue.
(6.B.vii)
- Yes** Notes explaining any significant differences
NA between the record and surveyed boundaries on
the face of the survey drawing. (6.B.viii)
A note on the face of the survey drawing explaining
why the Relative Positional Precision allowed under
Section 3.E.v has been exceeded. (6.B.ix)
- Yes** A note on the face of the survey drawing
NA identifying the title commitment number, effective
date and name of insurer. (6.B.x)
- Yes** Location, width, and recording information of all
NA plottable rights of way, easements and servitudes.
(6.C.i)
- Yes** Summary notes regarding rights of way, easements
NA and servitudes evidenced by record documents.
(6.C.ii)
- Yes** A note if no physical access to a public way was
NA observed during the survey fieldwork. (6.C.iii)
- Yes** Location and width of abutting or crossing rights of
NA way and the source of the information. (6.C.iv)
- Yes** Identify the titles of recorded plats, filed maps, right
NA of way maps or similar which the survey represents.
(6.C.v)
- Yes** Label non-platted adjoining land with names and
NA recording data identifying the owners of said
adjoining land. For platted adjoining land label the
plat name and recording data. (6.C.vi)
- Yes** Plotted setbacks or building restrictions per a plat
NA or recorded documents provided to the surveyor.
(6.C.vii)
- Yes** Sheet size, north arrow, scale, legend, vicinity map.
NA (6.D.i and 6.D.ii.c.d.e)
- Yes** Supplemental or detail diagrams when necessary
NA (6.D.ii.f)
- Yes** Label "No Buildings Existing on the Surveyed
NA Property" if there are no visible buildings. (6.D.iii.b)
- Yes** Label the Surveyor's project number, the Name,
NA registration, license number, seal, street address,
phone number and email address of the surveyor
signing the drawing. Surveyor's signature. (6.D.ii.h)
- Yes** Label sheet numbers (6.ii.j)
NA
- Yes** Sheet title: ALTA/NSPS Land Title Survey (6.D.ii.k)
NA
- Yes** Standard certification (7)
NA
- Yes** Deliverables (8)
NA

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OPTIONAL TABLE A ITEMS

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- Yes 1. Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
NA
- Yes 2. Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.
NA
- Yes 3. Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.
NA
- Yes 4. Gross land area (and other areas if specified by the client).
NA
- Yes 5. Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, and originating benchmark identified.
NA
- Yes 6. (a) If set forth in a zoning report or letter provided to the surveyor by the client, list the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements. Identify the date and source of the report or letter.
NA (b) If the zoning setback requirements are set forth in a zoning report or letter provided to the surveyor by the client, and if those requirements do not require an interpretation by the surveyor, graphically depict the building setback requirements. Identify the date and source of the report or letter.
- Yes 7. (a) Exterior dimensions of all buildings at ground level.
NA (b) Square footage of:
 (1) exterior footprint of all buildings at ground level.
 (2) other areas as specified by the client.
 (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.
- Yes 8. Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).
NA
- Yes 9. Number and type (e.g., disabled, motorcycle, regular and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.
NA
- Yes 10. (a) As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties (client to obtain necessary permissions).
NA (b) As designated by the client, a determination of whether certain walls are plumb (client to obtain necessary permissions).
- Yes 11. Location of utilities existing on or serving the surveyed property as determined by:
NA
 - observed evidence collected pursuant to Section 5.E.iv.
 - evidence from plans requested by the surveyor and obtained from utility companies, or provided by client (with reference as to the sources of information), and
 - markings requested by the surveyor pursuant to an 811 utility locate or similar requestRepresentative examples of such utilities include, but are not limited to:
 - Manholes, catch basins, valve vaults and other surface indications of subterranean uses;
 - Wires and cables (including their function, if readily identifiable) crossing the surveyed property, and all poles on or within ten feet of the surveyed property. Without expressing a legal opinion as to the ownership or nature of the potential encroachment, the dimensions of all encroaching utility pole crossmembers or overhangs; and
 - Utility company installations on the surveyed property.

Note to the client, insurer, and lender - With regard to Table A, item 11, source information from plans and markings will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary.

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Yes 12. As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands).
NA

Yes 13. Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."
NA

Yes 14. As specified by the client, distance to the nearest intersecting street.
NA

Yes 15. Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for the showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor shall (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.
NA

Yes 16. Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.
NA

Yes 17. Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
NA

Yes 18. If there has been a field delineation of wetlands conducted by a qualified specialist hired by the client, the surveyor shall locate any delineation markers observed in the process of conducting the fieldwork and show them on the face of the plat or map. If no markers were observed, the surveyor shall so state.
NA

Yes 19. Include any plottable offsite (i.e., appurtenant) easements or servitudes disclosed in documents provided to or obtained by the surveyor as a part of the survey pursuant to Sections 5 and 6 (and applicable selected Table A items) (client to obtain necessary permissions).
NA

Yes 20. Professional Liability Insurance policy obtained by the surveyor in the minimum amount of \$_____ to be in effect throughout the contract term. Certificate of Insurance to be furnished upon request.
NA

Yes 21. _____
NA _____

