

Minimum Standard Detail Requirements For ALTA/NSPS Land Title Standards Checklist

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

Section 1

- Yes ☐ Prepared a complete 2021 ALTA/NSPS Land Title Survey
NA ☐ that includes on-site field work, the relationship to
record documents, negotiated Table A and the standard
certification. (1)

Section 2

- Yes ☐ Client requested a survey including Table A requirements
NA ☐ and provided written authorization to proceed and access
to the property (2)

Section 3

- Yes ☐ Determine the Normal Standard of Care defined by
NA ☐ the practice of "prudent surveyors" in the locale of the
property to be surveyed. (3.B & 3.C)
- Yes ☐ Established and/or retraced the property boundary and
NA ☐ corners in accordance with boundary law principals and
evidence found in the course of the survey. (3.D)
- Yes ☐ Measurement Standards (3.E)
NA ☐

Section 4

- Yes ☐ Received most current title commitment and applicable
NA ☐ documents (or other title evidence satisfactory to the title
insurer) (4)

Section 5

- Yes ☐ Location and Description (size and type) of monuments
NA ☐ or lines that control boundaries of the surveyed property.
(5.A.i&ii and 6.B.ii)
- Yes ☐ The distance from the appropriate corner(s) to the nearest
NA ☐ right of way line if the property does not abut a right of
way line. (5.B.i)

- Yes ☐ The name of any street, highway or other public or
NA ☐ private way abutting the property. (5.B.ii)

- Yes ☐ The width and location of the traveled way relative to
NA ☐ the nearest boundary line of the surveyed property.
(5.B.ii)

- Yes ☐ Visible evidence of physical access to abutting streets,
NA ☐ highways or other public or private ways. (5.B.iii)

- Yes ☐ Depict the location and character of points of access by
NA ☐ those other than the apparent occupant. I.e: driveways,
alleys, private roads, sidewalks and footpaths (5.B.iv)

- Yes ☐ The location and extent of potentially encroaching
NA ☐ driveways, alleys and other ways of access from adjoining
properties as observed. (5.B.v)

- Yes ☐ Evidence and location of parcel corners recovered which
NA ☐ may indicate the width and/or location of adjacent right
of way lines (5.B.vi)

- Yes ☐ Evidence of access to and from waters adjoining the
NA ☐ property such as paths, boat slips, launches, piers and
docks as observed. (5.B.vii)

- Yes ☐ Character and location of evidence of possession or
NA ☐ occupation along the perimeter of the property by both
the occupant and the adjoiner (5.C.i)

- Yes ☐ Character and location of improvements within 5 feet of
NA ☐ the boundary lines. (5.C.ii)

- Yes ☐ Character and location of potential encroachments
NA ☐ (5.C.iii)

- Yes ☐ Location of all buildings on the property. (5.D)
NA ☐

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Yes ☐ Evidence of easements or servitudes which appear to
NA ☐ burden the property per recorded document and observed
at the project site. (5.E.i)

Yes ☐ Evidence of use of the property by those other than the
NA ☐ occupant (5.E.ii)

Yes ☐ Surface indications of underground easements or
NA ☐ servitudes on or across the property. (5.E.iii)

Yes ☐ Evidence on or above the surface or the surveyed property
NA ☐ which may indicate utilities located on, over, or beneath
surveyed property (5.E.iv)

Yes ☐ Location of cemeteries, gravesites and burial grounds
NA ☐ 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)

Section 6

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 any
NA ☐ proposed legal descriptions (if necessary) (6.B.i)

Yes ☐ Direction and distances identified in the record description
NA ☐ of the property including the point of beginning, remote
point of beginning, or point of commencement. Show
record vs. measured when there is a difference that is
deemed significant. (6.B.iii)

Yes ☐ Dimensional data necessary to compute a mathematical
NA ☐ 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 adjoining. Let client
NA ☐ know immediately if there is a potential issue. (6.B.vii)

Yes ☐ Notes explaining any significant differences between the
NA ☐ record and surveyed boundaries on the face of the survey
drawing. (6.B.viii)

Yes ☐ The location of buildings on the surveyed property
NA ☐ dimensioned perpendicular to those perimeter boundary
lines that the surveyor deems appropriate.. (6.B.ix)

Yes ☐ A note on the face of the plat or map explaining the site
NA ☐ conditions that resulted in a Relative Positional Precision
that exceeds the maximum allowed pursuant to Section
3.E.v. (6.B.x)

Yes ☐ A note on the face of the survey drawing identifying the
NA ☐ title commitment number, effective date and name of
insurer. (6.B.xi)

Yes ☐ A note on the face of the plat or map identifying the
NA ☐ source of the title commitment or other title evidence
provided pursuant to Section 4, and the effective date
and the name of the insurer of same.

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 and
NA ☐ servitudes evidenced by record documents. (6.C.ii)

Yes ☐ A note if no physical access to a public way was observed
NA ☐ during the survey fieldwork. (6.C.iii)

Yes ☐ Location and width of abutting or crossing rights of way
NA ☐ and the source of the information. (6.C.iv)

Yes ☐ Identify the titles of recorded plats, filed maps, right of
NA ☐ way maps, or similar which the survey represents. (6.C.v)

Yes ☐ Label non-platted adjoining land with names, recording
NA ☐ data, and tax parcel number 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 or
NA ☐ recorded documents provided to the surveyor. (6.C.vii)

Yes ☐ A note if no physical access to an abutting street,
NA ☐ highway, or other public or private way was observed in
the process of conducting the fieldwork. (6.C.viii)

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Yes ☐ Sheet size, north arrow, scale, legend, vicinity map. (6.D.i and 6.D.ii.c.d.e)

Yes ☐ Supplemental or detail diagrams when necessary (6.D.ii.f)
NA ☐

Yes ☐ Label "No Buildings Existing on the Surveyed Property" if
NA ☐ there are no visible buildings. (6.D.ii.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 ☐

Section 7

Yes ☐ Standard certification (7)
NA ☐

Section 8

Yes ☐ Deliverables (8)
NA ☐

ALTA/NSPS Optional Table A Checklist

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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 surveyed 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 when appropriate.
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, list the above items on the plat or map and 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 on the plat or map. Identify the date and source of the report or letter.

(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 ☐ 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.
- 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. 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 ☐
- Yes ☐ 11. Evidence of underground utilities existing on or serving the surveyed property as determined by:
NA ☐
a.) plans and/or reports provided by client (with reference as to the sources of information)
b.) markings coordinated by the surveyor pursuant to private utility locate request

Note to the client, insurer, and lender - With regard to Table A, item 11, information from sources checked above 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 may be necessary.
- 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). The relevant survey requirements are to be provided by the client or the client's designated representative.
NA ☐

ALTA/NSPS Optional Table A Checklist

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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 must (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. 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 ☐ 19. 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 ☐ 20. _____
NA ☐ _____

