

Farm Bill Program
Easement Survey Checklist

District Conservationist and Landowner

- 1) ☐ Proposed easement, exclusion area(s) and Rights of Way delineated on aerial photography and clearly identified in field. Landowner signs and dates aerial photo to verify that he/she agrees with the boundaries.
- 2) ☐ Description of parent tract from Title Search.
- 3) ☐ Landowner is asked if he/she knows of any right-of-ways or other ownership concerns that are not in the deed.
- 4) ☐ Verify that the landowner has total ownership/control of the easement area.

All items have been completed: _____ Date: _____

State Office

- 1) ☐ Metes and Bounds description of easement, full size and half size drawings (3 copies).
- 2) ☐ Easement number
- 3) ☐ County
- 4) ☐ Statement: THIS IS TO CERTIFY THAT THIS SURVEY, DONE BY THE UNDERSIGNED, WAS DONE ON THE GROUND IN ACCORDANCE WITH THE MOST RECENT MINIMUM STANDARDS FOR PROPERTY BOUNDARY SUVEYS- AS SET FORTH BY THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS. THE ACCURACY AND POSITION TOLERANCE ARE ALSO IN ACCORDANCE WITH RURAL SURVEYS.
- 5) ☐ West Virginia surveyor seal
- 6) ☐ Table displaying State Plane Coordinates for all angle points
- 7) ☐ Angle-points for easement and any exclusion area(s) clearly identified
- 8) ☐ Intermediate points if line lengths exceed 500 feet
- 9) ☐ Angle-points and intermediate points monumented and identified with witness posts
- 10) ☐ Right of Ways
- 11) ☐ Route of ingress and egress to easement and all exclusion area(s) shown and described
- 12) ☐ Easement acreage
- 13) ☐ Adjoiners with deed book and page number
- 14) ☐ Ties to existing corners
- 15) ☐ Utilities
- 16) ☐ North arrow
- 17) ☐ Bar scale
- 18) ☐ Legend
- 19) ☐ Metes and Bounds description of survey agrees with plat
- 20) ☐ Electronic drawing file of georeferenced easement boundary compatible with SurvCADD
- 21) ☐ Description of Survey in MSWord format.

All items have been completed: _____ Date: _____

District Conservationist and Landowner

- 1) ☐ Verify all angle-points and intermediate points for the easement have been monumented and identified with witness posts and easement signs
- 2) ☐ Verify all exclusion area(s) have been monumented and identified with witness posts and easement signs
- 3) ☐ Verify all utilities are shown
- 4) ☐ Verify all Right of Ways are shown

All items have been completed: _____ Date: _____