

Reviewing an ALTA / ACSM Land Title Survey requires detailed scrutiny to ensure that all minimum and negotiated requirements were met. Below is a checklist that may help facilitate the review process.

This checklist is intended *only* as a useful tool. Please refer to the full text of the 2011 Minimum Standard Detail Requirements for ALTA / ACSM Land Title Surveys for explicit and exact wording.

Visit www.PARTNEResi.com for more ALTA Survey resources and information.

Section 5. Field Work

A. Monuments

- ___ 5.A.i. Location and description of monuments or lines controlling surveyed property
- ___ 5.A.ii. Location, size and type of monuments found or set on surveyed property boundaries

B. Rights of Way and Access

- ___ 5.B.i. Distance to the nearest right of way line, if surveyed property does not border on a right of way
- ___ 5.B.ii. Name of any right of way abutting surveyed property; width and location of the pathway or road relative to nearest boundary of surveyed property
- ___ 5.B.iii. Visible evidence of access to any abutting public ways such as drive aprons
- ___ 5.B.iv. Location and character of ways of access by those other than the apparent occupants of surveyed property to or across surveyed property
- ___ 5.B.v. Location and extent of potentially encroaching ways of access on, to or from adjoining properties
- ___ 5.B.vi. Where record documentation was not provided or available, the evidence of location or monumentation of parcel corners that might indicate width or location of abutting right of ways
- ___ 5.B.vii. Evidence of access to and from waters adjoining surveyed property

C. Lines of Possession, and Improvements along the Boundaries

- ___ 5.C. i. Character and location of evidence of possession or occupation along perimeter of surveyed property by occupants and joiners
- ___ 5.C. ii. Character and location of improvements within five feet of each side of boundary lines
- ___ 5.C. iii. Evidence, location and extent of potentially encroaching structural appurtenances and projections onto or from adjoining property, rights of way, easements, or setback lines disclosed in record documents

D. Buildings

- ___ Locations of all buildings on surveyed property and perpendicular distance from nearest building corner to the nearest perimeter boundary line(s)

E. Easements and Servitudes

- ___ 5.E. i. Evidence of easements or servitudes burdening surveyed property, disclosed by record documents or field observed

- ___ 5.E. ii. Evidence of easements or servitudes not disclosed by record documents, but observed on or across surveyed property and on adjoining properties if they appear to affect surveyed property
- ___ 5.E. iii. Surface indications of underground easements or servitudes on or across surveyed property
- ___ 5.E. iv. Evidence of use of surveyed property by other than apparent occupants

F. Cemeteries

- ___ Location of cemeteries, gravesites and burial grounds disclosed by record documents or field observed

G. Water Features

- ___ 5.G. i. Location of springs, ponds, lakes, streams and rivers bordering on or running through surveyed property
- ___ 5.G.ii Location of any water boundary; attributes of the water feature located should be congruent with the boundary described in record description

Section 6. Plat or Map

A. Evidence and locations gathered during field work

B. Boundary, Descriptions, Dimension and Closures

- ___ 6.B. i. Current record description of surveyed property and any new description prepared during survey with a statement explaining its necessity (a new description should be avoided unless necessary)
- ___ 6.B. ii. Location and description of monuments, lines, and evidence controlling the boundaries of surveyed property; or evidence used to establish or retrace boundaries and their relationship to the boundaries
- ___ 6.B. iii. Labels for all distances and directions identified in record and new description of surveyed property; any significant differences in measured/calculated dimension from record dimension
- ___ 6.B. iv. Directional, distance, and curve data necessary to compute mathematical closure of surveyed property; a note if the record description does not close; basis of bearings and any difference from the record basis
- ___ 6.B. v. Depiction of remainder of any parent lot or parcel when surveyed property comprises only a portion of such lot
- ___ 6.B. vi. For water boundaries: note of the date measured; which attributes of the water feature were located; a caveat that boundary is subject to change by natural forces
- ___ 6.B. vii. Relationship of boundaries of surveyed property with adjoiners such as gaps or overlaps; boundaries between multiple parcels within a surveyed property
- ___ 6.B. viii. Note of any significant differences from record or fundamental decisions regarding property boundary when otherwise not clear
- ___ 6.B. ix. If applicable, a note explaining site conditions that resulted in a Relative Positional Precision that exceeds maximum allowed
- ___ 6.B. x. Note identifying title commitment/policy number, effective date and name of insurer

C. Easements, Servitudes, Rights of Way, Access and Record Documents

- ___ 6.C. i. Width and recording information of all plottable rights of way, easements, and servitudes burdening and benefitting surveyed property

- ___ 6.C. ii. Note regarding any right of way, easement or servitude in a record document which is unlocatable, not observed, a blanket easement, is off-site of the surveyed property, limits access to an abutting right of way, or affects certain parcels of a multiple-parcel surveyed property.
- ___ 6.C. iii. Note if no physical access to a public way was observed
- ___ 6.C. iv. Width of abutting rights of way and source of information
- ___ 6.C. v. Identifying titles, recording and filing data of all plats, maps or documents which the survey represents
- ___ 6.C. vi. For non-platted adjoining land, names and recording data identifying adjoining owners according to current public records. For platted adjoining land, the recording data of the subdivision plat.
- ___ 6.C.vii Platted setback or building restriction lines which appear on recorded subdivision plats or in provided record documents

D. Presentation

- ___ 6.D. i. Appropriate sheet size, graphic scale, scale in words, boundary line appearance to be bolder and darker than other survey lines, north arrow, legend, and vicinity map
- ___ 6.D. ii. Supplemental diagrams as necessary
- ___ 6.D. iii. If applicable, a note containing "No buildings existing on the surveyed property"
- ___ 6.D. iv. Surveyor's information: project number, name, registration or license number, signature, seal, street address, telephone number, and email address. Date(s) of any revisions made by surveyor.
- ___ 6.D. v. Sheet numbers (if more than one sheet)
- ___ 6.D. vi. Caption "ALTA/ACSM Land Title Survey"

Section 7. Certification

- ___ ALTA/ACSM designated certification language

Table A Optional Items as Agreed Upon

- ___ 1. Monuments placed or referenced at property boundary corners
- ___ 2. Addresses
- ___ 3. Flood zone classification
- ___ 4. Gross land area
- ___ 5. Vertical relief, contour interval, datum, and originating benchmark
- ___ 6.(a) Current zoning classification as provided by insurer
- ___ 6.(b) Current zoning classification, building setback requirements, height and floor space area restrictions as provided by the insurer
- ___ 7.(a) Exterior dimensions of buildings
- ___ 7.(b)1 Square footage of exterior footprint of buildings
- ___ 7.(b)2 Square footage of specified other areas of buildings
- ___ 7.(c) Measured height of buildings
- ___ 8. Other substantial features
- ___ 9. Parking: striping, number, and type of parking spaces
- ___ 10.(a) Division or party walls of adjoining properties

- ___ 10.(b) Determination of whether walls are plumb
- ___ 11.(a) Utilities: observed evidence
- ___ 11.(b) Utilities: observed evidence and evidence from plans, markings by utility companies, and other sources
- ___ 12. Government agency requirements
- ___ 13. Names of adjoining owners of platted lands
- ___ 14. Distance to nearest intersecting street
- ___ 15. Rectified orthography, photogrammetric mapping, airborne/mobile laser scanning, etc.
- ___ 16. Evidence of earth moving work, building construction, or building additions
- ___ 17. Proposed changes in street right of way lines
- ___ 18. Evidence of solid waste dump, sump, or landfill
- ___ 19. Location of wetland areas
- ___ 20.(a) Improvements within offsite easements or servitudes benefitting surveyed property
- ___ 20.(b) Monuments placed (or referenced) for offsite easements or servitudes benefitting surveyed property
- ___ 21. Surveyor obtains professional liability insurance in amount of \$_____ for contract term.
- ___ 22. (Blank, for other negotiated items)