

## SURVEY REQUIREMENTS FOR SMITH-ROBERTS NATIONAL PROJECTS

### I. GENERAL

All surveys shall be performed in accordance with "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys," jointly established and adopted by ALTA and NSPS in 2011, and including Items 1, 2, 3, 4, 6, 7(a)(b1)(c), 8, 9, 11(a), 16, 17 and 18 of Table A contained therein, or as specifically modified below.

Copies of the 2011 ALTA/ACSM Minimum Standard Detail Requirements are available for download at [www.smith-roberts.com](http://www.smith-roberts.com)

### II. ADDITIONAL REQUIREMENTS AND CLARIFICATION OF SPECIFICATIONS

#### A. CERTIFICATION

The following certificate language is to appear on the survey. The ALTA standards do not allow for any additions or modifications to this language.

*To (name of insured, if known), (name of lender, if known), (name of insurer, if known), (names of others as negotiated with the client):*

*This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6b, 7(a)(b1)(c), 8, 9, 11(a), 16, 17 and 18 of Table A thereof.*

*The field work was completed on [insert date]*

*Date of Plat or Map [insert date]*

---

*(Surveyor's signature, printed name and seal with Registration/License Number)*

#### B. SUBMITTALS

Initial - PDF will needs to be emailed to the Survey Coordinator for initial review.

Second - revised PDF will be emailed to the Coordinator for distribution to other parties for review.

Final - Signed PDF can be emailed to the Coordinator or Ten folded copies can be sent via overnight delivery for final distribution.

C. DRAWING

1. Drawing sheets should be no smaller than 24" x 36" and no larger than 30" x 42" with one and one-half inch binding edge and one-half inch borders, if possible. Existing surveys which can be updated may be larger.
2. Use the largest convenient scale possible.
3. The site name, street address, and city and state shall be placed on the survey.
4. A vicinity map showing the project location must be shown on the survey.
5. If Schedule A in the title commitment contains appurtenant easement parcels, the survey shall show the parcels of land benefitting the subject property. This can be either to scale on the drawing, or by placing an exhibit on the drawing showing the relationship of the subject property to the easement parcel. Any plat, recorded or otherwise, which clearly shows the appurtenant easement area will be acceptable.

D. EASEMENTS AND APPURTENANT EASEMENTS

1. The coordinator will provide the surveyor with copies of all survey-related documents listed in Schedule B in the Title Commitment. All easements and other matters for which legal or other descriptions are provided in such documents must be plotted and identified by recording information (Book and Page or document number of instrument)

- a. If the easement affects the property, it will be shown on the drawing and a note similar to the following will be placed on the drawing:

The easement in favor of \_\_\_\_\_ recorded in Book \_\_, Page \_\_, affects the property and is shown hereon.

- b. If the easement is a blanket-type easement which affects the entire property, make a statement similar to the following:

This property is subject to a blanket type Easement in favor of \_\_\_\_\_ and recorded in Book \_\_\_\_\_, Page \_\_\_\_\_. Any above ground indication of the utility covered by said easement has been shown hereon.

- c. If the easement does not affect the property, make a statement similar to the following:

The easement in favor of \_\_\_\_\_ recorded in Book \_\_\_\_\_, Page \_\_\_\_ does not affect the subject property.

2. If appurtenant easements benefitting the subject property are listed in Schedule B of the title commitment, but not included in Schedule A, then a statement similar to the following will be added to the legal description in the Surveyor's Certificate following the subject property description:

TOGETHER WITH the terms and conditions for purposes of pedestrian, vehicular ingress/egress and utility easements, as set forth in (Name of Document) , recorded in Book \_\_\_\_\_, Page \_\_\_\_.

Please contact the survey coordinator if there are questions as to whether additional appurtenant easements should be added to the insured legal description.

3. Note possibilities of prescriptive rights-of-way or unrecorded easements visible on the site or otherwise known to the surveyor including statutory section line roads.

#### E. LEGAL DESCRIPTION

1. Must mathematically close.
2. Should be identical to that shown in Schedule A in the Title Commitment, if possible. If the record legal description is incomplete or incorrect and a new metes and bounds description is created, a note shall be placed on the survey stating that:
3. All distances and bearings shown in the legal description must be shown on the plat.
  - a. Show the point of commencement and all calls to the point of beginning.
  - b. Curves shall show radius, arc length, and chord distance and bearing, in addition to any curve data provided in the legal description.
  - c. Bearing base shown somewhere on survey.

#### F. ZONING

1. Indicate zoning of the property; if more than one zone, show the extent of each.
2. Plot and label any building or setback requirements. List the maximum height requirement, the bulk or density requirement for the applicable zoning, and the parking requirement for the site's use.

G. UTILITIES

Location of utilities is to be limited to above ground indication of existing utilities such as poles, guys, transformers, meters, manholes, etc. Research available utility location maps from the municipality or utility companies, and show the location of any public utility with a qualification such as per site plan or per city engineers plans.

The following utility statement note may be placed on the survey:

UTILITY STATEMENT:

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION, ATLAS MAPS AS MAY BE AVAILABLE FROM MUNICIPALITIES OR UTILITY COMPANIES, AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES STATE THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

H. CONTIGUITY

If the property contains several parcels, the survey should show interior lines and facts sufficient to permit the title company to insure contiguity. The following note shall be placed on the Survey:

"All parcels shown hereon are contiguous and contain no gores, gaps or overlaps along their common boundaries, unless shown or noted hereon."

I. PARKING

Show all parking areas and, if striped, the striping and the type of space (e.g., handicapped, regular, compact, etc.) and the total number of spaces. Designate all "handicap" or "compact" spaces on the survey.

If the property is benefitted by parking rights on adjacent REA's, the total number of spaces with the REA needs to be listed separately. If the subject property contains underground parking or multiple story parking structures, list the total number of parking spaces either underground or in the parking structure and for each level of the structure.

III. DETAIL OF OF BUILDING

The square footage of the footprint of the building is to be shown on the survey.

The height of the building in FEET will be shown as a relationship to the finished floor of the first floor. The number of stories will be shown as well as a brief description of the composition of the building (i.e. - brick, masonry, etc.).

- V. Please provide a full size copy of any subdivision plat, if any, referenced in the legal description.