



J.R.C. - SURVEY CHECK LIST

1. ALL SURVEYS SHOULD BE NO OLDER THAN SIX MONTHS.
2. Surveys have to be spatially referenced (earth referenced) in the National Spatial Reference System (currently NAD 83, State Plane Coordinates), please include state plane coordinates in the Metes and Bounds descriptions and on the Mylar drawing/s per City Ordinance 2003-1292, Article IV, Chapter 33, City Surveys of the City of Houston Code of Ordinances. Show grid coordinates at a minimum on POC and POB; also show scale factor.
3. If the parcel is located in the area of the City of Houston Centerline Reference Rods there must be ties to the reference lines shown on the map and called in the metes and bounds.
4. Each parcel will have metes and bounds descriptions on a separate sheet/s of paper other than the Mylar drawing.
5. The Mylar drawing and metes and bounds must be signed, dated and ink stamped.
6. Each Mylar drawing will include a City of Houston signature block. The block can be found at the City of Houston website (You must have Autocad or some other form of drawing application to read/open the file). Title block must be 4.5" X 4.5" to fit City drawing number stamp in lower right side of the Mylar map/s.
 - The template is located at the following link: *Title 11X17.DXF* (JAN. 19, 2012)
 - <http://documents.publicworks.houstontx.gov/document-center>
 - Follow the Categories below:
 - Engineering and Construction
 - Drawings
 - Cadd Templates
 - Land Survey
7. Include the Key Map page # and block letter in the title block.
8. Include the Facet/GIMS number in the title block.
9. The smallest acceptable Mylar drawing size is 11"x17".

10. Each easement that affects the parcel area must be listed along with Harris County Clerk File Numbers for all abutting property owner(s) and easements listed on the Mylar drawing.
11. ALL CALLS AND COORDINATES ON THE METES AND BOUNDS AND MYLAR DRAWINGS MUST MATCH AND MATHEMATICALLY CLOSE.
12. The Point of Beginning (POB) must be reflected in the metes and bounds and on the Mylar drawing. A Point of Commencing is recommended where necessary.
13. Enlarged details of all encroachments must be reflected and encroachments into the City right-of-way must reflect the right-of-way, right-of-way widths and the street/avenue/road name. (Ensure proposed and existing rights-of-way are reflected on the Mylar drawing.)
14. If the project requires TxDOT, Harris County, Metro, CenterPoint approval, the City expects as a deliverable, a final corresponding agency approved, signed and sealed Mylar drawing and a signed and sealed metes and bounds.
15. All metes and bounds and Mylar drawings prepared for a CenterPoint pipeline to be centerline descriptions and drawings (samples are available upon request). Please note that CenterPoint does not permit anyone to run along pipeline/underground easement area but can cross it (approval is necessary see #17).
16. All plan approvals from public and/or private utilities must be obtained prior to submission, if possible.
17. Maps and metes and bounds shall meet Texas Board of Professional Land Surveying requirements.
18. All maps and metes and bounds must conform to the rules and regulations of a Category 1 Land Title Survey per the current Manual of Practice, promulgated by the Texas Society of Professional Surveyors if this standard is called.
19. If you have any further questions concerning Mylar drawings or metes and bounds description issues, please contact George Rodriguez at (832) 395-2380, george.rodriguez2@houstontx.gov or Rodney Sanders at (832) 395-2382, rodney.sanders@houstontx.gov.