



EASEMENT APPROVAL - SURVEY CHECKLIST

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 within the 1869 W. E. Woods map the City of Houston Reference Rod System must be used, showing rods referenced with offset ties to the reference lines shown on the exhibit and called in the metes and bounds. If the survey falls within the Downtown Centerline Reference Rod System Revitalization maps (City DWG. #46402) these must be used.
4. ___ Each parcel will have metes and bounds descriptions on a separate sheet/s of paper other than the Mylar drawing. Determine how many parcels you need and contact the City of Houston project manager to request a block of parcel numbers corresponding to the type of easements needed (i.e. street, sanitary, sewer, water, etc.) and include them on the field notes and Mylar drawings according to project parcel order prior to survey submittal. Please ensure that all parcel numbers coincide on both the Mylar drawing and meets and bounds description.
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://edocs.publicworks.houstontx.gov/engineering-and-construction.html>
 - Follow the Categories below:
 - 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 Mylar drawing must depict the entire parent tract in relation to the subject parcel and all visible improvements within parcel area (i.e. trees, signs, fences etc.) and any visible improvements outside of our proposed acquisition area which may be affected by the taking (i.e. buildings, fences, parking areas, etc.). Additionally, building set back lines must be reflected on the mylar drawings.
11. ____Each easement that affects the parcel area must be listed along with Harris County Clerk File Numbers for all abutting property owner(s) and all easements listed on the Mylar drawing.
12. ____ALL CALLS AND COORDINATES ON THE METES AND BOUNDS AND MYLAR DRAWINGS MUST MATCH AND MATHEMATICALLY CLOSE.
13. ____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.
14. ____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.)
15. ____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.
16. ____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).
17. ____All plan approvals from public and/or private utilities must be obtained prior to submission, if possible.
18. ____Maps and metes and bounds shall meet Texas Board of Professional Land Surveying requirements.
19. ____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.
20. If you have any further questions concerning Mylar drawings or metes and bounds description issues, please contact George Rodriguez at (832) 395-2380, george.rodriquez2@houstontx.gov or Rodney Sanders at (832) 395-2382, rodney.sanders@houstontx.gov.

Common issues with surveys:

1. Misspellings (typos or copy & paste errors) and wrong bearing quadrant called (East instead of West, etc.), insure that what is in metes and bounds match the information in the drawing, including punctuations and capitalization.
2. Drawing scale called on map does not match actual scale.
3. Transparencies are too light on drawing to be reproducible.
4. Not showing all easements on subject property that effect the survey.
5. Calling Right-of-Way dedications that did not dedicate, but shows or mentions the Right-of-Way. Call the record that created it.

Surveyor of Record Signature