



**EASEMENT APPROVAL - SURVEY CHECK LIST**

- \_\_\_1. ALL SURVEYS SHOULD BE NO OLDER THAN SIX MONTHS.
- \_\_\_2. Surveys must to be spatially referenced (earth referenced) in the National Spatial Reference System (currently NAD 83, Texas Plane Coordinates), please include Texas 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. Show scale factor in metes & bounds and drawing. Refer to the current City of Houston Infrastructure Design Manual.
- \_\_\_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 bond paper other than the Mylar drawing. Parcel numbers will be assigned by the Survey Section.
- \_\_\_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: *COH Title 2018*
  - <https://www.publicworks.houstontx.gov/survey-section>
  - Follow the Category below:  
CAD Templates
- \_\_\_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. CIP projects must follow Ch. 2 of the IDM (Infrastructure Design Manual). Show 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](mailto:george.rodriquez2@houstontx.gov) or Rodney Sanders at (832) 395-2382, [rodney.sanders@houstontx.gov](mailto:rodney.sanders@houstontx.gov).

Sign Checklist and include with survey: \_\_\_\_\_

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, as well as all area calls.
2. Drawing scale called on map does not match actual scale.
3. No bar (graphical) scale included that matches drawing scale.
4. Transparencies are too light on drawing to be reproducible.
5. Not showing all easements on subject property that effect the survey.
6. Calling Right-of-Way dedications that did not dedicate, but shows or mentions the Right-of-Way; this is OK if supporting width. However, call the record that created it as well.
7. Subject Parcel should be a bolder line type than other boundary lines.
8. Current Title Block. This can be found at link below along with other useful documents.  
<https://www.publicworks.houstontx.gov/ecd/survey-section.html>
9. Surveyors Seal is indistinguishable and does not reproduce.
10. Survey Firm contact information not shown, Address and/or Phone Number.
11. Abstract not called out or no Abstract line shown when in vicinity of survey.
12. Does not call separate metes and bounds on drawing and same for drawing on metes and bounds.
13. Coordinates are Surface, should be Grid and check both POC & POB for correct location.
14. No Legend for abbreviations used in survey drawing.
15. Does not show Control Monuments used (CM) for survey determination.
16. Not showing acreage and square footage on map and metes & bounds.