

**ALTA/ACSM SURVEY CHECKLIST**

**1. Survey Information:**

- a. Caption “ALTA/ACSM Title Survey”
- b. Name, address, telephone number, email and signature of professional surveyor
- c. Surveyor’s official seal and registration number
- d. Surveyor’s job or file number
- e. Date of field work completion and any updates
- f. Date of plat or map and dates of any revisions
- g. Legal description
- h. Graphic Scale: shown in feet or meters  
Written Scale: noted under the graphic scale
- i. North Arrow clearly designated
- j. Legend designating all abbreviations and symbols shown on survey
- k. Point of Commencement/Point of Beginning clearly indicated.
- l. Basis of Bearing must be noted on the survey in note form or on the well fixed bearing line. If a solar base is used the date and time must be given. The North Arrow shall be referenced to its bearing base and should that bearing base differ from record title, that difference must be noted
- m. Vicinity Map referencing surveyed property to nearby highway or major street intersection.
- n. Signed surveyor’s certificate
  - i. Addressed to:
    - 1. Title Agent and Underwriter
    - 2. Lender
    - 3. Borrower
    - 4. Purchaser



Example: *To (name of insured),(name of lender), (name of insurer), (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 the ALTA and NSPS, and includes Items \_\_\_ of Table A thereof. The field work was completed on\_\_\_\_\_.*

*Date of Plat or Map: \_\_\_\_\_(Surveyor’s signature, printed name and seal and Registration/License Number)*

- n. Gross land area if required
- o. Distance to nearest intersecting street

**2. Plat or Map:**

- a. Boundary lines:
  - i. Straight:
    - 1. Bearing (direction in degrees, minutes, seconds) (e.g., S 74° 32' 00" E)
    - 2. Distance (feet and hundredths of feet) (e.g., 582.98')
  - ii. Curved:
    - 1. Radius
    - 2. Arc length
    - 3. Central angle ("Delta")
    - 4. Tangent or non-tangent
    - 5. Chord length and bearing (required if non-tangent curve)
  - iii. Monuments:
    - 1. Location and description of monuments or lines that control boundaries
    - 2. Locations, size and type of monuments found or set
  - iv. Water boundaries:
    - 1. Location of rivers, lakes, streams bordering or running through surveyed property
    - 2. Measure and dated
  - v. Surveyor must note where a measured dimension differs from the record dimension, and such dimensions must be shown in addition to and differentiated from. (e.g., measured v. recorded)
- b. Adjoining property shown and labeled:
  - i. Roads (widths and names) including private roads and unopened streets
  - ii. Subdivisions (name and recording information)
  - iii. Owner of adjoining property (name and deed/tax information)
  - iv. Extent of any gaps, gores or overlaps between adjoining and surveyed property
  - v. Determination of relationship and location of certain division or party wall
  - vi. Character and location of evidence of possession or occupation along perimeter of the subject property
- c. Title Commitment Information:
  - i. Name of Title Insurance Company
  - ii. Effective date of the commitment

- iii. Title commitment file number
- iv. Schedule B Part II Exceptions listed and whether or not the listed exceptions affect the subject property.
- d. Zoning:
  - i. Classification as of date of survey
  - ii. Subject property complies with the permitted uses of the zoning classification
  - iii. If possible, include zoning letter from a the appropriate zoning department or agency on plat or map

**3. Easements, Servitudes, Rights of Way, Access, and Recorded Instruments:**

- a. Exceptions located and labeled:
  - i. Name of instrument, parties or easement
  - ii. Located and shown
  - iii. Dimensions
  - iv. Recording information stated
- b. Set back lines and Building restrictions:
  - i. Shown
  - ii. Labeled (Record map, ordinance or restrictive covenant references)
- c. Necessary or useful access or easements
  - i. Note if no physical access is observed
- d. Insured easements and rights of way:
  - i. Shown and labeled including instrument recording reference
  - ii. Bearing and distances
  - iv. Width (note whether variable or of certain width)
  - v. Note if the easement :
    - 1. Cannot be located
    - 2. Is not visibly ascertainable
    - 3. Is a blanket easement
    - 4. Does not affect the subject property
    - 5. Limits access
    - 6. Identified affected property if more than one parcel part of surveyed property
- e. Physical access such as driveways and curb cuts to any abutting street, highway or other public ways
- f. The location and character of vehicular, pedestrian or other forms of access (such

as driveways, sidewalks, footpaths) by anyone other than the occupant of the surveyed property to or across the surveyed property

- g. Access to and from waters adjoining the surveyed property, such as paths, boat slips, launches, piers and docks
- h. Identify titles of all recorded plats, filed maps, right of way maps, or similar documents which the survey represents in whole or in part with recording data or filing data.
- i. Flood Hazard Area Certification with Flood Insurance Rate Map number and date

**4. Improvements:**

- a. Shown and labeled
- b. Physical address of buildings and structures
- c. Buildings and structures (height, area, perimeter dimensions; frame roof and exterior finishes)
- d. Distance to boundaries, easements, streets, setback lines
- e. Number of stories shown
- f. Location and description of all walls, buildings, fences and other improvements within five feet of each side of the boundary lines
- g. Location of improvements or monuments within any offsite easement or servitude benefiting the surveyed property
- h. Location of Utilities (e.g., sanitary sewer, storm sewer, cable, gas, power, telephone, water)
- i. Parking location shown with number, type and size of spaces
- j. Other physical objects or improvements not disclosed in the title commitment but visible– (e.g., manholes, guy wires, utility poles, sidewalks and landscaping)

**5. Cemeteries**

- a. Location of gravesites, cemeteries, burial grounds disclosed in recorded documents or observed while conducting survey, if any