

IMPORTANT NOTES

- If you are working under a City contract with a Work Breakdown Structure Number, contact surveyparcelreview@houstontx.gov for the appropriate checklist.
- Parcel Numbers will be assigned by the Survey Section.

METES & BOUNDS	MAP	GENERAL REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	All surveys must comply with the Texas Occupations Code, Texas Administrative Code, City of Houston Code of Ordinances and any other laws and regulations related to the practice of Land Surveying.
<input type="checkbox"/>	<input type="checkbox"/>	Survey is no more than 2 years old.
<input type="checkbox"/>	<input type="checkbox"/>	Survey is referenced to Texas State Plane Coordinate System, North American Datum 83, US Foot (specific zone noted).
<input type="checkbox"/>	<input type="checkbox"/>	Grid coordinates included for Point of Beginning (POB) and Point of Commencement (POC). (POB required, POC recommended).
N/A	<input type="checkbox"/>	All easements and setbacks abutting or intersecting with proposed dedication are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Scale factor to convert from "grid" to "surface" included.
N/A	<input type="checkbox"/>	Recording information shown for the parent tract and all tracts adjoining the proposed easement.
<input type="checkbox"/>	<input type="checkbox"/>	City of Houston survey title block used and measures 4.5 inches x 4.5 inches when printed. (Title Block Link).
<input type="checkbox"/>	<input type="checkbox"/>	The correct KeyMap Page(s) are included in the Title Block in “3 number plus one letter” (###a) format.
N/A	<input type="checkbox"/>	The <i>correct</i> Facet (aka Lambert) grid number(s) is shown in the title block.
N/A	<input type="checkbox"/>	Boundary line on survey map is a minimum width of 0.7 mm when printed.
N/A	<input type="checkbox"/>	Distance and direction to nearest cross street shown
<input type="checkbox"/>	<input type="checkbox"/>	Name, width and documents that <i>created</i> street rights of way are on map and description.
<input type="checkbox"/>	<input type="checkbox"/>	Verified that all recorded documents shown on the map and the metes & bounds description match.
<input type="checkbox"/>	<input type="checkbox"/>	Verified that all bearings, distances and calculated areas on metes & bounds description and survey map match
<input type="checkbox"/>	<input type="checkbox"/>	Everything legible, use details if needed.
<input type="checkbox"/>	<input type="checkbox"/>	Controlling monuments shown and referenced.
N/A	<input type="checkbox"/>	Verified that all documents referenced in the metes & bounds are shown on the map
<input type="checkbox"/>	<input type="checkbox"/>	Notes referring description to map and vice versa. Page numbers are not acceptable.

