

West Virginia Board of Professional Surveyors
Minimum Standards for Boundary Surveys – 23CSR5.7.3.h
Description/Report Requirements
Effective: May 1, 2008

Description/Report Title: _____ P.S. _____

7.3.h A description of survey shall be prepared for all boundary surveys and be provided to the client. Descriptions shall be written using either the perimeter method or the strip method and a reference to a simultaneously or previously recorded plat or report attaching them to and making them a part of the description. The following shall be included in a description of survey, when applicable.

7.3.h.1 Descriptions referenced to a centerline or baseline alignment shall include:

- (A) The basis of the centerline or baseline geometry. Yes No _____
- (B) The alignment geometry and control point monumentation shall be described in a manner that another licensee will be able to retrace the alignment at a later date. Yes No _____
- (C) The beginning and ending point of the alignment shall be tied to at least one property corner in the vicinity of each intersection of the alignment and the boundary line. An alignment that passes through multiple tracts shall be required to tie to at least one property corner in the vicinity of each intersection of the alignment and the boundary line. Yes No _____
- (D) The federal, state or local project numbers or references, if applicable. Yes No _____
- (E) Multiple alignments may be used in a description provided the required geometric information is included or referenced for all alignments. Yes No _____

7.3.h.2 Perimeter Description Method.

- (A) A perimeter description shall be described using metes and bounds and may be used for tracts of land or easements having any shape or strip length. Yes No _____
- (B) The preamble of a perimeter description shall include the general location information, which may include the watershed, topographic location or similar information that provides a general location of the tract or easement being described; the lot and block numbers of existing subdivision; district or municipality; county and state where the property is located; and the statement, "*more particularly described as follows:*" Yes No _____
- (C) The body of a perimeter description shall include the point of beginning; length and direction of each straight and curved line, including the required curve elements; the description of monumentation at each corner and relevant objects encountered along the line; the call for the adjoining landowners; the area of survey; the term "*as surveyed by*" followed by the name of the licensee or firm and survey dates. Strip perimeter descriptions shall include the alignment station reference and offset distance for any change in direction, significant point or event along the perimeter. Yes No _____

7.3.h.3 Strip Description Method.

- (A) A strip description may be used for stripes with a uniform or variable width when a centerline or baseline alignment is being used as the control. Yes No _____
- (B) The preamble of a strip description shall include the same requirements as a perimeter method preamble as set forth in subparagraph 7.3.h.2.B of this subdivision, if applicable. Yes No _____
- (C) The body of a uniform strip description shall include the same requirements as the perimeter method as set forth in subparagraph 7.3.h.2.C of this subdivision, if applicable, except the calls shall describe the centerline or baseline alignment rather than the perimeter and shall include: the overall width of the strip; the offset distances left and right of the alignment; and the length and direction of each straight and curved segment. Yes No _____
- (D) The body of a variable strip description shall include the same requirements as the perimeter method as set forth in subparagraph 7.3.h.2.C of this subdivision, if applicable, and the calls shall describe the centerline or baseline alignment as set forth in subparagraph 7.3.h.3.C of this subdivision, except any change in direction, significant point or event along either side of the strip shall be referenced by a station and offset distance along the alignment. Yes No _____

7.3.h.4 The perimeter or strip method being clause shall include whether it is the same as or part of an existing tract or the lot and block numbers for newly platted partitions or subdivision; the reference to the document by which the current owner claims title, including the grantor and grantee or deviser and devisee, date and recording reference. Yes No _____

7.3.h.5 The being clause shall be followed by the name, license number, signature, date of signature and seal of the licensee in professional charge. The name of a Surveyor Intern preparing the description should be shown, if applicable. In cases where the description is shown on the plat a single certification will cover both the description and the plat. Yes No _____

7.3.i The report of survey shall be used when the plat and the description of survey do not adequately address all matters considered by the surveyor in performing the survey and shall be attached to and made a part of the plat and description of survey and provided to the client. The report of survey shall include:

7.3.i.1 A summary of the research and the weight given to the significant documents; Yes No _____

7.3.i.2 The names of persons contacted and the information they supplied. Yes No _____

7.3.i.3 All unusual circumstances surrounding the survey, with weight being given to conflicting evidence and encroachments, overlaps or gaps and how they were resolved. Yes No _____

7.3.i.4 The name of the individual preparing the report and the name, address, license number, signature and seal of the surveyor in professional charge. Yes No _____