

Easement Plat Checklist

Using guidelines set forth in the MSD Design Manual all easement plats must clearly provide the following:

1. A plat of the parent tract with bearing and length of each line shown and labeled (meas.) if measured in the field, (deed) if taken from deed, (plat) if taken from plat, or (calc.) if calculated. Curve lines must be labeled with enough curve data to define the curve.
2. Delineation of the new permanent easement with the bearing and length of each line (angle at each P.I. may replace bearing). Curved lines are to be labeled with curve data sufficient to define the curve.
3. Delineation of the temporary construction easement (if any).
4. Area of permanent easement to be acquired.
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6. Reference of at least one corner of the permanent easement to a corner of the present tract. More may be required in some instance.
7. Description of any monuments and notation.
8. Names of property owners and record sources of each property adjoining the new permanent easement.
9. Name of roads and width of R/W.
10. North point or reference meridian and it's basis.
11. Location map of sufficient detail to locate the parcel being surveyed. Include a separate north point.
12. Parcel number to be shown within the parent tract.
13. Permanent easement to be hatched. Easement releases must be cross-hatched.
14. Limits of the permanent easement are to be clearly identified and labeled "Sanitary sewer and Drainage easement" and width to be labeled.
15. Limits of the temporary construction easement are to be clearly identified and labeled "temporary construction easement" and width to be labeled.
16. Show all existing easements with identification and record source.
17. Graphic and written scale.
18. Statement that the unadjusted error of closure meets or exceeds governing authorities.
19. Indicate method of survey where applicable: i.e. random traverse, direct-on-line, parallel offsets etc.
20. Dated signature and seal of the PLS responsible for the survey.
21. Record source of the parent property.
22. Title block containing the following:
 - Title of the survey
 - Address of the property
 - Address of the property owner
 - Name and address of the PLS or the surveying firm
 - Parcel number
 - Record number
 - Tax block and lot number
 - Date