



Chapter Twenty-One

CADASTRAL SURVEY REQUEST
(Activity 805)

MONTANA RIGHT-OF-WAY
DESIGN MANUAL

Placeholder page for double-sided printing.

**Chapter Twenty-One
CADASTRAL SURVEY REQUEST (ACTIVITY 805)**

Table of Contents

<u>Section</u>	<u>Page</u>
21-1 REQUESTING SURVEY	2

Placeholder page for double-sided printing.

Revised: 6/30/08

Chapter Twenty-One

CADASTRAL SURVEY REQUEST (ACTIVITY 805)

Webster's Ninth New Collegiate Dictionary defines Cadastral 2 as follows:

“Showing or recording property boundaries, subdivision lines, buildings, and related details.”

A Cadastral Survey is requested when it has been determined that new Right-of-Way and/or easements will be needed for a project. We need to know from whom we are buying property rights, and this is determined by the location of controlling property corners (section corners)¹ and property corners. This information is essential to proper deed descriptions. This activity includes a request for retracement of the existing Right-of-Way.

Section corner ties developed for R/W plans also give the exact location of the design centerline of the highway in relation to all other property in that section. This is part of the legal description of the highway itself.

Check the Survey and District (SU and DI) directories on the DMS server before ordering the survey. Occasionally, a cadastral survey has been completed. This happens especially on older projects that have come to a standstill. Consult the READ.ME file.

This activity consists of the survey request only. Survey activity 510 encompasses the actual survey procedures.

¹ Recommended reading: Montana Department of Transportation Survey Manual, May 2005, and *Restoration of Lost or Obliterated Corners & Subdivision of Sections: A Guide For Surveyors*, USDI, Bureau of Land Management, 1974 Edition.

21-1 REQUESTING SURVEY

With respect to survey requests, perform the following:

1. Read Preliminary Field Review Report (PFR). It will indicate if new Right-of-Way is needed throughout the project or only in certain areas. Selected areas will usually be noted by reference posts, which are mile markers, or by metric or English stationing.
2. Find Existing R/W Plans. Determine where the project falls by converting mile markers or metric stations to English stations. You can then determine what section, township and range you are in. Off-system bridge projects are on County roads. There are usually no existing R/W plans. Use a copy of the appropriate USGS quadrangle map or a county map to mark the section corners to be tied.
3. Identify Section Corners to be Tied. Any section line that crosses the highway should be tied on both sides of the highway. These corners are usually section corners or quarter corners. They could be 1/16 corners, meander corners or witness corners, if they exist and are closer to the highway than a quarter corner or section corner. On the existing R/W plans, circle the corners on each side of a section line that crosses the highway.
4. Circle Right-of-Way-Breaks. On the existing R/W plans, circle all of the Right-of-Way breaks along the project length that will be needed to establish the existing Right-of-Way. Circle at least one break before the project and one after it on both sides. Monuments or reference pins at these breaks establish the existing Right-of-Way.
5. Obtain Copies of Surveys. If the GLO township plat or existing R/W plans show the highway passing through a patented Mineral Survey (MS) or a Homestead Entry Survey (HES), copies of these should be obtained from the Bureau of Land Management. The corners of these surveys should also be considered in the request.
6. Prepare Memo Form 502. Prepare memo Form 502 for an original survey request to the District Engineering Services Supervisor (DESS). Be sure to list all the maps you are including in the request. See [Appendix F](#) for samples. Form 503 can be used to request a supplemental survey. Form 502 includes a drop-down form field to choose a retracement survey for the entire length or just the beginning and ending of the project. Choose a complete retracement of the existing right-of-way if there is any possibility you will be tying into the existing r/w within the project limits. If there is a complete separation of the new alignment

from the existing alignment, it may be appropriate to request a retracement of the existing Right-of-Way only at the beginning and end of the project.

7. Prepare Maps. Prepare three (3) sets of all the maps you are sending out: one (1) for your design file, one (1) to forward to the District and one (1) to forward to the Survey Section.

cc: Survey Section (w/attachment)
Highways Bureau
Bridge Bureau (If applicable)
PE File
Design File (w/attachment)