



Appendix F

SAMPLE SURVEY REQUESTS

MONTANA RIGHT-OF-WAY
DESIGN MANUAL

Placeholder page for double-sided printing.

Appendix F
SAMPLE SURVEY REQUESTS

Table of Contents

	<u>Page</u>
APPENDIX F SAMPLe SURVEY REQUESTS.....	F-1
First Survey Request Memo	F-1
Supplemental Survey Request Memo	F-3

Placeholder page for double-sided printing.

Revised: 9/30/10

ROW\Forms\PIIn\502

Revised 08/20/10

**Montana Department of Transportation
Helena, Montana 59620-1001**

Memorandum

To: Christie McOmber
Great Falls Engineering Services

From: David M. Hoerning, P.L.S.
Design Manager
Right-of-Way Bureau

Date: May 18, 2004

Subject: STPHS 5701(4)
2001 Safety Imp – 2nd St – Havre
UPN 5017

Section Ties

The R/W Bureau requests that a survey be performed to establish section ties for acquisition of new R/W. USGS maps are attached and highlighted. Please tie the highlighted corners into the project control traverse. Table 1 names the specific corners needed.

Table 1 Section Corners			
Township	Range	Section	Description
T. 32 N.	R. 16 E.	8	NE Corner
T. 32 N.	R. 16 E.	8	N ¼ Corner
T. 32 N.	R. 16 E.	8	NW Corner
T. 32 N.	R. 16 E.	8	W ¼ Corner
T. 32 N.	R. 16 E.	8	E ¼ Corner

R/W Retracement

In addition to providing section tie information, please **retrace** the existing r/w at the beginning and end of the project, and remonument as necessary. The Preliminary Field Review Report for this project is attached, indicating the beginning and ending locations and limits of the project. If additional existing R/W retracement is needed, we will submit a supplemental survey request.

Action

We request this work be performed under the direct supervision of a Professional Land Surveyor (MCA 37-67-101(9)), registered in the State of Montana, and comply with standards and procedures set forth in the MDT Survey Manual.

Identify any set or remonumented corners with the Land Surveyor's cap and registration number (ARM 24.183.1101) of the Montana Subdivision and Platting Act. Provide certified corner recordations for the property controlling corners (MCA 70-22-104).

Revised: 9/30/10

Please prepare a Certificate of Survey for both the section ties and r/w retracement. This information should be combined on the same COS if possible and recorded with the appropriate county. We also request that you notify Helena Right-of-Way, by memo, when all electronic files are available, and provide us a copy of all recorded documents, (COS and Corner Recordation's) no later than July 19, 2004. If you have any questions, please contact Linda Wall-Olson.

DMH:LWO:sjr

Attachment(s)

cc: Ralph Jones
Highways Bureau
Bridge Bureau
PE File w/attachment(s)
Design File w/attachment(s)

FIRST SURVEY REQUEST SAMPLE MEMO

Figure 1F (continued)

Revised: 9/30/10

ROW\Forms\Pln\503

Revised: 08/20/10

**Montana Department of Transportation
Helena, Montana 59620-1001**

Memorandum

To: James Frank, P.E.
District Engineering Services Engineer
Glendive District

From: David M. Hoerning, P.L.S.
Design Manager
Right-of-Way Bureau

Date: June 3, 2004

Subject: STPS 261-2(6)27
Richland County Line – North
UPN 4482

In reference to the above-named project, we need to request a supplemental survey at this time to establish existing r/w. Please **retrace** the existing r/w for the areas highlighted on the attached preliminary r/w plans, and remonument as necessary. Please tie all corners into the project control traverse. Said preliminary plans should be used for informational purposes only, for locating the project area. Any existing r/w shown on said plans should not be construed as a complete and accurate depiction of what the actual existing r/w may be.

We request this work be performed under the direct supervision of a Professional Land Surveyor (MCA 37-67-101(9)), registered in the State of Montana, and comply with standards and procedures set forth in the MDT Survey Manual.

Any corners set or remonumented should be identified with the Land Surveyor's caps and registration number (ARM 24.183.1101) of Montana Subdivision and Platting Act. Certified corner recordations should be provided for the property controlling corners (MCA 70-22-104).

We request the Certificate of Survey be completed and recorded by no later than **July 30, 2004**. When completed, notify Helena Right-of-Way by memo when the survey information is on the file server and attach a copy of the recorded COS.

If you have any questions, please contact Bruce Masiak at 444-6062.

DMH:BJM:jco

Attachment(s)

cc: Ralph Jones
Highways Bureau
Bridge Bureau
PE File w/attachment(s)
Design File

SUPPLEMENTAL SURVEY REQUEST SAMPLE MEMO

Figure 2F