

ATTACHMENT 13 - CHECKLIST OF WORK COMPLETED

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

GREEN ACRES PROGRAM

STATE LAND ACQUISITION PROGRAM

3.6 SURVEY CONTRACT DELIVERABLES

3.6.1 Copies of Notifications – Letterhead Standard Notice

- 3.6.1.1 Division Fax Notification – Required -
- 3.6.1.2 Property Owner Notification – Required -
- 3.6.1.3 Police Department Notification – Required -
- 3.6.1.4 Adjoiner Notification – If Necessary -
- 3.6.1.5 Misc. Notification (Utility, etc.) – If Necessary

3.6.2 Copies of Written Consent – Letterhead Request with Reply

- 3.6.2.1 Adjoiner Consent to Cut Brush or Trees
- 3.6.2.2 Using Agency Consent to Cut Trees

3.6.3 Traverse Closure - Precision/Radial Error/Area

3.6.4 Full size Paper Copies of Survey Plan – 15 Folded Copies for EACH ACQUISITION PARTNER

3.6.5 Full size Mylar Survey Plan – Submit one for EACH PARTNER, Rolled (File Two Additional)

3.6.6 Metes and Bound Description and Reduced Survey Plan – 15 copies for EACH ACQUISITION PARTNER with reduced plan as last sheet and stapled together

3.6.7 Digital Files for EACH ACQUISITION PARTNER

Cover Label:

- Property Owner Name and Owner ID#
- Project Number & Name
- Municipal Tax Block and Lot numbers
- Municipality & County
- Survey Firm
- Date of Survey
- Survey Reference Number.

Contains:

- 3.6.7.1 Descriptions
- 3.6.7.2 AutoCAD .dwg
- 3.6.7.3 Line work .dxf format

3.6.8 Surveyor's Certification and Summary Form

3.6.9 This Checklist of Work completed, Detail Sheet from site-specific RFP and tax map from site-specific RFP

3.6.10 File Survey Plan on behalf of Using Agency HOLD TWO MAPS FOR FILING

The New Jersey Licensed Land Surveyor shall submit copy of County Receipt within 30 days of notification of closing by Using Agency.

3.6.11 Optional Corner Marker Description Sheets (if requested on Detail Sheet)

- Corner Number /Character of Mark
- Project Information/Seller Information
- Location of Mark
- Survey Firm
- Cap Detail
- Sketch with field witness marks
- Photograph of south side of mark, looking northward.

Prepared by PLS

Date