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1.0 PURPOSE:

The purpose of this document is to define the procedure for coordinating, developing, overseeing, and reviewing Right-of-Way (ROW) surveying and mapping activities.

2.0 RESPONSIBILITIES:

- 2.1 Project Surveyor – The Project Surveyor shall be responsible for overseeing the work of ROW mapping consultants, ensuring that Rights of Entry (ROE) have been obtained prior to performing surveys on private property, and ensuring that property descriptions and survey plats shall be prepared with the intent to convey title to NTTA and clearly define the property location. The Project Surveyor will work closely with the ROW Acquisition Team Leader, ROW Development Manager and the Corridor Manager to coordinate ROW, survey tasks, schedule, and budget.
- 2.2 ROW Mapping Consultants – The ROW mapping consultants shall be responsible for developing the ROW maps in accordance with NTTA’s standards while adhering to the project schedule.
- 2.3 ROW Acquisition Team Leader – The ROW Acquisition Team Leader is responsible for managing the work performed by the Project Surveyor and ROW Mapping Consultants, including their scope of work, deliverables, budget, and schedule.
- 2.4 ROW Development Manager - The ROW Development Manager is responsible for performing oversight of the Project Surveyor and ROW Mapping Consultants and to perform a QA/QC review of the ROW mapping documents and ROW deliverables for conformance with NTTA ROW survey and mapping requirements.
- 2.5 NTTA Technical Oversight Leader- The NTTA Technical Oversight Leader is responsible for the review and approval of all ROW surveys and mapping deliverables prepared by the survey and mapping consultants before being accepted as final ROW and Survey document.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

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4.0 REFERENCES:

- Professional Land Surveying Practices Act adopted by the Texas Board of Professional Land Surveying
- General Rules of Procedures and Practices adopted by the Texas Board of Professional Land Surveying
- [Texas Society of Professional Land Surveyors Minimum Standards of Practice](http://tsps.org/Standards%20Revisions/rev.stan.pdf)
(<http://tsps.org/Standards%20Revisions/rev.stan.pdf>)
- [TxDOT Surveying Guide](http://onlinemanuals.txdot.gov/txdotmanuals/ess/ess_mns_archive.pdf)
(http://onlinemanuals.txdot.gov/txdotmanuals/ess/ess_mns_archive.pdf)
- NTTA PS&E Manual
- ROW-02 Right of Entry procedure

5.0 DEFINITIONS & ACRONYMS

- Land survey, boundary survey or property survey – A survey performed by a RPLS for the primary purpose of locating, describing, monumenting and mapping a parcel of land.
- Surveyor, Land Surveyor or Registered Professional Land Surveyor – A person holding a valid license to practice land surveying as a Registered Professional Land Surveyor (RPLS) in the state of Texas, as issued by the Texas Board of Professional Land Surveying (TBPLS).
- TBPLS - Texas Board of Professional Land Surveying
- TSPS - Texas Society of Professional Surveyors
- TxDOT - Texas Department of Transportation.

6.0 PROCEDURES:

- 6.1 Obtain Rights of Entry** - As with any survey, permission to enter property must be obtained prior to entering the property and arrangements must be made with property owners, tenants, or agents responsible for the property. Depending upon the area, hours of work, and nature of traffic control, local law enforcement officers may need to be notified.
- 6.2 ROW Surveying** – The Project Surveyor shall ensure that ROEs have been obtained prior to performing any type of field surveying on private property in accordance with ROW-02, *Right of Entry* procedure. All surveying necessary for ROW acquisition shall be performed under the supervision of a RPLS. All surveying shall conform to all applicable surveying laws and the *Professional Land Surveying Practices Act* and shall follow the *General Rules of Procedures and Practices* of the Texas Board of Professional Land Surveying. The Texas Society of Professional Land Surveyors *Manual of Practice* may be used as a guide in determining accuracy requirements and procedures to follow. A Summary ROE Report is prepared by the ROW consultant to summarize any special provisions and requirements that the property owner has requested of the NTTA relative to property access and include in this report the owner's contact information.

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6.3 ROW Mapping – The Project Surveyor shall ensure that the ROW mapping consultants develop the ROW maps in accordance with NTTA’s standards while adhering to the project budget and schedule. The Project Surveyor shall also ensure that a compliance review is performed of all deliverables consisting of the ROW maps, property descriptions, and survey plats.

6.4 Preparation of Acquisition Documents – The Project Surveyor shall ensure that property descriptions and survey plats are prepared with the intent to convey title to NTTA and clearly define the location of the property. State law stipulates that any property description prepared with the intent to convey title constitutes a boundary survey, falling under the jurisdiction of the TBPLS.

6.5 NTTA Review and Approval of ROW Acquisition Documents- The NTTA’s Technical Oversight Leader shall review and approve of all ROW surveys and mapping prepared by the survey and ROW mapping consultants before being accepted as final ROW and Survey documents. Any comments or edits requested by the NTTA shall be addressed by the Project Surveyor and ROW Mapping Consultant and all edited documents re-issued to NTTA for final approval and filing at the NTTA. The Surveyor and ROW Mapping Consultant shall also furnish electronic copies of all deliverables to the NTTA once all comments have been addressed and accepted by the NTTA.

7.0 REGULATORY REQUIREMENTS:

7.1 Texas Administrative Code, Title 22 Examining Boards, Part 29 Texas Board of Professional Land Surveying, Chapter 663 Standards of Responsibility and Rules of Conduct, Subchapter B Professional and Technical Standards.

7.2 Any instrument carrying the seal and signature of a Registered Professional Land Surveyor (RPLS) must comply with the Professional Land Surveying Practices Act and Rules adopted by the TBPLS.

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

10.0 FLOWCHART:

N/A

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11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Dave Clarke	06/05/2008		Original Issue
1	Gary Reinhardt	09/08/2008		Added responsibility of RAT Leader and Rights of Access
2	Dave Clarke	02/03/2010	10096	Deleted Item 2.0, Guiding Principles, minor edits to the procedures Section 6. Added links to external web sites
3	Dave Clarke	05/06/2011	10315	Added items 2.4, ROW Development Manager Responsibilities and Item 6.5, NTTA Review and Approval of ROW documents