Research Set-Up

Project Surveyor

- Identifies subject parcels and limits of research.
- Prepares boundary research request for survey tech.
- Sets-up boundary research log.

Work Products

- Boundary Research Request

Tax Assessor Research

Project Surveyor

- Reviews research.

Survey Tech

- Pulls tax assessor maps.
- Determines preliminary list of untaxed parcels.

Checklists

- Boundary Research Checklist

Deed Research

Project Surveyor

- Reviews research.

Survey Tech

- Pulls vesting deeds.
- Pulls adjoiner deeds.
- Prepares list of deed references.

Checklists

- Boundary Research Checklist

Work Products

- Deed References List

Land Title Research

Project Surveyor

- Reviews research.

Survey Tech

- Obtains title reports for subject parcels.
- Obtains title reports for adjoining parcels.
- Obtains exception deeds.
- Prepares PLTRASs.

Checklists

- Boundary Research Checklist
- Title Report Review Checklist

Work Products

- PLTRASs

FSM Research

Project Surveyor

- Reviews research.

Survey Tech

- Obtain controlling map for the subject parcel.
- Obtain the most recent survey map for the subject parcel.
- Obtain the controlling maps for the adjoiner parcels.
- Obtain the most recent survey maps of the adjoiner parcels.
- Assemble chain-of-survey for the subject parcel.
- Assemble the chain-of-survey for the adjoiner parcels.

Checklists

- Boundary Research Checklist
- Filed Survey Map Research

Work Products

- Chain-of-Surveys

Identify Property Corners

Project Surveyor

- Reviews research.

Survey Tech

- Identify the last known markers for the controlling corners of the subject parcels.
- Identify the last known markers for the controlling corners of the adjoining parcels.
- Assemble the property corner history for the controlling corners of the subject parcels.
- Document the property corner history for the controlling corners of the adjacent parcels.

Checklists

- Boundary Research Checklist
- Property Corner History Checklist

Work Products

- Property Corner Histories Table

Special Research

Project Surveyor

- Reviews research.

Survey Tech

- Identify any special boundary research needs.
- Perform special research as directed by the project surveyor.

Checklists

- Boundary Research Checklist

Right-of-Way Research

Project Surveyor

- Reviews research.

Survey Tech

- Identify the current widths of adjacent and crossing right-of-ways.
- Determine dedication history of adjacent/crossing right-of-way.
- Determine controlling entity for each right-of-way.
- Identify controlling and retracement monuments marking each right-of-way.
- Prepare property corner histories for right-of-way monuments.

Checklists

- Boundary Research Checklist
- Right-of-Way Research Checklist

Wrap-Up

Project Surveyor

- Reviews all boundary research.

Survey Tech

- Finalizes boundary research log.
- Renames and sorts digital land records.

Checklists

- Boundary Research Checklist

Work Products

- Boundary Research Log

Boundary Research Workflow

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