

# Boundary Research Checklist

## Job Information

Job #: \_\_\_\_\_

Job Name: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_

## Surveyor Notes

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## Research Tasks

- Pull tax assessor maps.
- Identify any untaxed parcels within the limits.
- Pull vesting deeds for subject parcels.
- Pull vesting deeds for adjoiner parcels.
- Prepare list of deed references.
- Obtain deed reference documents.
- Order land title reports for subject parcels.
- Order land title reports for adjoining parcels.
- Perform PLTRAs for subject parcels.
- Perform PLTRAs for adjoiner parcels.
- Obtain land title report exception deeds for subject parcels.
- Obtain land title report exception deeds for adjoiner parcels.
- Obtain filed survey maps for subject parcels.
- Obtain filed survey maps for adjoiner parcels
- Perform a chain-of-survey for the subject parcels.
- Perform a chain-of-survey for the adjoiner parcels.
- Assemble property corner histories for the subject parcels.
- Assemble property corner histories for adjoiner parcels.
- Complete a boundary research log.
- Identify controlling corner monuments on right-of-way.
- Identify and determine widths of right-of-ways.
- Research dedication history of right-of-way.

## Special Research Tasks

- Obtain railroad maps and deeds.
- Obtain levee or canal maps and deeds.
- Obtain highway and freeway maps and deeds.
- Obtain PLSS township plat and field notes.
- Confirm status of untaxed parcels with tax assessor.