



BOUNDARY RESEARCH GUIDELINES

What is it?

Boundary research is the process we use to obtain land records needed to fully resolve parcel boundaries. Boundary research involves 3 important steps:

- 1) Identifying research sources.
- 2) Obtaining and organizing land records.
- 3) Reviewing and analyzing land records to determine their influence on the boundary resolution.

Why is it important?

The ultimate correctness of our boundary resolution depends on finding ALL the land records related to the subject parcel and understanding how they relate to the boundary resolution. A SINGLE missed document in boundary research can result in an incorrect boundary resolution.

Roles and Responsibilities

The *project surveyor* is responsible for supervising the boundary research process. It is especially important for the project surveyor to supervise the tail end of the boundary research process when land records are analyzed for their impact on the boundary resolution.

The *survey tech* is responsible for performing the boundary research tasks.

Peer Review

The project surveyor should review each step of the boundary research and ensure the boundary research checklists and other checklists have been completed.

Steps In The Boundary Research Workflow

Our typical boundary research workflow has 9 steps:

- 1) In the *boundary research set-up* step the project surveyor identifies the research limits for the boundary survey and prepares the survey tech for the boundary research.



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RH Guidelines
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- 2) During *tax assessor research* step the survey tech pulls the tax assessor maps and identifies any untaxed parcels within the research limits.
- 3) During the *deed research* step set the survey tech obtains the vesting deeds for the subject parcels, adjoining parcels and any documents referenced by the deed land descriptions.
- 4) During the *land title research* step the survey tech obtains and reviews the land title reports for the subject parcels. They completed a PLTRAS for each title report, compare the title report insured description against the vesting deeds, and obtain easement deeds and other documents listed in the title insurance exceptions of the land title reports.
- 5) During the *filed survey map research* step the survey tech identifies and obtains filed survey maps that create or retrace the subject parcels and adjoining parcels.
- 6) After filed survey maps are obtained, the survey tech identifies controlling property corners and assembles property corner histories.
- 7) During the *special research step* the survey tech performs and special research requested by the project surveyor.
- 8) During the *right-of-way research* step the survey tech identifies the name, widths, controlling jurisdiction and dedication history for right-of-way that is adjacent to or cutting through the subject parcels.
- 9) During the *wrap-up* step the survey tech completes the boundary research log and reviews the results of the boundary research with the project surveyor.