



Appendix F

SAMPLE SURVEY REQUESTS

MONTANA RIGHT-OF-WAY
DESIGN MANUAL

Placeholder page for double-sided printing.

Revised: 1/17/17

Appendix F
SAMPLE SURVEY REQUESTS

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Revised: 1/17/17

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Revised: 1/17/17

**Montana Department of Transportation
Helena, Montana 59620-1001**

Memorandum

To: Mick Brown, District Survey Manager
From: Linda Cline
Right-of-Way Bureau
Date: January 17, 2017
Subject: STPP 3-2(77)50
Bynum - South
7637000

Section Ties

The R/W Bureau requests that a survey be performed to establish section corner ties for acquisition of new r/w. Please tie the corners listed below in Table 1 into the project control traverse. Table 1 names the specific corners needed.

Table 1 Section Corners

Township	Range	Section	Description
T. 32 N.	R. 16 E.	8	NE Corner
T. 32 N.	R. 16 E.	8	N ¼ Corner
T. 32 N.	R. 16 E.	8	NW Corner
T. 32 N.	R. 16 E.	8	W ¼ Corner
T. 32 N.	R. 16 E.	8	E ¼ Corner

R/W Retracement

In addition to providing section corners, please retrace the existing r/w for the entire length of the project, including 500' before and after the project limits, and remonument as necessary. The Preliminary Field Review Report for this project indicating the beginning and ending locations and limits of the project is on DMS. If additional existing r/w retracement is needed, we will submit a supplemental survey request.

Action

We request this work be performed under the direct supervision of a Professional Land Surveyor, licensed in the State of Montana, and comply with standards and procedures set forth in the MDT Survey Manual and Montana statues and rules.

Please provide a Certificate of Survey for both the section corners and r/w retracement and any required corner records. We also request that you notify District Right-of-Way, when all electronic files are available, and provide us a copy of all recorded documents, (COS and Corner Recordations) by the activity completion date in EPS. If you have any questions, please contact Linda Cline.

cc: Bill Weber
Highways Bureau
PE File
District Preconstruction Engineer

Revised: 1/17/17

ROW\Forms\Pln\503	Revised: 1/17/17
Montana Department of Transportation Helena, Montana 59620-1001	
Memorandum	
To:	Mick Brown, District Survey Manager
From:	Linda Cline Right-of-Way Bureau
Date:	March 23, 2017
Subject:	STPP 3-2(77)50 Bynum - South 7637000
<p>In reference to the above-named project, we request a supplemental survey at this time to establish existing r/w. Please retrace the existing r/w for the areas highlighted on the attached preliminary r/w plans, and remonument as necessary. Please tie all corners into the project control traverse.</p> <p>We request this work be performed under the direct supervision of a Professional Land Surveyor, licensed in the State of Montana, and comply with standards and procedures set forth in the MDT Survey Manual and Montana statues and rules.</p> <p>We request the Certificate of Survey be completed and recorded by April 27, 2017. We also request that you notify District Right-of-Way, when all electronic files are available, and provide us a copy of all recorded documents (COS and Corner Recordations). If you have any questions, please contact Linda Cline.</p>	
cc:	Bill Weber Highways Bureau PE File w/attachment(s) District Preconstruction Engineer

SUPPLEMENTAL SURVEY REQUEST SAMPLE MEMO**Figure 2F**