

LAND SURVEY REFERENCE GUIDE

SUBMISSION OF MAPS, LEGAL DESCRIPTIONS, PLATS, AND OTHER LAND SURVEY PRODUCTS

California Department of Fish and Wildlife (CDFW) has statutory and regulatory authority through the [California Fish & Game Code](#) and the [California Code of Regulations, Title 14, Division 1](#). Under these authorities, CDFW issues permits requiring land acquisition and/or protection as compensatory mitigation which is achieved through permittee-responsible mitigation and advance mitigation (e.g. mitigation and conservation banks, mitigation credit agreements, etc.). As part of those processes, CDFW requests specific land surveyor-prepared products and reports from Permittees via the [Permittee Checklist of Documents for Habitat Management Land Property Review and Protection](#) and from Bank Sponsors via the [Property Assessment and Warranty](#). These items are requested to facilitate review of legal descriptions and boundary locations of land proposed as mitigation. This review helps to ensure the instruments required to transfer and/or protect the land, such as conservation easements (CE) and grant deeds, correctly describe the land in accordance with the Professional Land Surveyors' Act ([California Business and Professions Code sections 8700-8805](#)).

This guide is intended for project land surveyor(s) and when followed should reduce review delays by providing project land surveyors with clear expectations to submit consistent review products. For an efficient process, review will not start until all documents are submitted.

The following items are requested to facilitate CDFW's review of land surveyor-prepared products:

1. Boundary/Improvements/Encumbrances (BIE) Map. Provide a digital (PDF) map (24 inches by 36 inches, portrait or landscape). The map should show:

- a) Resolved Property Boundaries Based on Field Surveys. Existing monuments should be located and shown on the map with record and measured bearings and distances. If no existing monuments are found, new monuments may need to be set as determined by the preparing land surveyor and in compliance with [California Business and Professions Code sections 8762 et seq.](#)
 - i. If a record of survey or corner record will be filed, please submit a draft copy with the BIE map.
 - ii. Provide the boundaries of the entire property, even if a conservation easement will only restrict part of it. Provide bearings and distances on all courses and course segments of the boundary.
 - iii. If recent surveys have occurred in the area, record boundary options (i.e., a desktop survey) may be discussed with the CDFW Land Surveyor. *Please do not move forward with a desktop survey without first confirming with the CDFW Land Surveyor. Please reach out via the email address at the bottom of this document.*
 - iv. All surveys must be accurately located for digital submittal on the current California State Plane Coordinate System.
- b) CE Boundary. Show all proposed CE boundaries and their relation to the entire property boundary, with bearings and distances on all courses and course segments.
- c) Existing Encumbrances. Plot all existing encumbrances (e.g., easements, encroachments, etc.) affecting title. Non-plottable encumbrances potentially affecting

LAND SURVEY REFERENCE GUIDE

Pg. 2

the CE should be noted on the map. Blanket easements (covering entire property) should also be noted on the map. Taxes may be left off.

- d) Improvements. Show all improvements (e.g., buildings, roads, fences, etc.) located in relation to the CE boundaries and existing encumbrances. Physical evidence of possible encumbrances should be shown. A high-resolution aerial image background should be provided, and visible improvements on it should be identified.
- e) Access. Legal access to the CE area is required, directly or indirectly, from a public right of way. If the CE is not accessible directly from a public right of way, show record references for access rights legally sufficient to provide grantee and all third-party beneficiaries with access. Demonstration of existing access may be shown on a separate exhibit and does not have to be survey grade (with some exceptions). Label the access on the BIE Map or note that it is provided on a separate exhibit.
- f) Conservation Easement Area table. Please include, either on the BIE map, or separately, a table showing the gross area of the conservation easement parcel(s), (list multiple parcels separately, with a total), and listing each uncredited area, with a net total (gross minus total uncredited). Please verify uncredited areas with CDFW Region staff prior to submittal.
- g) Stamped. Map must be stamped (or sealed) with signature and date of signing by a Licensed Land Surveyor per California Business and Professions Code sections [8726 \(a\)](#) and [8761](#).
- h) Alternative Mapping. In lieu of creating a separate BIE Map, a combination of survey mapping products may be submitted, provided that the final combined package satisfies all the BIE map components listed above. Maps must be at least 18 inches by 26 inches. Landscape and Portrait orientation are both acceptable. Examples of these products are as follows:
 - I. ALTA Survey Map
 - II. Appraisal Map (for government acquisition)
 - III. Right-of-Way Map
 - IV. Draft or Final Record of Survey
 - V. Easements/Improvements Exhibit
 - VI. Subdivision Map (Final Map)
 - VII. Parcel Map.

2. Legal Description(s) and Plat Map(s). All Legal Descriptions and all Plat maps must have the Licensed Land Surveyor's stamp/seal, signature, and date of signing. All Legal Descriptions and Plat maps must be able to be legibly plotted at 8-½ by 11 inches (PDF).

If the CE encompasses the entire property, only Exhibits A & A-1 are needed. If the CE restricts only a portion of a property, Exhibits A, A-1, B & B-1 are all needed.

- a) Legal Description and Plat Map of Entire Property. Exhibits A & A-1 to the CE or grant deed.
 - i. *Exhibit A – Legal Description of Entire Property*. The legal description should match the legal description in the current preliminary title report and/or the vesting deed.

LAND SURVEY REFERENCE GUIDE

Pg. 3

- ii. *Exhibit A-1 – Plat map of entire property.* Show bearings and distances, references, and calls from the legal description(s), adjoiners, etc., including calculated area. If the CE encompasses the entire property, show all existing encroachments and encumbrances affecting said property. If the CE restricts a portion of a property, existing encroachments and encumbrances need not be shown on Exhibit A-1 as they will be shown on Exhibit B-1.
- b) Legal Description and Plat Map of the proposed Conservation Easement area. Exhibits B & B-1 to the CE, if applicable per above.
 - i. *Exhibit B – Legal Description of the CE Area.* Provide a metes and bounds legal description of the easement area with adjoiner and controlling calls, including calculated area. If the easement area cannot be described by metes and bounds, then the plat map should show those resulting courses that will match the closure report of the CE boundary.
 - ii. *Exhibit B-1 – Plat map of the CE Area.* Show bearings and distances, references, and calls from the legal description, adjoiners, calculated area, and other information typically shown on plats. The plat map must show all existing encroachments and encumbrances affecting the CE.
- 3. Traverse Closure Report.** The traverse closure report demonstrates the mathematical closure of the legal description. It will show acceptable closure error(s) (i.e., gaps). Submit separate reports for the CE area and each non-credited area within the CE (if applicable). Include all net parcels of the CE area with precision and area stated. Closure coordinates should match CAD file coordinates.
- 4. Reference Materials.** Provide pdf copies of all adjoiner deeds and maps along with copies of all reference maps and deeds which were:
 - a) used to establish the boundary(ies)
 - b) shown on the BIE map
 - c) used to create the legal description(s) and plat map(s)
 - d) listed in the legal description(s)
 - e) shown on the plat map(s)
- 5. Computer Aided Design (CAD) File.** CAD file of the BIE map (or alternative mapping as described in 1 (h) above), preferably on the California State Plane Coordinate System, in dwg or dgn format (dwg preferred).
- 6. Keyhole Markup Language (KML) or Keyhole Markup Zip (KMZ) file.** A KML/KMZ file (file for use with Geographic Information Systems (GIS), such as Google Earth) showing all the same information as the BIE map (or alternative mapping as described in 1(h) above). Please provide one or the other. It is not necessary to provide both KML and KMZ.
- 7. Changes.** After initial review and after any subsequent review by CDFW land survey staff, any changes made by the preparing land surveyor to any of the above (Items 1 – 6),

LAND SURVEY REFERENCE GUIDE

Pg. 4

which are not in response to a specific comment from CDFW, should be accompanied by a written explanation from the preparing surveyor.

8. **File name format.** Please follow the [Mitigation Land Package Document File Naming Convention](#) for naming all the files to be submitted.