

LAND SURVEY REFERENCE GUIDE:

BIE MAPS, LEGAL DESCRIPTIONS, AND OTHER LAND SURVEY PRODUCTS

California Department of Fish and Wildlife (CDFW) requests the following Land Surveyor products and reports from Permittees (*HM Land Acquisitions Checklist*) and Bank Sponsors (*Property Assessment and Warranty*) to facilitate review of legal descriptions and boundary locations of land proposed for protection and to ensure the instruments required to transfer and/or protect the land (e.g., 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](#)):

1. Boundary/Improvements/Encumbrances (BIE) Map. Provide a digital (PDF) map (24-in. x 36-in.). 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 recent surveys have occurred in the area, record boundary options (i.e., a desktop survey) may be discussed with the CDFW Land Surveyor. If no existing monuments are found, new monuments may need to be set. If a record of survey or corner record will be filed, please submit a draft copy with the BIE map. All surveys must be accurately geolocated for digital submittal, preferably on the California State Plane Coordinate System. Provide the boundaries of the entire property, even if a conservation easement will only restrict part of it.
- b) CE Boundary. Show all proposed CE boundaries and their relation to the entire property boundary.
- c) Existing Encumbrances. Plot all existing encumbrances (e.g., easements, encroachments, etc.) affecting title. Non-plottable encumbrances potentially affecting the CE should be noted on the map.
- 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.
- e) Access. Legal access to the CE area from a public right of way. If the CE is not accessible 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).
- f) 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](#).

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 Plat maps must be able to be legibly plotted at 8-½ x 11 inches (PDF).

- a) Legal Description and Plat Map of Entire Property. Exhibits A & A-1 to the CE.
 - 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.
 - ii. *Exhibit A-1 – Plat map of entire property.* Show bearings and distances, references, and calls from the legal description(s), adjoining, etc., including calculated area. If the CE encompasses the entire property, show all existing encroachments and encumbrances

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affecting said property; no Exhibits B & B-1 are needed. If the CE restricts a portion of a property, existing encroachments and encumbrances need not be shown on Exhibit A-1; Exhibits B & B-1 are required.

b) Legal Description and Plat Map of the proposed Conservation Easement area. Exhibits B & B-1 to the CE, if required.

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, etc. 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 and will show acceptable closure error (i.e., gaps). Required for the CE and any non-credited areas within the CE. Include all net parcels of the CE area with precision and area stated.

4. Reference Materials. Provide pdf copies of all reference maps and deeds used to establish the boundary(ies) and create the legal description(s) and plat map(s).

5. Computer Aided Design (CAD) File. CAD file of the CE area, preferably on the California State Plane Coordinate System, in dwg or dgn format (dwg preferred).

6. KMZ/KML file. A keyhole markup file (file for use with Google Earth) showing the same information as the BIE map.

7. Changes. After initial review by CDFW survey staff, any changes to any of the above made by the preparing surveyor which is not in response to a specific comment from CDFW should include an explanation from the preparing surveyor.