



Department of Development Services
Engineering; Survey Plat Review Group
“SPRG”

CITY OF DALLAS

LEGAL DESCRIPTION PREPARATION GUIDELINE AND CHECKLIST

The following guideline and checklist are provided to assist in the preparation of real property descriptions for fee title conveyances, rights-of-way, easements, lease agreements, license agreements, etc., either for or on behalf of the City of Dallas. Legal Descriptions will be reviewed by the Department of Development Services, Engineering Division, Survey Plat Review Group (SPRG) staff to insure substantial compliance with both the form and content outlined in these guidelines. Legal Descriptions and Parcel Plats must comply with both the rules of the Texas Board of Professional Land Surveying and the Professional Land Surveying Practices Act.

Legal Descriptions, for the purposes previously described, are defined as a written metes and bounds description of the boundary of the subject tract. A Parcel Plat sketch or map is a graphic depiction of the area described by the metes and bounds description. Both documents are prepared from data collected during an on the ground survey. All Legal Descriptions must include a reference to recorded monumentation (Corner of parent tract, platted subdivision, adjoining tract, etc.). The following checklist is provided for your assistance in preparing Legal Descriptions and Sketches for submittal to the Survey Plat Review Group.

SPRG NO.: _____

GENERAL REQUIREMENTS

APPLI- CITY
CANT STAFF

1. _____ SUBMIT **3 COPIES** OF THE LEGAL LAND DECRPTION AND PARCEL PLAT EXHIBIT DOCUMENTS, SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED PROFESSIONAL LAND SURVEYOR.
2. _____ DOCUMENTS MUST BE ON **8 ½”x11” SIZE** PLAIN WHITE BOND OF HIGH REPRODUCTIVE QUALITY.

EXHIBIT HEADERS

3. _____ **HEADER (USE THE FOLLOWING SEQUENCE FOR LAYOUT; 1-3)**

SAMPLE:

7x10' WATER EASEMENT
MARSH NO. 2 ADDITION
BLOCK A/5662

- TYPE OF CONVEYANCE (I.E. WATER EASEMENT, WASTEWATER EASEMENT, STREET ABANDONMENT, DRAINAGE EASEMENT, ETC.).
- PROVIDE GENERAL REFERENCE IDENTIFIER TO STREET NAME, ADJACENT STREET INTERSECTION, PLAT, PROJECT TITLE, ETC.
- CITY OF DALLAS BLOCK NO. OR ADJACENT BLOCK NO.

4. _____ EXHIBIT HEADING MUST BE SHOWN ON ALL PAGES OF THE EXHIBITS INCLUDING SKETCH PAGES.

5. _____ DO NOT PLACE ON OR ASSIGN EXHIBIT LABELS (I.E. EXHIBIT "A", EXHIBIT "B", ETC.).

LEGAL DESCRIPTION; GENERAL DESCRIPTION

6. _____ AREA DESCRIBED IN LEGAL DESCRIPTION (SQUARE FEET IF LESS THAN ONE ACRE, ACRES IF GREATER THAN ONE ACRE.).

7. _____ SURVEY AND ABSTRACT NO.

8. _____ CITY OF DALLAS BLOCK NO.(S).

9. _____ IF PLATTED; SUBDIVISION NAME, WITH LOT AND BLOCK DESIGNATION(S) AND RECORDING INFORMATION.

10. _____ CURRENT OWNER'S NAME(S).

11. _____ TYPE OF CONVEYENCE (I.E. WARRANTY DEED, **DEED OF TRUST IS NOT ACCEPTABLE.**)

12. _____ CURRENT OWNER'S DEED RECORDING INFORMATION (VOLUME AND PAGE, OR INSTRUMENT NO. WITH COUNTY AND STATE.)

LEGAL DESCRIPTION; SPECIFIC METES AND BOUNDS DESCRIPTION

13. _____ POINT OF COMMENCING (IF APPLICABLE).

14. _____ POINT OF BEGINNING.

15. _____ BEARINGS AND DISTANCES.

16. _____ LIST CALLS TO ADJOINING PROPERTIES WITH RECORDING INFORMATION.

17. _____ MONUMENTATION; FOUND OR SET WITH SIZE AND IDENTIFYING FEATURES (I.E. YELLOW PLASTIC CAP STAMPED "JONES SURVEY").

18. _____ CURVE DATA (IF APPLICABLE);
- CURVE DATA TO INCLUDE:
 - a. DIRECTION TO THE RIGHT OR LEFT
 - b. DELTA ANGLE
 - c. RADIUS
 - d. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - e. CHORD LENGTH
 - f. ARC LENGTH
19. _____ STATE A BASIS OF BEARING IN THE LEGAL.
- SAMPLE STATEMENT; BASIS OF BEARING IS THE NORTH LINE OF FRENZY ROAD (INSERT RECORDED BEARING, I.E. BEING NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST) AS RECORDED IN VOLUME 88327, PAGE 0235, DEED RECORDS OF DALLAS COUNTY, TEXAS.*
20. _____ LEGAL; SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED PROFESSIONAL LAND SURVEYOR.
21. _____ SHEET NO.S (I.E. SHEET 1 OF 2, ETC.).

PARCEL PLAT EXHIBIT

22. _____ NORTH ARROW AND GRAPHIC SCALE MUST BE SHOWN.
23. _____ POINT OF COMMENCING (IF APPLICABLE).
24. _____ POINT OF BEGINNING.
25. _____ BEARINGS AND DISTANCES.
26. _____ CURVE DATA (IF APPLICABLE);
- CURVE DATA TO INCLUDE:
 - g. DIRECTION TO THE RIGHT OR LEFT
 - h. DELTA ANGLE
 - i. RADIUS
 - j. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - k. CHORD LENGTH
 - l. ARC LENGTH
27. _____ IF APPLICABLE; SHOW LEGEND WITH SYMBOLS FOR REFERENCE TO PARCEL PLAT (I.E. MONUMENTS, ABBREVIATIONS, ETC.).
28. _____ MONUMENATION; FOUND OR SET WITH SIZE AND IDENTIFYING FEATURES (I.E. YELLOW PLASTIC CAP STAMPED "JONES SURVEY").
29. _____ SHOW CURRENT OWNER WITH ALL RECORDING INFORMATION LISTED IN GENERAL DESCRIPTION OF LEGAL (MUST MATCH).

30. _____ SHOW ADJOINING PROPERTIES WITH RECORDING INFORMATION AS LISTED IN LEGAL DESCRIPTION.
31. _____ LABEL AREA (SQUARE FOOTAGE AND ACREAGE) OF PARCEL; CENTERED IN PARCEL OR WITH LEADER LINE.
32. _____ SHOW AREA WITHIN IMMEDIATE PERIMETER OF PARCEL BOUNDARY MUST BE DETAILED:
- SHOW ADDITION NAME(S)
 - PROPERTY OWNER NAME(S)
 - SHOW LOTS AND BLOCKS, OR TRACTS, LABEL WITH APPROPRIATE NUMBERS.
 - SHOW VOLUME AND PAGE, AND SOURCE OF RECORD (D.R.D.C.T., ETC.).
 - SHOW WIDTHS OF STREETS, ALLEYS, AND EXISTING EASEMENTS LEGIBLY. LABEL VOLUME AND PAGE AND SOURCE OF RECORD. ADD DISTANCE TIES ACROSS R.O.W. AT VARIABLE WIDTH R.O.W.
 - OTHER PERTINENT DATA
33. _____ PROVIDE DOCUMENTATION TO SUPPORT EXISTING STREET RIGHT-OF-WAY WIDTH (I.E. FILE RESEARCH; SEPARATE INSTRUMENT, PLAT, COUNTY R.O.W. MAP). THE SURVEY RECORDS VAULT IN ROOM 314 OF THE OAKCLIFF MUNICIPAL CENTER IS A VALUABLE SOURCE OF THIS DATA.
34. _____ STATE THE BASIS OF BEARING ON DRAWING, (FROM AN IDENTIFIABLE SOURCE, **I.E. TWO CONTROLLING MONUMENTS**).
- SAMPLE STATEMENT; BASIS OF BEARING IS THE NORTH LINE OF FRENZY ROAD (INSERT RECORDED BEARING, I.E. BEING NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST) AS RECORDED IN VOLUME 88327, PAGE 0235, DEED RECORDS OF DALLAS COUNTY, TEXAS.*
35. _____ PARCEL PLAT; SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED PROFESSIONAL LAND SURVEYOR.
36. _____ SHEET NO.S (I.E. SHEET 1 OF 2, ETC.).

37. _____ SUBMIT A GEOMETRIC CLOSURE FOR THE BOUNDARY OF THE PARCELS
(THIS IS REQUIRED IN THE PROJECT FILE PRIOR TO RELEASE, ATTACH TO
SUBMITTAL):

- INCLUDE BEARINGS AND DISTANCES
- CURVE DATA TO INCLUDE:
 - m. DIRECTION TO THE RIGHT OR LEFT
 - n. DELTA ANGLE
 - o. RADIUS
 - p. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - q. CHORD LENGTH
 - r. ARC LENGTH
- PRECISION OF BOUNDARY CLOSURE (MINIMUM 1:15000)

VICINITY MAP

VICINITY MAPS ARE NO LONGER REQUIRED TO BE SUBMITTED.

**THIS COMPLETED AND SIGNED LIST MUST ACCOMPANY THE THREE (3)
EXECUTED ORIGINAL COPIES OF THE LEGAL LAND DESCRIPTION AND
PARCEL PLAT EXHIBIT SUBMITTAL. COMPLETE ALL APPLICABLE ITEMS.
PLACE A CHECKMARK IN THE SPACE LABELED "APPLICANT". ITEMS THAT
ARE NOT APPLICABLE TO YOUR SITUATION SHOULD BE LABELED "N/A".**

ADDITIONAL COMMENTS:

I understand and agree that the City Staff Surveyor will require that the exhibits be resubmitted for review and approval if it is determined that this checklist contained incorrect information.

Signature: _____ Date: _____

Printed Name: _____