



**Sustainable Development & Construction
Engineering; Survey Plat Review Group
“SPRG”**

CITY OF DALLAS

RE: City Plan File No. S _____ - _____ Addition Name: _____
(If Applicable)

Owner Name _____ Owner Email _____
(Required) (Required)

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 Sustainable Development & Construction, 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 Sketches 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 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 (Corners of parent tract, platted subdivision, adjoining tract, etc.). The following checklist is provided for your assistance in preparing Legal Descriptions and Parcel Sketches for submittal to the Survey Plat Review Group (SPRG).

SPRG NO.: _____

**ALL DOCUMENTATION REFERENCED IN THE
LEGAL DESCRIPTION & PARCEL SKETCH MUST BE SUBMITTED**

GENERAL REQUIREMENTS

APPLI- CITY
CANT STAFF

1. _____ ADD “SPRG REVIEW BOX” TO EACH SHEET/PAGE OF LEGAL DESCRIPTION & PARCEL SKETCH.

SPRG REVIEW BOX

(For SPRG use only)	
Reviewed by:	_____
Date:	_____
SPRG No.	_____

2. _____ SUBMIT **3 ORIGINALS** OF THE LEGAL DESCRIPTION AND PARCEL SKETCH ON 8-1/2” X 11” PLAIN WHITE BOND, SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED PROFESSIONAL LAND SURVEYOR.

HEADER REQUIREMENTS

3. _____ **HEADER (USE THE ORDER THAT FOLLOWS) – SEE APPENDIX (SHEET 5) FOR EXAMPLES**
- a.) TYPE OF CONVEYANCE (I.E. WATER EASEMENT, WASTEWATER EASEMENT, STREET ABANDONMENT, DRAINAGE EASEMENT, ETC.).
 - b.) SUBDIVISION NAME, OR PARENT ACREAGE, OR (IF IN STREET) STREET NAME.
 - c.) LOT No. (IF APPLICABLE), CITY OF DALLAS BLOCK No. OR (IF IN STREET) ADJACENT BLOCK No.s.
 - d.) ORIGINAL LAND SURVEY GRANTEE NAME, ABSTRACT No.
 - e.) “CITY OF DALLAS, (FILL IN COUNTY NAME) COUNTY, TEXAS”
4. _____ **HEADER MUST BE SHOWN AND MATCH ON ALL SHEETS OF LEGAL DESCRIPTION & PARCEL SKETCH.**
5. _____ **DO NOT PLACE OR ASSIGN EXHIBIT LABELS (I.E. “EXHIBIT A”, “EXHIBIT “B”, ETC.).**

LEGAL DESCRIPTION; PREAMBLE REQUIREMENTS

6. _____ **DESCRIBE AREA, UNDER AN ACRE= (1234 SQ. FT., 0.0283 ACRES)
 AN ACRE AND ABOVE = (1.234 ACRES)**
7. _____ **ORIGINAL LAND SURVEY GRANTEE NAME, ABSTRACT No.**
8. _____ **CITY OF DALLAS BLOCK No.(S).**
9. _____ **PARENT TRACT ACREAGE OR LOT, BLOCK, SUBDIVISION NAME, AND RECORDING INFORMATION AS IT APPEARS IN INSTRUMENT OF CONVEYANCE.**
10. _____ **CURRENT OWNER’S NAME(S).**
11. _____ **TYPE OF CONVEYANCE (I.E. WARRANTY DEED, SPECIAL WARRANTY DEED, etc.)
(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 REQUIREMENTS

13. _____ **POINT OF COMMENCING (IF APPLICABLE).**
14. _____ **POINT OF BEGINNING. (COMMENCE OR BEGIN AT A STREET INTERSECTION, RECORDED ADDITION CORNER, OR LOT CORNER OF A RECORDED ADDITION.)**
15. _____ **BEARINGS AND DISTANCES.**
16. _____ **CURVE DATA (IF APPLICABLE), TO INCLUDE:**
- a. WHETHER CURVE IS TANGENT OR NON-TANGENT
 - b. DIRECTION TO THE RIGHT OR LEFT
 - c. ARC LENGTH
 - d. RADIUS
 - e. DELTA ANGLE
 - f. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - g. CHORD LENGTH

17. _____ LIST CALLS TO ADJOINING PROPERTIES WITH RECORDING INFORMATION.
(THIS INCLUDES CURRENT RIGHT(S)-OF-WAY.)
18. _____ MUST TIE INTO A MINIMUM OF 2 CORNERS OF RECORD RELATED TO BOUNDARY
General Rules of Procedures and Practices § 663.17. MONUMENTATION (b) & (c)
19. _____ MONUMENTATION; FOUND OR SET WITH SIZE AND IDENTIFYING
FEATURES (I.E. YELLOW PLASTIC CAP STAMPED "JONES SURVEY").
20. _____ STATE A BASIS OF BEARING;
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. STATE PLANE STATEMENT; STATE PLANE COORDINATE
SYSTEM, TEXAS NORTH CENTRAL ZONE 4202, NORTH AMERICAN
DATUM OF 1983. ADJUSTMENT REALIZATION _____ 1986, 1993,
CORS96, 2007 OR 2011.
21. _____ LEGAL; SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED
PROFESSIONAL LAND SURVEYOR.
22. _____ SHEET/PAGE No.s (I.E. SHEET/PAGE 1 OF 2, etc.).

PARCEL SKETCH REQUIREMENTS

23. _____ NORTH ARROW AND GRAPHIC SCALE MUST BE SHOWN.
24. _____ ORIGINAL LAND SURVEY GRANTEE NAME, ABSTRACT No.
25. _____ POINT OF COMMENCING (IF APPLICABLE).
26. _____ POINT OF BEGINNING.
27. _____ BEARINGS AND DISTANCES.
28. _____ CURVE DATA (IF APPLICABLE), TO INCLUDE;
a. ARC LENGTH
b. RADIUS
c. DELTA ANGLE
d. CHORD BEARING FROM THE BEGINNING OF THE CURVE
e. CHORD LENGTH
29. _____ IF APPLICABLE; SHOW LEGEND WITH SYMBOLS FOR REFERENCE TO PARCEL
SKETCH (I.E. MONUMENTS, ABBREVIATIONS, ETC.).
30. _____ MONUMENTATION; FOUND OR SET WITH SIZE AND IDENTIFYING FEATURES
(I.E. YELLOW PLASTIC CAP STAMPED "JONES SURVEY").
31. _____ SHOW CURRENT OWNER WITH ALL RECORDING INFORMATION AS LISTED IN
PREAMBLE OF LEGAL DESCRIPTION (MUST MATCH).
32. _____ SHOW ADJOINING PROPERTIES WITH RECORDING INFORMATION AS DESCRIBED
IN METES AND BOUNDS. (THIS INCLUDES CURRENT RIGHT(S)-OF-WAY.)
33. _____ LABEL AREA, IF UNDER AN ACRE = (1234 SQ. FT., 0.0283 ACRES)
ONE ACRE AND ABOVE = (1.234 ACRES)

34. _____ SHOW AREA WITHIN IMMEDIATE PERIMETER OF PARCEL BOUNDARY MUST BE DETAILED:
- a. SHOW ADDITION NAME(S)
 - b. PROPERTY OWNER NAME(S)
 - c. LABEL APPROPRIATE NUMBERS FOR LOTS, BLOCKS, OR TRACTS,
 - d. SHOW VOLUME AND PAGE, AND SOURCE OF RECORD (D.R.D.C.TX., ETC.).
 - e. 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.
 - f. OTHER PERTINENT DATA
35. _____ SUBMIT 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 AT 320 E. JEFFERSON, ROOM 314, DALLAS, TEXAS, OAKCLIFF MUNICIPAL CENTER IS A VALUABLE SOURCE OF THIS DATA.
36. _____ STATE THE BASIS OF BEARING ON PARCEL SKETCH, (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.*
- STATE PLANE STATEMENT; STATE PLANE COORDINATE SYSTEM, TEXAS NORTH CENTRAL ZONE 4202, NORTH AMERICAN DATUM OF 1983. ADJUSTMENT REALIZATION _____
- 1986, 1993, CORS96, 2007 OR 2011
37. _____ PARCEL SKETCH; SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED PROFESSIONAL LAND SURVEYOR.
38. _____ SHEET/PAGE No.s (I.E. SHEET/PAGE 1 OF 2, ETC.)
39. _____ SUBMIT A GEOMETRIC CLOSURE FOR THE BOUNDARY OF THE PARCELS (THIS IS REQUIRED IN THE PROJECT FILE PRIOR TO RELEASE, ATTACH TO SUBMITTAL):
- a. INCLUDE BEARINGS AND DISTANCES
 - b. CURVE DATA TO INCLUDE:
 1. DIRECTION TO THE RIGHT OR LEFT
 2. ARC LENGTH
 3. RADIUS
 4. DELTA ANGLE
 5. RADIUS
 6. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 7. CHORD LENGTH
 - c. 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 DESCRIPTION AND PARCEL SKETCH 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, the Surveyor of Record, 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.

By review of the submitted separate instrument(s), this Department does not assume any liability for the separate instrument(s), nor does this review release the surveyor of record from her/his responsibilities as a surveyor as set forth by the Texas Board of Professional Land Surveying.

Signature: _____ Date: _____

Printed Name: _____

APPENDIX

HEADER EXAMPLES

LICENSE AGREEMENT
 THOMAS JEFFERSON AVENUE
 ADJACENT TO BLOCK A/1234 & B/5678
 STEPHEN F. AUSTIN SURVEY, ABSTRACT No. 567
 CITY OF DALLAS, DALLAS COUNTY, TEXAS

IN PLATED SUBDIVISION

WATER EASEMENT
 GEORGE WASHINGTON ADDITION
 LOT 1, BLOCK A/234
 STEPHEN F. AUSTIN SURVEY, ABSTRACT No. 567
 CITY OF DALLAS, DALLAS COUNTY, TEXAS

IN ACREAGE

WATER EASEMENT
 BEING IN 89.5 ACRES
 BLOCK A/234
 STEPHEN F. AUSTIN SURVEY, ABSTRACT No. 567
 CITY OF DALLAS, DALLAS COUNTY, TEXAS