



City of Dallas

**Planning and Development Department
Engineering Division; Survey Plat Review Group
"SPRG"**

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

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

LEGAL DESCRIPTION PREPARATION GUIDELINE AND CHECK LIST

The following guidelines and check list 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 Planning and Development Department, Engineering Division, Survey Plat Review Group (SPRG) staff to ensure 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 Engineers and Land Surveyors 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 check list 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 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= (1,234 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. _____ **IF PLATTED; LOT, BLOCK, SUBDIVISION NAME, AND RECORDING INFORMATION.**
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. CENTRAL ANGLE
 - f. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - g. CHORD LENGTH

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.T., 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, OAK CLIFF 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 235, 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 PARCEL (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. CENTRAL ANGLE
 5. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 6. 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 check list 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 Engineers and Land Surveyors.

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 PLATTED SUBDIVISION

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

IN UNPLATTED TRACT

WATER EASEMENT
 BEING 1,234 SQUARE
 BLOCK A/234
 STEPHEN F. AUSTIN SURVEY, ABSTRACT
 CITY OF DALLAS, DALLAS
 COUNTY, TEXAS