

**LEASEHOLD SURVEY**  
**and PLAT REQUIREMENTS**

Lot Description: \_\_\_\_\_  
(Aviation Leasing to fill in Lot description [ADA Number, Lot, Block and Airport Name])

Surveyors Signature & LS Number: \_\_\_\_\_  
[Signature required before review]

To be acceptable, survey plats must be complete. To prevent the possibility of important details being omitted the surveyor must initial and date all survey and plat requirements. Submittals received without this initialed sheet will be returned to the surveyor. This checklist includes all the requirements that will be met for all lease lot survey and plats submitted to the Alaska Department of Transportation and Public Facilities, Aviation Leasing.

No exceptions or deletions from the requirements are allowed without **written** permission from the Departments Survey Manager. In those instances where the centerline monuments have been destroyed or the exterior boundary has not yet been surveyed, special **written** instructions for the survey must be obtained from Departments Survey Manager. If you have any questions in reference to the survey, you may contact the Departments Survey Manager.

- ☐ A. Basis of Bearing and Stationing for the survey will be the runway centerline or adjacent lot survey. Note on the plat whether the bearing shown is grid or true. The record and measured bearings and distances between all recovered monumentation must be shown on the plat.
- ☐ B. The lot survey will be conducted as part of a closed traverse based on an adjacent lot survey or runway centerline. **GPS surveys will only be accepted with prior written approval of the Departments survey manager.** The minimum unadjusted closure of the traverse will be 1:5000. Monuments may be established by sideshot from a control point on the closed traverse but the position must be confirmed by turning the angle from a different control point on the traverse or by turning the angle from a different backsight on the closed traverse. Runway station and offset are required for all set corners. If the lot is on the boundary of the airport, the lot will also be tied to the airport boundary.
- ☐ C. Bearings and distances of all lot boundaries are required. Bearings will be local grid computed from the Basis of Bearing, and distances will be recorded in U.S. Survey feet both on the plat and in the field book.
- ☐ D. The area of the lot or parcel must be shown in square feet on the plat.
- ☐ E. A description of all recovered monuments will be noted in the field notes or on the plat to include the condition (bent, leaning, good condition, etc.), depth of cap above or below ground, type (rebar, copperweld, brass cap, etc.), and where they are located (pavement, natural ground, etc.).
- ☐ F. All improvements will be located by sideshot from a point on the control traverse. The dimensions of all improvements will be by direct taping. A detailed sketch of all improvements will be included in the field notes and will be shown on the plat. The size, type (fuel tank, dike, etc.), height, and location of the improvements. Include a right angle tie from the closest improvement to the lot boundary. Provide the Department with photographs of the lot including any improvements. Digital format is preferred. Label the type of improvement or provide for it in the legend. Include the height of all power poles (with powerline sag clearance), antennas, towers, or any other object that may impact the FAA Part 77 primary surface. If no improvements exist on the lot, a note will be included on the plat
- ☐ G. All plats must be drawn to a scale of 1" = 50'. Sheet size will be 11" x 17".
- ☐ H. A surveyor registered in the State of Alaska must conduct the survey. The plat must bear the surveyor's seal and signature along with a signed and dated surveyor's certificate worded:

## Survey Plat Requirements

### SURVEYOR'S CERTIFICATE

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described, and that all dimensions and other details are correct.

Signature ..... Date .....  
Name & LS Number

- ☐ I. In cases where a lease or permit includes a unique requirement (special ties, setback from the road centerline, etc.), the plat must reflect that information.
- ☐ J. This survey must be tied to any monuments within a 250-foot radius of the lease. If no corners exist within 250 feet a note will be included on the plat. Provide copies of all surveys as part of Item L.
- ☐ K. All lot corners will be monumented with a minimum 30" #5 rebar with a minimum 2" aluminum cap stamped with the lot and block number, year and the surveyor's registration number. In special cases (for example, when a corner falls in a concrete pad), other types of monuments may be used upon receipt of a written request by the Department's Survey Manager. Monuments set in maintained traveled ways (roads, taxiways, etc.) will be placed a minimum of 6" below existing grade.
- ☐ L. **Field notes will be kept in a field book. Electronic field notes will not be accepted and will result in a submittal being returned to correct this deficiency.** All submittals will be complete, legible and will include a copy of the lease, a copy of the surveyors' research material, a copy of the surveyor's field notes, a copy of any computations including a working sketch of the survey, a traverse summary confirming closure, an ASCII point file of the all surveyed points, a hard copy of the survey plat, and an electronic copy of the completed plat compatible with AutoCAD version 2000 or higher. Field notes should be in chronological order with a sketch showing how the survey was completed. Remember someone else will be reviewing this survey and will need to clearly understand your notes. **The Department estimates that a well documented submittal will result in a review being completed in one working day.**
- ☐ M. Include a legend showing monuments found and set, and other features or symbols included on the drawing, to clearly identify the feature or symbol.
- ☐ N. Drawing linework shall not run through text. Parcel boundary lines should not be broken for text or symbols. Use of text masking, leaders, details and line/curve tables is encouraged when necessary to make the drawing linework, text and dimensions clearly readable.
- ☐ O. Show the Building Restriction Line (BRL) on the drawing. This information is shown on the Land Occupancy (LO) drawing available from the Aviation Leasing office. A copy of the LO will be submitted as part of Item L.

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