**R/W ENGINEERING QUALITY ASSURANCE FORM**

LAND ACQUISITION CODE      PARCEL NUMBER

1. CHECK CONTENTS OF ROW ENGINEERING DOCUMENTS FILE

|  |  |  |
| --- | --- | --- |
| A | Transfer Documents | [ ]  |
| B | Legal Descriptions | [ ]  |
| C | R/W Parcel Plats | [ ]  |
| D | Memo to File, Appraisers and Buyers (RER)- if necessary | [ ]  |
| E | L-10 Form | [ ]  |
| F | Memos- if necessary | [ ]  |
| G | Reference Materials- if necessary | [ ]  |
| H | COGO Computation Sheets | [ ]  |
| I | Area Computation Form | [ ]  |
| J | Parcel Documentation Sheet | [ ]  |
| K | Quality Assurance Form | [ ]  |

1. CHECK DESCRIPTION

|  |  |  |
| --- | --- | --- |
| A | Does it close? | [ ]  |
| B | Is the area correct? | [ ]  |
| C | Does the description contain qualifying calls? | [ ]  |
| D | Does the description call for a point number on the R/W Parcel Plat? | [ ]  |
| E | Does the description contain the RER statement if necessary? | [ ]  |
| F | Is the caption correct? Section, Township, and Range. | [ ]  |
| G | Was the correct transfer instrument used? | [ ]  |

1. CHECK AREAS ON L-10

|  |  |  |
| --- | --- | --- |
| A | Does the area match the area on the deed? | [ ]  |
| B | Is the nature of the title correct (FS,TE, SP, etc.) | [ ]  |

1. CHECK THE R/W PARCEL PLAT. (EXHIBIT “B”)

|  |  |  |
| --- | --- | --- |
| A | Is the owner’s name correct?  | [ ]  |
| B | Is the deed record and page correct?  | [ ]  |
| C | Do the station and offsets and the coordinate values match the COGO print out? | [ ]  |
| D | Has the Plat been signed and sealed by an Indiana Land Surveyor?  | [ ]  |
| E | Can the owner’s deed be located (partially traced) on the Plat? | [ ]  |
| F | Does the Plat show at least the Section Corner, Quarter Section Corner, Quarter-Quarter Section Corner, or name of Subdivision with plat book and page?  | [ ]  |

1. CHECK THE PLANS

|  |  |  |
| --- | --- | --- |
| A | Is the owner’s name correct?  | [ ]  |
| B | Are the parcel numbers on the Plans, Plan & Profile, Plat No. 1 and Detail Sheets?  | [ ]  |
| C | Are the property lines located (plus & offset, range plus, angle) and delineated? | [ ]  |
| D | Are the Lots and Subdivision names shown if necessary? | [ ]  |
| E | Is the R/W Code Number on each sheet? | [ ]  |

I, the undersigned Registered Land Surveyor for [CONSULTING FIRM] certify the above items have been reviewed and are correct.

[Name] [Date]