



Instructions for Surveyors & Attachment B

Land Management

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Provide this document to your surveyor at the time you order the survey.

Because the City of Austin may only release easement rights held by the City, there is a unique set of requirements for easement release surveys.

- The City of Austin survey requirements are more detailed than the State of Texas requirements
- It is imperative that these instructions are followed to ensure acceptance
- The “Survey Review Checklist” (Attached) must be reviewed and completed by the applicant or the survey team
- The City of Austin will not be able to accept the survey and the application if any of the items on the “Survey Review Checklist” are not completed or are incorrect.

Instruction for Entire Easement Release

A. All survey documents must be:

1. Originals uploaded
2. On 8½" x 11" White Bond Paper
3. Signed in Blue Ink
4. Dated
5. Sealed by a Texas Registered Professional Land Surveyor

Note: If the easement in question has been retained by both Ordinance and Deed (Quitclaim Deed or Deed without Warranty), then reference to recording information for both documents must be included in the preamble.

B. Preamble must include:

1. Current owner’s name and deed’s recording information (document and/or volume and page number)
2. Type of easement to be released (electric and telephone line easement, electric transmission and/or distribution easement, drainage, and public utility easement, etc.)
3. Easement recording information (how the easement was dedicated)

C. A surveyor’s sketch (see Exhibit B-2) showing the following:

1. Area of the easement to be released with all improvements (such as roof overhangs, concrete slabs, storage buildings, visible utilities, or any other improvements of a permanent nature)
2. All improvements within ten feet of the proposed easement release area. Two sketches at the same scale may be provided, one sketch to include improvements and one sketch to show only the proposed easement release area
3. All existing easements on the property

Instructions for Partial Easement Release

- A. All survey documents must be:
1. Originals
 2. On 8½" x 11" White Bond Paper
 3. Signed in Blue Ink
 4. Dated
 5. Sealed by a Texas Registered Professional Land Surveyor
- B. Please provide certification language similar to the sample below:

Witness my hand this (To the City of Austin):

I, [Print Name], licensed to practice Land Surveying in the State of Texas, hereby certify that the foregoing metes and bounds legal description and sketch were based on an on the ground survey, that all visible and apparent protrusions and encroachments into the easement area are accounted for, including but not limited to building footprint, eaves and roof overhangs and all visible improvements whatsoever.

Witness my hand and seal this [Month Day], [Year] [Seal and Signature]

- C. Preamble must include:
1. Current owner's name and the deed's recording information (document and/or volume and page number)
 2. Type of easement to be released (telephone line easement, public utility easement, etc.)
 3. Easement recording information
"...easement was dedicated by plat recorded in Volume 1, Page 1, Plat Records of Travis County, Texas, or by Document No. 2020123456, Official Public Records, Travis County, Texas..."
Note: If the easement in question has been retained by both Ordinance and Deed (Quitclaim Deed or Deed without Warranty), then references to recording information for both documents must be included in the preamble.
- D. Metes and bounds description (see Exhibit A-1) of the proposed easement release area must be in accordance with current *City of Austin Field Note Guidelines*.
Note: A copy of the Guidelines are available upon request.
- E. A surveyor's sketch (see Exhibit A-2) showing the following:
1. Area of the easement to be released with all improvements (such as roof overhangs, concrete slabs, storage buildings, visible utilities, or any other improvements of a permanent nature)
 2. All improvements within ten feet of the proposed easement release area
 3. All existing easements on the property
Note: Two sketches at the same scale may be provided, one sketch to include improvements, and one sketch to show only the proposed easement release area.



Survey Review Checklist

Land Management

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

The City of Austin survey requirements exceed the standards set by the State of Texas. To help you meet these requirements and to avoid your application being rejected, please use the checklist provided below:

- Verify that a north compass arrow is clearly displayed on the sketch***
- Verify that the Warranty Deed/ownership deed information is correct**
Ensure your survey includes the correct owner's name and public recording information, in both the preamble** and the survey sketch.

Example: Jane Doe, Document number 2019123456, Official Public Records, Travis County, Texas.
- Verify all recording information for the easement is present and is correct**
Example
Volume 22, Page 33, Plat records of Travis County vs the correct information of Volume 33, Page 22, Deed Records of Travis County, Texas.
- Verify that the correct easement type is shown/stated on both the preamble and the survey sketch**
Example: *Public Utility Easement to be released*
- Verify that the label "To Be Released" is present on the survey sketch**
A surveyor will label the type of easement but will not always remember to include the words "To Be Released" in the sketch that are required. The words vacated and/or abandoned are not acceptable. Please use "To Be Released"
- Mark if this is a partial easement release**
 - Yes, this is a partial easement release
 - No, this is not a partial easement release
- Verify for partial easement releases only that the certification statement is present in field notes***
Certification Statement:

I, [Printed Surveyor Name], licensed to practice Land Surveying in the State of Texas, hereby certify that the foregoing metes and bounds legal description and sketch were based on an on the ground survey, that all visible and apparent protrusions and encroachments into the easement area are account for, including but not limited to building footprint, eaves and roof overhangs and all visible improvements whatsoever.

Witness my hand and seal this [Month DD, YYYY] to the City of Austin.

Name, R.P.L.S. Date

Registered Professional Land Surveyor No. _____

State of Texas

- All physical improvements shown**
- Stamped by the Registered Professional Land Surveyor (RPLS)**

*Surveys have two parts: 1) Field notes—verbal description of the property; and 2) Sketch—map/drawing of the property
**Preamble = the first section of the field notes