



SURVEYOR CHECKLIST: LEGAL DESCRIPTIONS AND DESCRIPTION SKETCHES

IMPORTANT Please provide this checklist to your licensed surveyor to ensure that your Legal Description and Sketch meets our requirements.

- ☐ 8 ½" x 11" paper
- ☐ Access to parcel
- ☐ Company name, Licensed Business No., Name and License No. of the professional surveyor and mapper
- ☐ All parcels of land and adjacent land should be identified with a folio number
- ☐ A statement that "This is not a Survey."
- ☐ A statement that "Information is not complete without accompanying sketch."
- ☐ The initial point (point of commencement) and the point of beginning should be clearly labeled on the sketch
- ☐ Specific identification of Section, Township, Range (and subdivision name with recording information, when applicable) showing a specific identification of Hillsborough County, Florida
- ☐ All pages should be marked as EXHIBIT A and numbered (1 of 2, etc.) with legal descriptions on Page 1
- ☐ Bearings and dimensions on all courses
- ☐ Basis of bearings
- ☐ Street names labeled
- ☐ Right of way lines labeled and information on how it exists
- ☐ North arrow and scale designated
- ☐ Date prepared and date signed
- ☐ The legal description must be labeled as such and be displayed in both square feet and acres. Larger areas should be shown in areas to two (2) decimal places, with smaller acres to three (3) decimal places.
- ☐ Hillsborough County Project No.
- ☐ All easements on the parent tract must be shown on the sketch
- ☐ Closure Report provided
- ☐ CAD files provided (ROW dedication only)