

EXHIBIT G - Right-of-Way QA/QC Checklist

		San Bernardino County Right-of- Way QAQC Checklist			
		Consultant Name:		PLS Name:	
		Office Location:		License No.:	
		Project Name:		County Project Number:	
Item	Technical Review	Project Manager Review	Licensed Land Surveyor Review	Comments	
Property Boundary & Ownership Documentation					
* Indicates as applicable (not required)					
*Current Title Reports: Review title reports (ideally less than 6 months old) to identify the fee owner of each parcel.	☐	☐	☐		
Vesting Deeds: Verify that the owner on the survey map matches the current vesting deed. Ensure documents are provided as part of research documents.	☐	☐	☐		
Adjoiner Deeds & Plats: Review surrounding property deeds (adjoiner deeds) to confirm there are no gaps or overlaps in the boundary line.	☐	☐	☐		
Research Documents: Provide all relevant research documents and ensure metadata is reflected in CAD file submittal.	☐	☐	☐		
Chain of Title: Analyze previous surveys and deeds to understand the history of the boundary.	☐	☐	☐		
Right-of-Way Limits and Base Map					
Layer Management: Layers are structured per International CAD Standards. Easements, Deeds and other conveyance documents are identified with their corresponding document metadata.	☐	☐	☐		
Assessor Parcel Numbers: APNs are identified and confirmed to be accurate.	☐	☐	☐		
*Abandonment/Vacations: Any Abandonment or Vacations are noted and corresponding Resolutions or recorded documents are identified.	☐	☐	☐		
Existing ROW Limits: Define the existing right-of-way line for streets, roads, or highways. Provide and identify all official documents used to verify right-of-way widths (road deeds, maps, etc.). Please note Assessor Parcel Maps is not an official form of confirmation.	☐	☐	☐		
GIS					
Metadata: Ensure requested metadata is incorporated and in proper format.	☐	☐	☐		
Polygons: Ensure parcels are closed polygons and corresponding right-of-way polygons are generated all with corresponding metadata.	☐	☐	☐		
Projection & File Formats: Ensure shapefile incorporates corresponding projection metadata and reflects the projects established datums.	☐	☐	☐		
Easements and Encumbrances					
*Public/Private Easements: Plot all plottable easements (drainage, utility, slope, access) that cross the property.	☐	☐	☐		
*Offsite Easements: Identify any offsite easements that benefit or burden the subject property.	☐	☐	☐		
Field Evidence and Improvements					
Existing Monuments: Locate and verify existing property corners and boundary monuments. Ensure all monuments are of caliber and contain reference to corresponding official record.	☐	☐	☐		
Physical Improvements: Locate and map all permanent improvements within or near the new ROW, including buildings, fences, driveways, and parking areas.	☐	☐	☐		
*Subsurface/Surface Utilities: Mark significant features such as utility poles, manholes, hydrants, signs, gas pumps, and monitoring wells.	☐	☐	☐		
Evidence of Possession: Document any signs of recent earth-moving work or occupation that could imply a conflict.	☐	☐	☐		
Survey Methodology and Controls					
Horizontal/Vertical Datum: Define the survey coordinate system, identify controls (vertical/horizontal) used.	☐	☐	☐		
Traverse Closure & Reports: Perform a mathematical check (closure) of all surveyed boundaries and ensure all closure reports are provided.	☐	☐	☐		
Record of Survey Requirements: Confirm need for Record of Survey. (e.g. Lines of Record, Monumentation, etc.), indicate if N/A.	☐	☐	☐		
CAD Standards: Provide digital files (dwg/dgn) in the required format.	☐	☐	☐		
Approvals					
Signatures and Seals: Ensure all plans and legal documents are signed and sealed by a Registered Professional Land Surveyor.	☐	☐	☐		
QAQC Procedures: Confirm QAQC Procedures have been conducted throughout the lifetime of this project. Confirm accuracy and quality of data being provided.	☐	☐	☐		
Technical Review By Name Signature Date Project Manager Review By Name Signature Date Licensed Surveyor Review By Name Signature Date					
INTERNAL USE ONLY Project Received By: Date: Project Reviewed By: Date:				Comments:	