## Sample Form 7A – STATE LAND ACQUISITION CHECKLIST

The sample form below contains the template for the checklist used when the survey is prepared for the purpose of acquisition by the State of New Jersey. This form can be substituted by a document that contains the same information in substantially the same form.

The primary distinctions between State Acquisition surveys and Local/Nonprofits surveys are that Sections 8.1, 8.2, and 8.9 of this Scope of Services do not apply to the latter unless required by contract with the Local Unit or nonprofit, and that the number of copies of deliverables differ.

**CHECKLIST OF WORK COMPLETED - STATE LAND ACQUISITION**

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**GREEN ACRES PROGRAM**

1. **SURVEY CONTRACT DELIVERABLES**

##### Copies of Notifications – Letterhead Standard Notice

* + - 8.1.1 Division Fax Notification – Required -
		- 8.1.2 Property Owner Notification – Required -
		- 8.1.3 Police Department Notification – Required -
		- 8.1.4 Adjoiner Notification – As Necessary -
		- 8.1.5 Misc. Notification (Utility, etc.) – As Necessary

##### Copies of Written Consent – Letterhead Request with Reply

* + - 8.2.1 Adjoiner Consent to Cut Brush or Trees
		- 8.2.2 Using Agency Consent to Cut Trees

##### 8.3 Parcel Closure - Precision/Radial Error/Area

* + - **8.4 Full size Paper Copies of Survey Plan**
		- 8 Folded Copies for EACH ACQUISITION PARTNER for State acquisitions

##### 8.5 Metes and Bound Description and Reduced Survey Plan

* + - 8 copies for EACH ACQUISITION PARTNER with reduced plan stapled as last sheet

##### Digital Files

Cover Label on Digital Media Disk (standard 5.25-inch CD-R or Mini CD-R compact disk):

* + - Property Owner Name and Owner ID#
		- Project Number & Name
		- Municipal Tax Block and Lot numbers
		- Municipality & County
		- Survey Firm
		- Date of Survey
		- Survey Reference Number. Contains:
		- 8.6-1 Descriptions
		- 8.6-2 AutoCAD .dwg
		- 8.6-3 Full drawing .pdf format
		- 8.6-4 Linework .dwg format
		- 8.6-5 Photographs of corner markers found and set

##### 8.7 Surveyor’s Certification and Summary Form

* + - One signed and sealed copy required, which reports separately each lot depicted on the plan

##### 8.8 This Checklist of Work completed, Detail Sheet from site-specific engagement and tax map from site-specific engagement

**8.9 Corner Marker Description Sheets (if requested)**

* Corner Number /Character of Mark
* Project Information/Seller Information
* Location of Mark
* Survey Firm
* Cap Detail
* Sketch with field witness marks
* Photograph of south side of mark, looking northward.

Prepared by New Jersey Professional Land Surveyor Date