

SURVEY GUIDELINES



Survey work on North Dakota School Trust Land requires the following:

1. An online application from the company (Grantee) (or the survey/engineering company on behalf of the company) for each proposed project and,
2. An active “Planning and Preconstruction Survey” permit must be held by the survey/engineering company completing survey work. Please see below for more information.

To obtain a Planning and Preconstruction Survey Permit, the survey/engineering company must:

1. Submit an online application requesting a Planning and Preconstruction Survey permit
2. Submit the application fee and permit consideration.

* The Planning and Preconstruction Survey permit waives the seven day notification requirement set forth by *N.D.C.C. § 38-11.1-04.1*. The permit is valid only for the personnel of the survey/engineering company that obtained the permit. The permit must be re-issued after the five year term. (See #2 above)

- The applicant must consult with NDDTL for proper siting of the proposed project prior to survey commencement. This step saves time, effort, and money for those involved.
- It is the applicant’s responsibility to accurately locate any existing infrastructure that the proposed routes parallel or intersect
 - *If the applicant fails to accurately locate existing infrastructure and a problem occurs during construction, the applicant must cease construction and immediately contact NDDTL to report; the applicant will be responsible for any additional surveys or fees that arise.*

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All Surveys:

- Completed at survey grade
- Signed and dated by a certified land surveyor registered in the State of North Dakota
- Contain a legal description (county, township, range, section, quarter section)
- Drawn to scale and contain a scale and compass
- Labeled in the following format:
"ROW# XXXX – Exhibit A" with page numbers

File Types needed:

- PDF: Survey plats
 - Font and size must comply with county recorder's office specifications/requirements
- Microsoft Word: Survey narratives
- ESRI compatible shapefile / Google Earth KMZ file
 - (Projection data must be in NAD 1983 State Plane North Dakota South FIPS 3302 Feet)

Centerline Surveys:

- Tie POB/POT to found section corners
- Latitude and longitudes of P.I.'s, angles, and distances between P.I.'s,
- Footage/acreage per quarter section on the plat (it is helpful to place a P.I. on each quarter section crossed)
- Total footage/acreage in the narrative
- Bore segments, temporary work space (NDDTL standard is 17 feet on the working side of the line), additional temporary workspace, and above ground appurtenances (if applicable)
 - (include metes and bounds description tied to the centerline survey for appurtenances)
- Near prominent features such as existing lines, roads, well pads, drainages/wetlands, trees, fences, archaeological sites, etc.
- Multiple pipeline surveys need a detailed view depicting the location of each the lines in relation to the described centerline
- Droplines/laterals require their own ROW# (can have more than one dropline per ROW#)
 - Droplines can be depicted on the same survey plat as the mainline
 - Well(s) being serviced by dropline
 - Tie POB/POT for each dropline to a found section corner
 - Dropline footage/acreage must be split out a per quarter section and not included with the main line footage/acreage
 - Droplines must be individually described, make sure to include the footage/acreage for each line in the individual narratives

Off-Lease Activity Surveys:

- Name and location of each well bore (*must match NDIC website information)
- Well bottom holes
- Metes & Bounds of the fenced area
- Topsoil location (and measurements)
- Centerline of any associated roads and flowlines

On-Lease Activity Surveys:

- Name and location of each well bore (*must match NDIC website information)
- Well bottom holes
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** This document is meant only as a guide as these are the most commonly reviewed items but DTL may require additional items. **

If you feel that your project does not fit into any of the above, please contact DTL for guidance.