

**Survey work on North Dakota School Trust Land (including general surveys, metes-and-bounds, centerline, cadastral, ocular reconnaissance cultural resource surveys, & habitat or wetland delineations) requires:**

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:**

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

The permit is valid only for the personnel of the survey/engineering company that obtained the permit and has a five-year term. When the permit expires, a new permit must be obtained. Please ensure that the business is registered with the ND Secretary of State.

The applicant requesting a right of way must consult with NDDTL for 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 route(s) 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.

**SURVEY PLAT GUIDELINES**

**All Civil Surveys:**

- Completed at survey grade
- Signed and dated by a ND registered certified land surveyor
- Contain an accurate legal description (county, township, range, section, quarter section, subdivision (as applicable))
- Drawn to scale and contain a scale and compass
- Tie all POB/POT to found corners
- Footage/rods/acreage and Narratives for each permanent and temporary area(s) per quarter section/lot
- Total footage/rods/acreage in the narrative
- Depict near prominent features such as existing lines, roads, well pads, drainages/wetlands, trees, fences, archaeological sites, etc.

**Required File Types:**

- PDF: Survey plats
  - Font size must be greater than 10 point
  - 1-inch margins
  - Any shading used must be reproducible
- Microsoft Word: Survey narratives
- ESRI compatible shapefile / KML file
  - ND State Plane Coordinate System

**Centerline (linear) Surveys:**

- Easement Width: 33 feet permanent (16.5 feet on either side of the centerline); 17 feet temporary workspace on the working side
- Detailed view or callouts that depict the location(s) of each type of line in relation to the centerline where that type of line is to be built (ie, if the single centerline has two size/material pipelines or if the centerline is for multiple pipelines); it may be necessary to depict and describe each segment separately.
- Bore segments, requested additional temporary workspace, construction access routes, and above ground appurtenances (if applicable); these need to have dimensions and acreages listed on the plat
  - (Appurtenances must be located within the permanent easement width; include metes and bounds description tied to the centerline survey)
  - (all poles, anchors, cabinets, meters, etc need to depicted and described)
- Latitude and longitudes of P.I.’s, angles/bearings, and distances between P.I.’s, etc.

**Road Surveys:**

- Depict the width & length for each permanent area(s) and temporary area(s) requested. A metes & bounds survey, if it is clear and correct for the area, could be acceptable.
  - For section line roads, any area outside of the statute granted 33-foot area must be acquired via easement or temporary construction/slope permit and depicted and described in a survey.
  - The road base & ditch area(s) should be depicted and described as permanent acres. This is the area required for maintenance.
  - The temporary slope area(s) & topsoil pile locations should be depicted and described as temporary acres. This is the temporary space(s) needed for construction and topsoil reservation; it should otherwise look natural.
- Depict the access points/approaches to be constructed for tract access (minimum of one per section quarter required)
- If a centerline description is used: latitude and longitudes of P.I.’s, angles/bearings, and distances between P.I.’s, etc.

**Off-Lease Activity Surveys (wells & access roads:**

- Well plat packages for each well bore proposed for the location that shows the name of the well, surface and bottom hole locations of each well, “Legal Take Point” footages, and spacing unit to be produced by each well bore (\*must match NDIC information)
- Metes & Bounds of the total disturbed/fenced area
  - (be mindful if the boundaries cross any quarter lines/lot lines to report the acres on a quarter/lot basis)
- Planned topsoil location and measurements (8-inch depth)
- Centerline of any associated roads (see information above for roads and centerline surveys)

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- Metes & Bounds of the total disturbed/fenced area
  - (be mindful if the boundaries cross any quarter lines/lot lines to report the acres on a quarter/lot basis)
- Planned topsoil location and measurements (8-inch depth)
- Centerline of any associated roads and flowlines (see information above for roads and centerline surveys)