

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 and signed and dated by a certified land surveyor registered in the State of North Dakota
- Font and size must comply with county recorder's office specifications/requirements
- Survey plat in PDF format along with a copy of the survey narrative in Microsoft Word format
- Labeled in the following format: "ROW# XXXX – Exhibit A" with page numbers
- Contain a legal description (county, township, range, section, quarter section)
- Drawn to scale and contain a scale and compass

Linear Centerline Surveys:

- Tie POB/POT to found section corners
- Contain latitude and longitudes of P.I.'s, angles, and distances between P.I.'s,
- List footage/acreage per quarter section on the plat map *note, it is helpful to place a P.I. on each quarter section crossed*
- Include total footage/acreage in the survey narrative
- Depict and describe temporary work space (NDDTL standard is 17 feet on the working side of the line), bore segments, additional temporary workspace requested, and above ground appurtenances (if applicable)
 - (include metes and bounds description tied to the centerline survey for appurtenances)
- Depict other near prominent features such as existing lines and well pads (if applicable), roads, drainages, trees, fences, avoided archaeological sites, etc.
- ESRI compatible shapefile / Google Earth KMZ file (including projection data - must be in NAD 1983 State Plane North Dakota South FIPS 3302 Feet)

- Droplines/laterals require their own ROW# (can have more than one dropline on the ROW#; NDDTL will need the well pad being serviced by dropline)
 - Droplines can be depicted on the same survey plat as the mainline
 - 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

On-Lease Activity Surveys:

- Well plat package in PDF format
- Name and location of each well bore (*must match NDIC website information*)
- Well bottom holes
- Topsoil location (and measurements)
- Metes & Bounds of the fenced area (plat)
- Centerline of roads and any associated flowlines and/or pipelines (plat and narrative)
- ESRI compatible shapefile / Google Earth KMZ file (including projection data - must be in NAD 1983 State Plane North Dakota South FIPS 3302 Feet)

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- Well plat package in PDF format
- Name and location of each well bore (*must match NDIC website information*)
- Well bottom holes
- Topsoil location (and measurements)
- Metes & Bounds of the fenced area (plat and narrative; Word document)
- Centerline of roads and any associated flowlines and/or pipelines (plat and narrative; Word document)
- ESRI compatible shapefile / Google Earth KMZ file (including projection data - must be in NAD 1983 State Plane North Dakota South FIPS 3302 Feet)

This document is meant only as a guide. These are the most common items but NDDTL may require additional items.