

**PREPARATION AND REVIEW GUIDELINES FOR SURVEYS
AND SURVEYOR'S REPORTS REQUIRED FOR MHDC
MULTIFAMILY PROJECTS**

**GUIDELINES FOR ALTA SURVEYS REQUIRED PRIOR TO THE START OF
CONSTRUCTION:**

1. The survey is to be a "transit" survey made at the site by a licensed surveyor. See the instructions on page 1 of Form HUD-92457 (02/2006) Surveyor's Report, and the guidelines contained herein.
2. The scale of the survey drawing is to be 1 inch = 30 feet or larger. A smaller scale may be acceptable if it will allow the survey to be on one page.
3. The Survey Drawing shall provide the following information:
 - (a) Provide the MHDC project name and project number at the top of the survey
 - (b) Name of City, County, and State of the property location.
 - (c) North arrow, magnetic and true.
 - (d) Owner's names with the lot and block numbers of the adjacent properties.
 - (e) Legal description of the property, and the total square feet and acreage, if available. The legal description shown on the title commitment must be identical to the legal description shown on the survey.

NOTE: If a metes and bounds description is required, provide a point of reference from which the legal description is located (e.g., commencing as a point of reference at the NE corner of the NW ¼ of the NW ¼ of Section) on the survey, and dimensions locating this point with respect to the point of beginning. The point of beginning must be noted.

(f) Dimensioned length and direction of each boundary and physical indication of boundary (monuments, markers, fences, etc.).

(g) Material variations from record lines by fences, walls, or structures to be indicated (either on this property or adjoining).

(h) All encroachments or deviations from the description of the property or conflicts with descriptions of adjoining properties **or encroachments of improvements onto easements or setbacks**

(i) **All party walls to be shown.**

(j) Existing on-site and adjacent streets, alleys, drives, and walks. Provide the street names or designations (including widths and dimensions), indicate the surfacing, curbs, and other pertinent data, and provide the distance to the nearest street.

(k) All easements, rights-of-way, set back lines, and other restrictions, including the widths of easements and rights-of-way, distance of right-of-way lines to paving, distance of set-back lines from property lines, and the **recording information**. The easements must match all of the easements noted on the title commitment. Do not show the property line dimensions to the center of streets.

(l) Location and size of all utility lines, facilities, poles, hydrants, manholes, etc., including those on or adjacent to the property, and in adjacent streets. Include the water, sewer (storm and sanitary), gas, electric, telephone, and TV. Include the sewer invert elevations and direction of flow. **All utilities are to be located within an easement unless they access the property by way public right-of-way.**

(m) All high-pressure gas and liquid petroleum transmission pipelines within 220 yards of the property boundaries **or note that none exist.**

(n) Location of natural features such as preservable trees, streams, rock outcroppings, etc.

(o) Indicate all on-site existing structures.

(p) Indicate all structures adjacent to the site.

(q) Show the available information about subsoil, ground water, fill, and buried foundations, tanks, debris, etc.

(r) Show the ingress and egress to the site.

(s) **Flood zone for the property is to be shown and noted.**

4. Survey maps are to be **certified using the certification on page one of the Surveyor's Report, Form HUD-92457 (02/2006)**, dated, signed and sealed within **ninety (90)** days before the closing. NOTE: In making this certification, be sure to delete "U.S. Department of Housing and Urban Development (HUD)" and in lieu thereof, insert "Missouri Housing Development Commission (MHDC)".

GUIDELINES FOR SURVEYS REQUIRED AFTER THE COMPLETION OF CONSTRUCTION:

1. All corners of the site are to be staked or permanently marked.

2. The survey maps shall contain the information outlined under “GUIDELINES FOR SURVEYS REQUIRED PRIOR TO START OF CONSTRUCTION”, except for Items 3(b) and 3(q).
3. In addition, the survey map shall provide the following information:
 - (a) Show the location of all the improvements constructed thereon, including buildings, drives, sidewalks, parking, fences, retaining walls, trash enclosures, etc.
 - (b) Show all utility lines and sizes, including hook-ups to each building from on-site and off-site mains, and the recording information thereof. (If a rehab project, hook-ups are not required to be shown.)
 - (c) Show locations of manholes, transformers, poles, exterior lights, curb inlets, etc.
 - (d) The dimensions locating all buildings on the lot with respect to the lot and building lines are to be noted.
 - (e) Parking lot and road and walk sizes are to be noted and located. Curbs are to be indicated with double lines. Surface materials should be noted.
 - (f) All proposed easements, dedications, etc., not shown on the survey prior to the start of construction, must have the prior approval of MHDC before being filed.
4. If project is rehab then an 'as built' will be accepted at the completion of construction in lieu of an ALTA survey as long as the building footprint has not changed and no new easements need to be shown.

THE FOLLOWING ITEMS ARE GENERALLY NOT ACCEPTABLE:

1. Blanket easements.
2. Easements which encroach upon the rights of others by overlapping other easements or rights-of-way and if there are improvements such as sidewalks, patios, and carports within the easement.
3. Excessively large easements, such as a forty foot easement for a two inch gas line.
4. Ingress and egress easements providing access to adjacent properties.
5. Added wording or disclaimers to the certification on the survey, such as: “According to the information available”, etc. The certification shall state the survey is correct, without qualifications.

GUIDELINES FOR PREPARATION AND REVIEW OF THE SURVEYOR'S REPORT (FORM HUD-92457 (02/2006)):

1. The Surveyor's Report, Form HUD 92457 (02/2006), must be signed and dated no more than **thirty (30)** days before the closing by a licensed surveyor, and must bear the surveyor's professional seal.
2. The date on line 1 of the first paragraph is to be the same as the last revision date on the survey map, and must be within **ninety (90)** days of the closing.
3. The date on line 2 of the second paragraph must be within **thirty (30)** days of the closing.
4. Positive statements are required regarding Items 1 through 10 on the Surveyor's Report. Statements such as the following are not positive statements:
 - (a) "Shown on the survey" – If nothing is shown on the survey, then a positive statement has not been made. "
 - (b) "None known" – This is not a positive statement, and is obvious the surveyor has not checked the records or made a transit survey.

Examples of acceptable statements are:

"Yes, as shown on survey".

"None".

5. **Surveyor's Report and Survey must be able to provide required information independent from one another.**

Attachments: Surveyor's Report Form HUD-92457 (02/2006)