

Sec. 12.01 **Introduction**

The purpose of the VDOT Survey Program Area is to provide accurate and complete survey information, which meets legally required minimum standards and can be utilized for design, right-of-way and construction efforts. The creation of survey plan base, the platting of rights-of-way and easements, and the monumentation of right-of-way limits falls under the responsibility and purview of professional land surveyors. This chapter establishes new processes, streamlines existing processes and addresses issues that will bring VDOT into compliance with the Code of Virginia with respect to the professional practice of land surveying. This chapter is a general plan to focus attention on these areas of practice within the Department, to aid management in scheduling and budgeting resources for successful implementation and to assure compliance with both the Code of Virginia and Department policies and procedures.

Sec. 12.02 **Business and Legal Purpose for Signing and Sealing Survey Products**

In accordance with the Chief Engineer’s directives, beginning July 1, 2009, all new VDOT surveys, deliverables and services listed and described in this chapter and the current VDOT L&D IIM-243 “Sealing and Signing of Plans and Documents”, shall be sealed and signed by a surveyor, licensed in the Commonwealth of Virginia. The work shall be performed by, or under the direct supervision of, a land surveyor in good standing, licensed in the Commonwealth of Virginia. The survey products and services shall meet applicable APELSCIDLA minimum standards and regulations and shall follow procedures and practices established in the Department’s Survey Manual.

VDOT requires that all plans and documents are to be signed with ACES (Access Certificates for Electronic Services) Business Representatives Digital Certificates. These certificates are purchased from IdenTrust, LLC, and supplied to VDOT staff. For information regarding the application of these products refer to VDOT’s CADD Manual *Appendix F.

Sec. 12.02.1 **Description of Work and Guidance**

These services consist of performing records research, field work and office computations that ultimately provide certified professionally surveyed information to the Department for its use in evaluating and ascertaining an area for its suitability for transportation purposes, construction or for any other purpose incidental thereto. Safety in the field is paramount therefore; all work zones shall conform to the VDOT Work Zone Safety Protection Manual.

Sec. 12.02.2 **Materials Necessary to Provide Services**

Survey work shall be performed using calibrated, modern surveying equipment, combined with practices and procedures that ensure applicable accuracy requirements are met. All work shall be authorized by the respective District Survey Manager (VDOT employees) or State Survey Program Manager (limited services consultants) with a written notice to proceed and anticipated delivery date. The limits of the area and/or identified facilities requiring survey information shall be identified as the result of a scoping meeting or field site review.

* Rev. 7/15