

Sec. 12.02.3 **Application of Survey Seal**

These survey products will follow the guidelines outlined in the electronic submission guides and contain* the surveyor’s electronic seal, digital signature and certification statement(s) when necessary. These products may contain notes and statements, by the professional, that define what the product represents and what it does not. The **Survey Cell Library** contains sample notes for modification and insertion into the CADD file product. These survey products are deliverables contained within the MicroStation CADD environment. The surveyor shall affix his seal in the proximity of the Title Block portion of the survey file as depicted [Figure 12-A](#). Additionally, the surveyor shall include general notes pertaining to the representation of the survey in the same proximity of his seal. In the case of specific notes, the surveyor shall place these in proximity to the areas of concern that require attention. Digital signatures are to be placed with ACES (Access Certificates for Electronic Services) Business Representatives Digital Certificates.

Sec. 12.03 **Engineering/Topographic Surveys**

The majority of this work occurs after project scoping, once funding is authorized, and is delivered at various periods prior to the Plan Coordination Review stage as depicted in the VDOT Project Development Process.

Sec. 12.03.1 **Professional Surveying Services & Responsibilities**

The application of the professional’s seal, electronic signature, and date shall be evidence that the survey meets the minimum requirements of DPOR’s APELSCIDLA regulations, is an accurate representation of the existing site and ownership conditions on that date for the area of concern, and correct to the best of the professional’s knowledge, information, and belief on that date for:

a. Location Surveys

These types of surveys shall conform to **Chapter 4** of the VDOT Survey Manual, titled, “Location Surveys”. These surveys include and encompass ownership of record, compiled title evidence, topography, planimetry, drainage information, subsurface utilities and base survey control. These surveys are requested to obtain information pertaining to wetland identification and mitigation and bridge site surveys. Survey updates will be evaluated during the Detailed Design phase of the VDOT project plan process. Updates are critical to the successful completion of the plan, all survey and sue information will be evaluated to see if it warrants updating the survey or sue information. If consultants or VDOT personnel are being used on the project, the same party should be used to complete the project through setting monumentation at the completion of construction if available by contract. If the original consultant is not available, it is imperative that the Project Manager and District Survey Manager determine who will be responsible for signing and sealing the plans.

* Rev. 4/16