

#### *Sec. 4.01* **General Remarks**

In using these instructions, it must be realized that to write a set of rules as all-inclusive as to cover any and all situations encountered during the course of a survey would be impractical, if not impossible. Unusual situations will occur, and we depend on the skill and initiative of the Consultants, District Survey Managers and staff to resolve, or have these situations resolved. State Survey Personnel or Consultants will make all location surveys, using current guidelines and instructions, from the Virginia Department of Transportation's "Survey Manual". This manual will cover almost all policies and procedures concurrent with a location survey.

#### *Sec. 4.02* **Survey Assignment**

Upon receipt of a survey authorization, the District Survey Manager will assign the project to a Survey Party Manager (Land Surveyor) in the district or Consultant staff (see Sec. 1.02.2). During the progress of the survey, the District Survey Manager will review the work for conformance with current instructions and ascertain that the survey data is complete and covers the proposed project.

#### *Sec. 4.03* **Contacting Property Owners**

In making surveys of any nature, survey party personnel usually are the first agents or representatives of the Department to encounter private property owners. Since first impressions often are lasting ones, it is of utmost importance that all contacts with private property owners be handled with integrity and in a courteous and business-like manner.

Every possible effort must be made by the survey party to contact property owners prior to entering their property. Although law prescribes our right of entry for making surveys, **(See Sec. 1.01)** courtesy demands that this right must not be abused. There can be no reasonable excuse for the failure to make these contacts, particularly when the owner lives on the property or in the vicinity.

Prior to any fieldwork involving private property or public utility property, the Survey Party Manager (Land Surveyor), staff, or consultants should visit the appropriate courthouse to view area real estate maps for the purpose of making a list of all property owners to be effected by the proposed survey. In areas where real estate maps are not available, other methods will be necessary to determine the effected properties.

This list should then be forwarded to the District Survey Manager, and the standard memorandum shown on [Figure 4-A](#) of this manual prepared for each owner. As of July 1, 2011, a letter will be sent to all affected landowners on a project. The surveyor cannot enter the property until fifteen (15) days after the letter is received. This memorandum will be used statewide to insure uniformity because this is a law Section 33.2-1011. \*The memorandum must state the survey task and the duration of the assignment if it exceeds 90 days. **Note: The duration must have specific dates and cannot cover the life of the project.**

---

\* January 1, 2013