*Sec. 4.17*  **Submission of Survey Report and Data**

Before submitting the survey data, all information should be checked by the Survey Party Manager.  He shall ascertain that the survey embodies all of the required information and that it is recorded and plotted in accordance with these instructions.

The Survey Party Manager will then write the Survey Report (a copy of which shall be titled "**sUPC#.doc**" and shall be included on the server).  This document will be placed in Falcon. The narrative will give a description of the survey and report all features and conditions not fully covered in the notes that will affect the location, design and construction of the road.  Any part of the survey not conforming to the standards herein specified or generally accepted shall be fully explained.

It is the responsibility of the District Survey Manager to check each survey for correctness, completeness and notifying the Project Manager and State Survey Program Manager that the survey is complete.  The District Survey Manager will verify that the survey has been secured in accordance with the authorization and these instructions and all pertinent information such as subdivision plans, tract plats and deed book descriptions from court records are included.

*Sec. 4.18*  **Digital Sealing of Microstation and Adobe Files**

Beginning July 1$^{st}$, 2009, all newly submitted survey, utility, and update digital files will contain a digital signature certifying the Microstation file meets an accepted professional standard and quality.  **(IIM-LD-243).**    This IIM is very specific on what will and will not be sealed by a licensed professional.  All plans submitted for Right of Way approval shall be Sealed and Signed by a Licensed Land Surveyor.  The Microstation digital signature has been provided to VDOT's Licensed Surveyors (L.S.)**.  It is the consultant's responsibility to acquire Falcon access and digital signatures for submission of files to VDOT upon Notice to Proceed.** $^{\lozenge}$  Survey digital files whose submission was prior to July 1st, 2009, will <u>not</u> require a digital signature.

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$^{\lozenge}$ March 3, 2014