

Board of Land Surveyors – PORTFOLIO

For applications submitted or pending after January 7, 2013

Saving completed form requires Adobe Reader version XI or higher. Deselect form cells to enable saving. Print, sign and submit completed form with portfolio.

Applicant:

Date Submitted:

Last Name, First Name

| Area of Education | Time/Explanation <i>(If additional space required, please attach separate sheet.)</i> | Reference to Portfolio Page Number & Section | For Board Use Only |
|--|--|--|--------------------|
| 1. Research - Rule 2.9(a) <input type="checkbox"/> Research of public records (e.g., municipal clerk's land records and probate court records, federal, state, county, and others). | | | |
| 2. Research - Rule 2.9(a) <input type="checkbox"/> Research of private land records including information from other surveyors in order to compile boundary evidence and to establish procedures and background information in accordance with prevailing and applicable professional standards. | | | |
| 3. Research - Rule 2.9(a) <input type="checkbox"/> Knowledge of history of local land survey systems and practices. | | | |
| 4. Research - Rule 2.9(a) <input type="checkbox"/> Knowledge of sources of surveying records and information. | | | |
| 5. Survey Abstract - Rule 5.3(l) <input type="checkbox"/> A chronological, condensed history of the property title and other record evidence including, but not limited to, conveyances and documents which may control the location of the corners and the boundary lines of the property under survey. | | | |
| 6. Survey Abstract - Rule 5.3(l)(1) <input type="checkbox"/> Legal description(s) including those that originally created the subject and abutting parcel(s) which control the location of the corners and boundaries of the property under survey and the abutting properties. | | | |

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| 7. Survey Abstract - Rule 5.3(l)(2) <input type="checkbox"/> Pertinent documents related to easements or servitudes that may encumber or benefit the property under survey. | | | |
| 8. Research and Field Investigation - Rule 5.4(a)(3) <input type="checkbox"/> Parole evidence from knowledgeable and credible persons which may control the location of the corners and the boundaries of the property under survey. (An example of parole evidence which does control is preferred.) | | | |
| 9. Research and Field Investigation - Rule 5.4(a)(4) <input type="checkbox"/> Monuments and physical evidence found which may control the location of the corners and the boundaries of the property under survey. | | | |
| 10. Research and Field Investigation - Rule 5.4(a)(5) <input type="checkbox"/> All physical evidence found (or physical evidence of record not found) documented in detail. | | | |
| 11. Research and Field Investigation - Rule 5.4(a)(6) <input type="checkbox"/> Measurements made, recorded, and documented to ensure the location and perpetuation of pertinent physical evidence. | | | |
| 12. Evaluation of Evidence - Rule 5.4(a)(2) <input type="checkbox"/> Show that record evidence has been examined, analyzed, and tested for consistency. | | | |
| 13. Gathering and Evaluation of Evidence - Rule 5.4(a)(2) <input type="checkbox"/> Document inconsistencies investigated. | | | |

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| 14. Conclusions - Rule 5.4(b)(2) <input type="checkbox"/> Provide examples where inconsistencies have been reconciled or otherwise dealt with. | | | |
| 15. Analysis - Rule 5.4(b)(3) <input type="checkbox"/> When necessary, provide additional computations and analyses necessary to determine the location of the corners and boundaries of the property under survey. | | | |
| 16. Analysis - Rule 5.4(b)(3) <input type="checkbox"/> Professional opinions based on the best available evidence according to Vermont boundary law and established hierarchy of evidence. | | | |
| 17. Monumentation - Rule 5.4(b)(4) <input type="checkbox"/> Set monuments and marks to adequately perpetuate the location of corners and boundaries of the property under survey. | | | |
| 18. Results - Rule 5.4(c)(1),(2) When the surveyor cannot form a professional opinion: <input type="checkbox"/> (1) Search for additional evidence that enables the surveyor to reach a professional opinion, or <input type="checkbox"/> (2) Prepare a report describing, at a minimum: controlling evidence and conclusions and any inconsistencies, conflicts, or unusual circumstances. | | | |

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| <p>19. Measurement Standards - Rule 5.5(b)(1)(2) Selection and employment of proper field procedures, instrumentation and personnel to meet either of the following two methods:</p> <p><input type="checkbox"/> Method 1 – Accuracy 5.5(b)(1): Minimum positional accuracy tolerance of any point on the subject boundary is: (1) Urban. 0.03 feet, plus 1:10,000 (2) Suburban. 0.05 feet, plus 1:5,000 (3) Rural. 0.25 feet, plus 1:5,000</p> <p><input type="checkbox"/> Method 2 – Precision 5.5(b)(2): Minimum Precision Measurements Ratio after angles are balanced and closure is calculated: (1) Urban. 1:10,000 (2) Suburban. 1:10,000 (3) Rural. 1:5,000</p> | | | |
| <p>20. Monumentation - Rule 5.5(d)(1) <input type="checkbox"/> Monuments set shall be durable and stable.</p> | | | |
| <p>21. Monumentation - Rule 5.5(d)(2) <input type="checkbox"/> Identified with the license number of the surveyor in responsible charge.</p> | | | |
| <p>22. Survey Plats - Rule 5.5(c)(1) Descriptions of natural and artificial monuments including whether found or set; Monument descriptions shall include, at a minimum, the following:</p> <p><input type="checkbox"/> (1) Shape and material</p> <p><input type="checkbox"/> (2) Identifying marks or numbers</p> <p><input type="checkbox"/> (3) Cylindrical sizes reported as inside or outside diameter</p> <p><input type="checkbox"/> (4) Monument description includes height above or below ground</p> <p><input type="checkbox"/> (5) Monument position and stability</p> | | | |

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| 23. Certification 26 V.S.A. § 2596 <input type="checkbox"/> Certification statement that the survey is consistent with this information. | | | |
| 24. Deed references - 5.5(c)(3) <input type="checkbox"/> Names and deed references of the title holder and the adjoining at the time of the survey. | | | |
| 25. Encroachments - Rule 5.5(c)(4) <input type="checkbox"/> Identify visible encroachments onto or from adjoining property or streets and the extent of such encroachments. | | | |
| 26. Encumbrances/Benefits - Rule 5.5(c)(5) <input type="checkbox"/> Public and private rights-of-way, easements and/or servitudes which are known or observed that encumber or benefit the land surveyed. | | | |
| 27. Closure - Rule 5.5(c)(6) <input type="checkbox"/> Sufficient boundary survey data to provide a closed geometric figure. | | | |
| 28. Information Sources - Rule 5.5(c)(7) <input type="checkbox"/> List sources of information used as the basis for boundary location. Include key deed references. | | | |

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| 29. Composition of Survey Plats - 27 V.S.A. § 1403(a) <input type="checkbox"/> Survey plat: §1403(a) sized 11"x17", 18"x24" or, <input type="checkbox"/> 24"x36" (as allowed by the municipal clerk). | | | |
| 30. Composition of Survey Plats - 27 V.S.A. § 1403(b)(1) <input type="checkbox"/> Plat contains an inset locus map clearly indicating the location of the land depicted. | | | |
| 31. Composition of Survey Plats - 27 V.S.A. § 1403(b)(1) <input type="checkbox"/> Plat contains a legend of the symbols used. | | | |
| 32. Composition of Survey Plats - 27 V.S.A. § 1403(b)(2) <input type="checkbox"/> All lettering and data is clearly legible. (Suggested minimums: Text size: 0.08" in height; Symbol size: 0.10" in width or diameter). | | | |
| 33. Composition of Survey Plats - 27 V.S.A. § 1403(b)(3) <input type="checkbox"/> Plat scale ratios sufficient to allow all pertinent survey data to be shown. | | | |
| 34. Composition of Survey Plats - 27 V.S.A. § 1403 (b)(3) <input type="checkbox"/> Graphic scale graduated in units of measure used in the body of the plat. | | | |
| 35. Composition of Survey Plats - 27 V.S.A. § 1403(b)(4) <input type="checkbox"/> Minimum 0.5" margin, except on binder side which shall have a minimum of 1.5" margin. | | | |

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| 36. Plat Title area - 27 V.S.A. § 1403(b)(5) <input type="checkbox"/> The location of the land. | | | |
| 37. Plat Title area - 27 V.S.A. § 1403(b)(5) <input type="checkbox"/> Scale expressed in engineering units. | | | |
| 38. Plat Title area - 27 V.S.A. § 1403(b)(5) <input type="checkbox"/> Date of compilation. | | | |
| 39. Plat Title area - 27 V.S.A. § 1403(b)(5) <input type="checkbox"/> Name of record owner as of that date. | | | |
| 40. Use of Seal, Certification - 26 V.S.A. § 2596(a) <input type="checkbox"/> Certification statement clearly sets forth what information was used as the basis of the survey and indicates that the survey work identified thereon is consistent with this information. | | | |

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I certify, under the pains and penalties of perjury, that all information I have provided in this portfolio is true and accurate.

Signature of Applicant

I _____, Vermont license number _____, hereby attest that the survey work claimed by _____
(Name of Supervisor, please print) (Name of Applicant)

in this portfolio was performed by him/her under my supervision.

Signature of Supervisor

Date