

LAND SURVEY REQUIREMENTS

STANDARDS OF PERFORMANCE

Wisconsin Housing and Economic Development Authority ("WHEDA") requires that all surveys be performed by a professional land surveyor who is duly licensed and registered in the State of Wisconsin in accordance with the:

- [Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys](#), jointly established and adopted by the American Land Title Association and the National Society of Professional Surveyors, Inc., effective **February 23, 2016**.
- Table A, Optional Survey Responsibilities and Specifications, as shown on **Exhibit A** attached hereto.
- Additional WHEDA survey responsibilities and specifications as shown on **Exhibit B** attached hereto.

SURVEYOR'S CERTIFICATION

The survey must bear the following Surveyor's Certification:

To: [name of insured, if known], Wisconsin Housing and Economic Development Authority, its successors and assigns (WHEDA), [name of insurer, if known], [names of others as negotiated with the client]:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items ____ of Table A thereof and Items ____ of WHEDA's Exhibit B Land Title Survey Requirements. The fieldwork was completed on [insert date].

Date of Plat or Map: [insert date].

(Surveyor's signature, printed name and seal with Registration/License Number)

Note: If the Certification is attached to rather than typed or otherwise reproduced on the face of the survey, surveyor shall add a paragraph specifically identifying the survey, such as by date of fieldwork, date of plat or map, survey file number, project name, project number, project address, and property description, to which the Certification relates.



WHEDA

Tony Evers, Governor

A public body corporate and politic created under Chapter 234, Wisconsin Statutes

GENERAL WHEDA SURVEY REQUIREMENTS

1. **Certificate of Insurance.** Surveyor shall provide to WHEDA a current Certificate of Insurance as evidence of coverage under a Professional Liability Policy in the minimum amount of \$1,000,000.00 to be in effect throughout the contract term.
2. Upon completion and acceptance by all parties, surveyor shall provide WHEDA two hard copies and an electronic copy of the following surveys, as required:
 - a. **Preliminary Survey.**
 - This survey must be submitted to WHEDA at the predesign or preliminary design phase of the project.
 - The survey will be used as the basis for the site and grading plans and includes existing structures for acquisition and rehabilitation projects.
 - A hard copy of the survey to be provided to the title company prior to initial closing.
 - The title company may require a current certificate of the survey's accuracy.
 - b. **Foundation Survey.** *[Waived if no change to building footprint.]*
 - This survey, which is an update of the Preliminary Survey, must be submitted to WHEDA's Legal Department and one hard copy to the title company after the building foundations have been constructed.
 - This second survey will not be required for acquisition/rehabilitation projects that do not include additions to existing buildings.
 - WHEDA will not disburse the second construction draw without this survey, which will be used to verify the location of the buildings.
 - c. **As-Built Survey.**
 - This survey, which is an update of the first and/or second survey, must be affixed with the original seal and signature of the surveyor and submitted to WHEDA's Legal Department and one hard copy to the title company after construction is complete.
 - This survey must be dated no more than six (6) months prior to the date of closing.
 - WHEDA will not make the final disbursement of funds without this survey, which will be used as a permanent record of construction.

EXHIBIT A

TABLE A

OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS

If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY, except as otherwise qualified:

1. *Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.*

2. *Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.*

3. *Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.*

4. *Gross land area (and other areas if specified by the client).*

5. *Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, and originating benchmark identified. **[Waived for existing buildings with no construction.]***

6. *(a) If set forth in a zoning report or letter provided to the surveyor by the client, list the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements. Identify the date and source of the report or letter.*

 (b) If the zoning setback requirements are set forth in a zoning report or letter provided to the surveyor by the client, and if those requirements do not require an interpretation by the surveyor, graphically depict the building setback requirements. Identify the date and source of the report or letter.

7. *(a) Exterior dimensions of all buildings at ground level.*

 (b) Square footage of:

 (1) exterior footprint of all buildings at ground level.

 (2) other areas as specified by the client.

 (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.

8. ✓ *Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above)(e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).*
9. ✓ *Number and type (e.g., disabled, motorcycle, regular and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.*
10. ** *(a) As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties (client to obtain necessary permissions).*
- ** *(b) As designated by the client, a determination of whether certain walls are plumb (client to obtain necessary permissions).*
11. ✓ *Location of utilities existing on or serving the surveyed property as determined by:*
- *observed evidence collected pursuant to Section 5.E.iv.*
 - *evidence from plans requested by the surveyor and obtained from utility companies, or provided by client (with reference as to the sources of information), and*
 - *markings requested by the surveyor pursuant to an 811 utility locate or similar request.*
- Representative examples of such utilities include, but are not limited to:*
- *Manholes, catch basins, valve vaults and other surface indications of subterranean uses;*
 - *Wires and cables (including their function, if readily identifiable) crossing the surveyed property, and all poles on or within ten feet of the surveyed property. Without expressing a legal opinion as to the ownership or nature of the potential encroachment, the dimensions of all encroaching utility pole crossmembers or overhangs; and*
 - *Utility company installations on the surveyed property.*
12. ** *As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands).*
13. ✓ *Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."*
14. ** *As specified by the client, distance to the nearest intersecting street.*

*** To be provided at the request of, and as designated or specified by, WHEDA.*

15. *Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for the showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor shall (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.*
16. *Evidence of recent earth moving work, building construction or building additions observed in the process of conducting the fieldwork.*
17. *Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.*
18. *If there has been a field delineation of wetlands conducted by a qualified specialist hired by the client, the surveyor shall locate any delineation markers observed in the process of conducting the fieldwork and show them on the face of the plat or map. If no markers were observed, the surveyor shall so state.*
19. *Include any plottable offsite (i.e., appurtenant) easements or servitudes disclosed in documents provided to or obtained by the surveyor as a part of the survey pursuant to Sections 5 and 6 (and applicable selected Table A items) (client to obtain necessary permissions).*
20. *Professional Liability Insurance policy obtained by the surveyor in the minimum amount of **\$1,000,000.00** to be in effect throughout the contract term. Certificate of Insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.*
21. _____

EXHIBIT B

ADDITIONAL WHEDA SURVEY RESPONSIBILITIES AND SPECIFICATIONS

The following items are to be included in the ALTA/NSPS LAND TITLE SURVEY:

1. Project name.
2. Project location (street address, city/village/town, county).
3. WHEDA project number.
4. State type and number of housing units (family, elderly, Community Based Residential Facility (CBRF), or Single Room Occupancy (SRO), etc.) to be built on the surveyed property.
5. The scale of the survey must not be less than 1" = 20' minimum.
6. Name of present owner(s) of the surveyed property.
7. Name of person in possession of the surveyed property.
8. Legal description of the surveyed property, including:
 - City, county, location of the subdivision by government lot, recorded private claim, quarter section, section, township, range.
 - Exact length and bearing of all of exterior site boundaries.
 - When a boundary is on a circular curve, the main course of the boundary line shall be drawn as dotted lines in their proper places, and either on them, or in an adjoining table shall be noted their bearings and length, the radius of the circle of which the curve is a part, the central angles and the tangent bearing at either the point of curve or the point of tangency.
 - Point of beginning shall be clearly located.
9. When a subdivision plat containing the surveyed property has been located and recorded, the legal description and map must also contain the:
 - Name of the plat.
 - Lot, block and section lines, with numbers, letters, lengths and bearing, except that when lines in any tier of lots or blocks are parallel it is sufficient to mark the bearing of the outer lines on one tier.
 - Name of the county in which it is recorded.
10. When a certified survey map has been recorded, the legal description must also contain the:
 - Certified survey map number.
 - Volume number, page number and/or document number.
 - Name of the county in which it is recorded.

11. Topography, showing one foot contour lines, spot elevations of high points, low points, building first floor and basement elevations, catch basins/drain inlets, storm water retention ponds, high and low points of adjacent road centerlines, swale centerlines, pavement edges, as well as any other points necessary for or helpful in properly establishing the drainage system. *[Waived for rehabilitation.]*
12. Top of foundation elevation. *[Waived for rehabilitation.]*
13. Foundation walls, showing thickness, materials and height. *[Required for foundation survey; waived for all others.]*
14. Note and delineate any encroachments.
15. Highways, streets, alleys, driveways, parking lots, sidewalks, patios, private roads, trails or footpaths adjoining, intersecting or crossing the surveyed property, including:
 - Location and character of vehicular, pedestrian or other forms of access.
 - Location, lengths and bearings of centerlines.
 - Direction of traffic flow.
 - Right-of-way lines.
 - Width of right-of-way.
 - Pavement material.
 - Width of pavement.
 - Edge of pavement.
 - Edge of shoulder.
 - Curbs.
 - Required building setback lines.
 - Street names in prominent letters.
 - Private streets must be so labeled.
16. Water bodies, water courses, retention areas, swales, ditches, drains, culverts, including water boundaries, centerlines, widths, meander lines, water elevation on survey date, approximate high and low water elevations (key elevations to mean sea level).
17. Cemetery or burial grounds on or adjacent to surveyed property.
18. Structures on adjoining property within ten feet of surveyed property.
19. Any wetlands on the property as identified in the Digital Wisconsin Wetland Inventory map available from Department of Natural Resources or local equivalent; depict by scaled map location and graphic plotting; in comments provide annotation to the map reviewed and classification(s). If no wetlands identified, state such in comments and provide annotation to the map reviewed.
20. Surveyor is required to obtain a zoning report or letter from client as needed to satisfy Item 6(a) of **Exhibit A**.