

*Helping Our Clients Find Their Way!*

# Contact Information:

Work/Survey Request Form

Date of request:

*(if filling out electronically, use tab key or mouse-click to advance through form; do not use “enter” key before or after data entries)*

# Please fill out this form and return it by mail, email or fax to:

**COASTAL CONSULTANTS, P.C.**

3523 West Hundred Road, Chester, VA 23831

Phone: (804) 751-9097

Fax: 1-866-731-1934 (or call for local #) E-mail: [info@coastalcpc.com](mailto:info@coastalcpc.com)

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| --- | --- | --- | --- |
| *Name:* |  | *Title:* |  |
| *Organization:* |  | *E-mail:* |  |
| *Address:* |  | *Billing/Mailing*  *Address:* |  |
| *(Address:)* |  |  |  |
| *City:* |  |  |  |
| *State:* |  |  |  |
| *Zip Code:* | - |  | - |
| *Phone:* | ( ) - | *FAX:* | ( ) - |

**Primary service requested** *(select from drop-down menu box –next, but check any/all that may apply below)*: Land Surveying

|  |  |  |
| --- | --- | --- |
| ***Date we may begin work after contract is***  ***signed*:** | ***Format of ‘Deliverables’ (work product)***  ***expected*:** | ***Date***  ***‘Deliverables’ required (Due)*:** |

|  |  |  |
| --- | --- | --- |
|  | | |
| **Project Location / Property Information:** | | |
| *General project route, limits & termini and/or Addresses****:*** | | |
| **City/County & Zip Code** | **Subdivision & Section/Block/Lot** | **Tax Map-Parcel and/or GPIN # ID** |
| City/CO:  Zip Code: | Subdiv: |
| Sec**:** Block: Lot: |

|  |  |
| --- | --- |
| **Interested in the following Services** *(check/click-on as many as may apply)***:** | |
| **LAND SURVEY** | Boundary Survey ALTA/ACSM Land Title Survey Topographic Survey  Mortgage Survey Elevation Certificate Property Line marking  As-Built Survey Construction Staking / Layout Utility Line Location Survey Other *(please specify)* |
| **UTILITY ENGINEERING** | Preliminary utility engineering: project evaluation/conflict analysis consultation and/or performance of various prelim. engineering functions & activities –e.g., attending meetings as organization’s liaison or agent  Utility relocation alignment/routing proposal  Natural Gas installation/facility adjustment design engineering & Plan submittal coordination Utility relocation design / Utility easement coordination Utility construction coordination 2-D CADD work / CAD manipulation; Plan/Plan Set or Design Drawing generation Other related utility engineering activity *(please specify)* |
| **RIGHT-OF-WAY / EASEMENT** | General easement or property Court research Generic, \***uncertified** Title research  **(\*Coastal Consultants, P.C. is not, and does not operate as, a ‘Title Company’)**  Coordinate easement/property/land use issues  Coordinate or act as client agent for easement acquisitions/quitclaims/releases CAD Plat work; Plat, Property or Subdivision Drawing generation Other related ROW / Easement activity *(please specify)* |

**Additional details; special instructions/conditions; work restrictions; or other comments about your project you would like to convey to us:**

**RESIDENTIAL SURVEYS**

**What is a survey? Below are the descriptions of a few common types of Land Surveys:**

**Boundary Survey:** A survey performed for the express purpose of locating, describing and mapping the boundaries and corners of the subject parcel of land.

**Mortgage / Location Survey:** A survey which meets the needs for title insurance. The survey plat must show particular information per public record, field locations and as required by State Regulations.

**Subdivision Survey:** A Survey for the division of any lot or tract of land into smaller lots, with a plat conforming to the county ordinances for said division.

**Topographic Survey:** A survey performed to locate natural and man-made features such as the contour (elevations) of the land, streams, buildings, roadways, fences, etc.

**When do you need a survey? A survey should be performed when any of the following situations arise:**

* Title (ownership) of the land is to be transferred and the land is not clearly defined by public records, description, or location on the surface of the earth.
* The land is to be sub-divided by a contract, deed, court order, or desire of the owner.
* Improvements are to be constructed on the property, such as buildings, roads, fences, etc.
* There is a property line dispute between you and your neighbor or you believe someone has built an encroachment onto your land.
* You have a reason to believe the legal description or physical monument(s) defining your property is incorrect.

**COMMERCIAL SURVEYS**

**Below is a list of some of the types of Commercial Survey Services we can provide:**

|  |  |  |  |
| --- | --- | --- | --- |
| - **Construction Staking**  Site Layout Roadway Building Layout Utilities Subdivisions  Curb and Gutter / Storm  Clearing Limits | - **Design Surveys** Topographic Survey for Land Development  ALTA/ACSM Land Title Survey Volume Quantities  As-built Photogrammetric Control | - **Boundary Survey** Right-of-way/Easement Large Acreage  Lot Surveys  Property Location Survey | * **Elevation Certificates (FEMA)** * **CAD Mapping/Plans** |