



MONTANA DEPARTMENT OF TRANSPORTATION

# MONTANA RIGHT-OF-WAY DESIGN MANUAL

## Appendix F - SAMPLE SURVEY REQUESTS

REVISED - APRIL 21, 2022

**Appendix F  
SAMPLE SURVEY REQUESTS**

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**APPARENT SURVEY REQUEST SAMPLE MEMO**

MDT-ROW-502 12/21

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**Montana Department of Transportation  
Memorandum**

**To:** Mick Brown, District Survey Manager

**From:** Beth Pointer, Right-of-Way Design

**Date:** March 30, 2022

**Subject:** STPP 3-2(77)50  
Bynum - South  
7637000

**Apparent R/W**

The R/W Bureau requests the Survey Section establish apparent r/w for this project. Also, provide any existing monumentation used to establish apparent r/w locations. The Preliminary Field Review Report for this project indicating the beginning and ending locations and limits of the project is on PCMS. If existing r/w retracement is needed, we will submit a separate retracement survey request.

**Action**

We request this work be performed under the direct supervision of a Professional Land Surveyor, licensed in the State of Montana, and comply with standards and procedures set forth in the MDT Survey Manual and Montana statutes and rules.

Please provide a dgn SUMAP file showing the apparent r/w and monument locations. We also request that you notify Great Falls Right-of-Way, when all electronic files are available, by the activity completion date in EPS. If you have any questions, please contact Beth Pointer.

cc: Land Survey Manager  
Road Design Engineer  
PE File  
District Preconstruction Engineer

## CADASTRAL SURVEY REQUEST SAMPLE MEMO



MDT-ROW-502 12/21

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### Montana Department of Transportation Memorandum

**To:** Mick Brown, District Survey Manager  
**From:** Beth Pointer, Right-of-Way Design  
**Date:** March 30, 2022  
**Subject:** STPP 3-2(77)50  
 Bynum - South  
 7637000

#### Section Ties

The R/W Bureau requests that a survey be performed to establish section corner ties for acquisition of new r/w. Please tie the corners listed below in Table 1 into the project control traverse. Table 1 names the specific corners needed.

Table 1 Section Corners

Township	Range	Section	Description
T 25 N	R 5 W	8	NW Corner
T 25 N	R 5 W	8	W $\frac{1}{4}$ Corner
T 25 N	R 5 W	6	S $\frac{1}{4}$ Corner
T 25 N	R 5 W	6	NE Corner
T 25 N	R 5 W	6	N $\frac{1}{4}$ Corner

#### R/W Retracement

In addition to providing section corners, please retrace the existing r/w for the entire length of the project, including 500' before and after the project limits, and re-monument, as necessary. The Preliminary Field Review Report for this project indicating the beginning and ending locations and limits of the project is on PCMS. If additional existing r/w retracement is needed, we will submit a supplemental survey request.

#### Action

We request this work be performed under the direct supervision of a Professional Land Surveyor, licensed in the State of Montana, and comply with standards and procedures set forth in the MDT Survey Manual and Montana statutes and rules.

Please provide a Certificate of Survey for both the section corners and r/w retracement and any required corner records. We also request that you notify Great Falls Right-of-Way, when all electronic files are available, and provide us a copy of all recorded documents, (COS and Corner Recordations) by the activity completion date in EPS. If you have any questions, please contact Beth Pointer.

cc: Land Survey Manager  
 Road Design Engineer  
 PE File  
 District Preconstruction Engineer

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**SUPPLEMENTAL SURVEY REQUEST SAMPLE MEMO**

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**Montana Department of Transportation  
Memorandum**

**To:** Mick Brown, District Survey Manager  
**From:** Beth Pointer, Right-of-Way Design  
**Date:** March 30, 2022  
**Subject:** STPP 3-2(77)50  
Bynum - South  
7637000

In reference to the above-named project, we request a supplemental survey at this time to establish existing r/w. Please retrace the existing r/w for the areas highlighted on the attached preliminary r/w plans, and ~~remonument~~ monument as necessary. Please tie all corners into the project control traverse.

We request this work be performed under the direct supervision of a Professional Land Surveyor, licensed in the State of Montana, and comply with standards and procedures set forth in the MDT Survey Manual and Montana statues and rules.

We request the Certificate of Survey be completed and recorded by 5/30/2022. We also request that you notify Great Falls Right-of-Way, when all electronic files are available, and provide us a copy of all recorded documents (COS and Corner ~~Recordations~~ Recordations). If you have any questions, please contact Beth Pointer.

## Attachment(s)

cc: Land Survey Manager  
Road Design Engineer  
PE File  
District Preconstruction Engineer