

**State of New Jersey Department of Environmental Protection
Summary of General NJDEP Survey Requirements**

Land survey plans and metes and bounds descriptions that are prepared for the NJ Department of Environmental Protection must be prepared by a New Jersey Licensed Professional Land Surveyor and shall be prepared pursuant to NJSA 45:8-27 et seq. and NJAC 13:40-1.1 et seq. and the following minimum requirements to assure a more consistent format:

PLAN REQUIREMENTS

- **Basis of bearings** must be NJSPCS NAD 83 with the description point of beginning coordinate stated as north and east in US Survey Feet to two decimal places.
- **Size of plan** must be 30x42 inches or 24x36 inches folded to approximately 8 1/2 x 11 inches with the title block facing up.
- **Orientation of parcel** must have north pointing upward or left in landscape view, or upward or right in portrait view.
- **North arrow** must be labeled with bearing base - NJSPCS NAD 83
- **Clockwise bearings** must be used so that metes and bounds description of the parcel can be read in a clockwise fashion.
- **Scale of parcel** must be standard engineering scale in feet, and all data must be presented clearly.
- **Line and curve tables** are not acceptable. Label line and curve data directly on the survey course.
- **Table of Ground Coordinates For Corner Markers** (Green Acres Only) Provide corner marker or offset number, Type mark, NJSPCS of Ground (and Grid in NJ regions where substantially different) and Geographic Coordinate in dd mm ss.s format.
- **Significant figures** - Bearings must be rounded to whole seconds; Distances and New Jersey State Plane Coordinate System (NJSPCS) NAD 1983 coordinates must be rounded to two decimal places in feet; and acres must be rounded to three decimal places except along waterways where one decimal place is required.
- **Mathematical closure** - All property surveys must form closed polygons with all sides defined by mathematical survey expressions being bearing and distances on all straight line segments and tie lines: radius, arc length, delta, chord bearing and distance on all curved lines; general calls must have tie lines.
- **Mathematical survey expressions** must be used to define all courses of the parcel being surveyed.
- **Area** must be stated in acres to three decimal places unless bounded by a waterway or Tidelands Claim, then one decimal place.
- **Aerial photographs and planimetric mapping** must be current to within two (2) years of survey or latest as available through NJDEP - (presently 2007)
- **Areas of claim of tidelands ownership by State of New Jersey** must be shown with area to 1/10th acre with reference made as to Tidelands Claims Map actually used.
- **Waterways** at boundary must show mathematical tie lines. Terms "trash line" and "debris line" are not acceptable terms.

- **Roads** Survey lines should run to the center of the public road; area subject to the paramount rights of the public must be identified.
- **Subdivision of lands** – (Green Acres State Land Acquisition Only) Survey and describe the entire property, then except out lands remaining.
- **Title block** must meet requirements of State Board of Professional Engineers and Land Surveyors and shall include the address, phone number, and email address of the survey firm.
- **Legend** must include owner's name, project name and number, municipality, county, list of each tax block and lot surveyed. For Green Acres surveys, the Legend of Acquisition must also include the funding source, acquisition partners (if any), the seller's name and File identification number the interest being obtained for each lot, and an area summary
- **Corner marking** Detailed enlargements may be required to be made to show a corner marker set or the relationship to markers found near a corner.
- **Plan certification** – Plan must contain the standard language certification. Verify actual language with the Agency reviewing plans.
- **Location map** must be placed in the upper right hand corner of the plan with the perimeter of survey drawn, indicating the site and the north arrow with same orientation as main drawing.
- **Line weight and type** Perimeter survey lines shall be solid and be the most prominent line weight on the plan.
- **Street address** of the subject parcel being surveyed must be given only if the municipality has assigned a street number.
- **Municipal tax block and lot numbers** The block and lots of the parcel and all adjoining must be labeled. Internal lot lines and individual areas per lot shall be stated on the plan, and individual lot areas shall be restated in the metes and bounds description.
- **Any permanent type building**, improvements, structures or foundations must be shown.
- **Any utility easements**, visible or known of record, overhead wires or pole lines within the parcel must be shown.
- **Encroachments** shall be clearly drawn, labeled, and dimensioned to the property line. Such encroachments may need to be excluded from Green Acres encumbrances and funding.
- **Watercourses** must be labeled including the name of the stream and showing the direction of flow and the area within the bed.
- **All drains and sewers** that are visible on the surface of and within the limits of the parcel must be shown.
- **The name of record owners** and the latest deed book and page and tax block and lot numbers for adjoining lands must be provided.
- **Roads not open** are to be indicated as paper streets. If they are not vacated, they are subject to possible rights. The area of the paper streets must be labeled.
- **Tax Map** If the survey finds that the municipal tax map erroneously locates the parcel; note this discrepancy on the plan.
- **Deed book and page number** of the reference deeds actually used must be indicated graphically.

- **Point of beginning** must be labeled “Description Point of Beginning” or “P.O.B.” with coordinates.
- **Survey to follow deed lines** The lines of the survey are to run with the lines in the deeds.
- **Public road rights-of-way and rivers** that are acquired in fee must be identified as subject to such existing rights with area provided
- **Private rights-of-way and easement widths** must be shown with record or physical width provided. If variable right-of-way width, provide actual width fronting the project area.
- **Deed conflicts** must be clearly labeled with information for all adjoining, including name, tax block and lot, and deed book and page.
- **Record gore areas** shall require a separate metes and bounds description of the gore area for potential use in a quit claim deed.
- **Record overlap areas** shall require a description of the overall metes and bounds of property, subject to the overlap.
- **Corner marking and line marking** is decided by the “Ultimate User” (the local government unit or nonprofit and also the State of New Jersey).
- **Corner markers** must be set at the perimeter and at limits of all public access easements.
- **Omit markers** that would otherwise be set at the right-of-way line of a public road or on lands common with other lands of the local government unit (or nonprofit) or internal to the project.
- **Found markers** that are found within a radius of 1.5 feet of the true may be considered as marked.
- **Offset markers** must be set if the corner is inaccessible.
- **Public access corner markers** must be set on all corners of public access corridors.
- **Three monument minimum** - For each project area set a minimum of three concrete monuments.
- **Cap detail** must be drawn on the plan for each type mark set showing survey firm, month and year set, and the corner number. Also state the diameter of rebar or dimension of the monument.
- **Acceptable corner marker caps are** standard 3 1/2 inch or 2 1/2 inch bronze or aluminum disks.
- **Disks** may be used for corner markers if the survey corner falls on a large boulder.
- **Monuments** may be precast or poured in place, not less than 4 inches square or diameter on top containing a standard disk.
- **Rebar** must be capped with metal disk as plastic caps are not capable of being stamped in the field.
- **Original signature and seal** must appear on plan; a rubber stamp or computer generated signature is not acceptable.

NOTE: Survey Plans that also contain proposed engineering structures or design must also contain the title block of the NJ Professional Engineer responsible for the engineering.

METES AND BOUNDS DESCRIPTION FORMAT

When the survey is also prepared for the purpose of a conveyance, the Deed Description shall follow the following format:

- **Deed description type** is that of a separate document metes and bounds description of property with reduced plan attached. A Bounds (only), filed map reference (only), or centerline description (only) is not acceptable.
- **Letterhead of survey firm** is required for the separate metes and bounds “Deed Description” of property and must contain the name, address, phone number, and email address of survey firm.
- **Description heading** should include the title “Deed Description” and the qualifying supplemental terms such as “of Conservation Easement” or “of Gore Area” with project name and number, seller name, tax data, municipality, and county.
- **Description introduction** shall read: “All that certain tract or parcel of land located (at, on or along street address) in the (City, Borough, Town, or Township) of _____, County of _____, New Jersey, bounded and described as follows:”
- **Description second paragraph** must describe the point of commencement if any leading to the true point of beginning, or the point of beginning with NJSPCS NAD 83 grid coordinates identified.
- **Body of description** should read clockwise, with numbered courses. It should not include any new information not on plan. Description shall include call corners with assigned corner number if cap stamped with number.
- **Use augmenting and qualifying clauses** as properly required, such as “together with...” or “subject to...” Note that acreage values may be included in the clause.
- **Recite areas described**, total area contained, then specify the area of each included tax lot.
- **Closing paragraph and call for survey** must read: “The above description was written pursuant to a survey of property designated as Block __, Lot __, on the municipal tax map of (____ municipality name), County of _____, State of New Jersey. Said survey was prepared by (__Survey firm’s name and address), (__date), revised through (____ last revision date, if any), and is marked as file No. _____. A reduced copy of said plan is attached hereto and made a part hereof.”
- **Original signature of Land Surveyor, with embossed seal and date signed** must appear on description- a rubber signature stamp or digital reproduction is not acceptable.

DELIVERABLES

VERIFY YOUR ACTUAL DELIVERABLES WITH THE NJDEP AGENCY REVIEWING YOUR SERVICES.

Digital files (Green Acres requirement) must be submitted on a Compact Disk or Mini Compact Disks (CDR or CDRW) include a single layer digital drawing containing closed survey lines in a version 12 .dxf format; a MS Word document file of Deed Description and an 8 ½ inch x 11 inch .pdf of reduced plan.

This document is adapted from NJDEP Green Acres Program Rules for Local Assistance and Nonprofit Acquisitions - N.J.A.C. 7:36 Appendix 2

Summary prepared February 2010