

CLIMATE SMART COMMUNITIES LAND ACQUISITION PROJECTS SURVEY DOCUMENTS AND REQUIREMENTS

Survey Materials available on DEC Office of Climate Change Funding webpage
(<https://www.dec.ny.gov/energy/109181.html>)

- Map Title Block template.
- Map Surveyor Certification templet.
- Survey Map check sheet.

Items to be supplied by Grantee to Surveyor/Survey Firm:

- Interest to be acquired (Fee Simple only) for use in title block.
- Name and bounds of applicable Property Use Zones (for use on map body & proposed description).
- Abstract of Title.
- Contract Number (for use in Surveyor Certification and Map Title Block).
- Name of Title Insurance Company (for use in Surveyor Certification).
- Title Policy Number (for use in Surveyor Certification).
- Survey Map Checklist (to be completed by surveyor/survey firm).

Items to be submitted by Grantee to DEC for Survey Map Review

- Preliminary Map.
- Preliminary Proposed Description (entire fee area and breakdown by property use zone). Map is to be referenced in Proposed Description.
- Title Commitment (including "Schedule B").
- Contract Number (used in Surveyor Certification and Map Title Block).
- Name of Title Insurance Company (used in Surveyor Certification).
- Title Policy Number (used in Surveyor Certification).
- Completed Survey Map Checklist.
- A Findings Report, completed by the surveyor, outlining the review results

Items to be submitted by Grantee to DEC for Survey Map Approval

- Final Map
- Final Proposed Description (entire fee area and breakdown by property use zone).
- A Final Findings Report, completed by the surveyor, updated following final map and proposed description review.

After final review and approval of the survey map, the map must be recorded in the county clerk's office prior to recording the parcel. Proof of recording both the survey map and the deed must be submitted to DEC.