



Survey Request Checklist

Survey requests, depending on size, can take up to 6-8 weeks for turnaround time

Requesting Department:

Department Point(s) of Contact

Email/Phone:

Third Party Contact:

Phone:

Email:

Scope of Project *(Please include as much detail as possible)*

Property Identifiers

Address:

TCAD Parcel ID #

Associated UT Project #:

Project Manager:

Survey Request Type

****Note: All Completed Surveys must be returned to CREO as .pdf files and also .dwg files!**

Boundaries Survey

Category 1A Survey

Include Metes and Bounds

Topographic Survey (additional charge) Elevations and contour lines

Tree Survey (additional charge) Location, size, and species of all trees

Planimetric Survey (additional charge) Locations of drive aisles, sidewalks, walls, fences, parking lots, parking spaces, signs, curbs, etc.

Utility Survey (additional charge) Surface utility features, Subsurface utility location

Request for CREO to order Title Commitment

Turnaround time can be 3-4 weeks to order and receive Title Commitment

Authorization to be provided by Requestor once Bid is Received:

Account Number: _____

Signature of Department Director or AVP: _____ **Date:** _____

Department/Title: _____

IMPORTANT:

CREO will process a Request for Survey and engage a Surveyor upon receipt of the following:

1. A completed copy of this checklist with all items specified on type(s) of request(s) and scope of work
2. An account number
 - a. Signature of Department Director or AVP for amounts above \$25k

****Note: All Completed Surveys must be returned to CREO as .pdf files and also .dwg files!**