



REQUIREMENTS FOR PERMANENT EASEMENTS

Submit the following documents and information to: Brad Hill, Mail Stop H200 Lower Colorado River Authority, P.O. Box 220, Austin, Texas 78767. (Phone: 512-473-3543)

1. **CURRENT TITLE OWNERSHIP:** LCRA requires a current abstractor's certificate or title policy from a title company and a copy of the vesting deed. Lien holders need to be identified and lien documents provided to LCRA.
2. **PROPERTY OWNERS:** If owner is a legal entity, the owner will need to provide complete documentation that indicates how the organization was established, a certificate of good standing from the secretary of state, and signatory information.
3. **SURVEY OF EASEMENT PROPERTY:** See below for survey specifications and required deliverables.

After LCRA has received and reviewed the above documentation, LCRA will prepare the easement document which will include a consent and joinder for each deed of trust or mortgage lien holder. LCRA will forward the easement document to the landowner for execution by the landowner and any lien holder. The landowner must return the fully executed easement to LCRA at the above address. LCRA will file the easement of record in the public records. **LCRA WILL NOT ACCEPT ANY EASEMENT THAT HAS NOT BEEN APPROVED BY LCRA LEGAL AND REAL ESTATE SERVICES STAFF**

SPECIFICATIONS AND REQUIRED DELIVERABLES FOR SURVEYS PREPARED FOR LCRA:

NOTE: Incomplete survey packages cannot be accepted.

Introduction

This document shall assist private sector survey firms with the preparation of acceptable survey deliverables to the LCRA. Surveys submitted are subject to review and approval by a LCRA Surveying and Mapping Department Surveyor. Adherence to these specifications is required. Contact Jack Chisholm, RPLS before starting any project. Contact information is found in item 9. below. You will be provided with important information that covers the full range of project deliverables and requirements. Oftentimes LCRA can provide important information on the project area including previous surveyed points, AutoCad drawings and metes and bounds descriptions as well as survey benchmark and control information.

Survey Specifications

1. All surveys shall meet the standards mandated by Texas State Law and the Texas Board of Professional Land Surveying (TBPLS), including the Professional Land Surveying Practices Act and General Rules of Procedures and Practices as listed in the Professional and Technical Standards of the Rules of Procedures and Practices.
2. Surveys shall be tied to State Plane Coordinates, as follows:
 - a. Tie to the Texas State Plane Coordinate System to NAD83/HARN/CORS (LCRA may assist with horizontal and vertical control), Lambert Grid, Texas Central Zone (normally), Vertical Datum shall be NAVD88, except for the highland lake tract surveys which may be NGVD29 datum. Check with the LCRA project surveyor.
 - b. Show the state plane coordinate grid value of the Point of Beginning on the plat in US survey feet units. Plat drawing file should be geo-referenced to appropriate grid coordinates at the origin point. Check with LCRA project surveyor to identify which State Plane Zone to use (it is normally Texas Central Zone unless you are south of the 28°35' parallel of latitude).
 - c. Normally cite the Lambert Grid – Texas Central Zone NAD83/HARN/CORS as the bearing basis (check with project surveyor).
 - d. Note the combined scale factor on plat that would be used to scale from surface to grid distances. (contact LCRA for assistance in determining Combined Scale Factor).
 - e. All distance annotations for plats and field notes should be SURFACE measure and acreages based on SURFACE measurement. Bearing annotation should be grid bearings.
3. Monument placement shall be in accordance with TBPLS Professional and Technical Standards. For newly created boundary lines, when practical, monuments shall be set or recovered at all angle points and include caps that are stamped identifying the surveyor or surveying company performing the work, or in some cases caps stamped “LCRA” shall be utilized.
4. Tie tract to parent tract property boundary, locate and show monuments of record dignity.
5. Visible improvements on LCRA sale tract shall be located and shown on plat, unless otherwise instructed by LCRA.
6. Legal Descriptions:
 - a. Legal descriptions shall consist of a metes and bounds description and be accompanied by a plat (unless otherwise instructed or agreed upon). Attached herewith is a model plat and field notes for you to use. (Digital version is available upon request.)

- b. The plat and metes and bounds description shall be on either 8 ½” x 11” or 8 ½” x 14” sheet(s). Check with project surveyor on required sheet size.
 - c. The plat(s) to accompany the description will be recorded with the description and should be the same sheet size as the metes and bounds description. Please number pages of the metes and bounds to include the plat in the numbering sequence, i.e. Page 6 of 6 (for plat).
 - d. The following should appear on the upper left-hand corner of the description:
 - i. The project name.
 - ii. The name of the record owner or owner’s representative.
 - iii. LCRA Assigned Tract (or Parcel) No. (if applicable).
 - iv. The type of conveyance in general terms (0.500 Acre Sale Tract).
 - e. The following should appear on the upper right-hand corner of the description:
 - i. Page # of # (preference is for accompanying sketches to be numbered with the description, or if separately numbered, the preamble of the description should refer to the attached plat).
 - ii. The county and state name.
 - f. The following should appear on the upper center of the description, prior to the preamble:
 - i. Exhibit “_____” (please leave a blank to allow for legal department’s designated lettering sequence).
 - g. The following should be included in the preamble of the description:
 - i. The total land area being described.
 - ii. Record owner’s name(s), execution date and the type of conveyance
 - iii. The recording reference information (i.e. Volume and Page or Document Number).
 - iv. The survey name, number and abstract number, when appropriate
 - v. Lot and block designation and the subdivision name, along with the recording reference, when applicable.
 - h. The following should be included in the body of the description:
 - i. The calls should proceed clockwise.
 - ii. Points of reference or commencement shall be described, if applicable, with their relationship to the point of beginning.
7. Plats to Accompany Descriptions:
- a. Plat drawings shall use standard AutoCAD fonts and, when requested by the LCRA, be submitted in AutoCAD R14, R2000 (or later) format with no paper space or specialized object entities.
 - b. All information noted in the description shall be shown on the plat.

- c. Each drawing must include a legend, a north arrow and a graphic scale.
 - d. See Attachment "A" for example of a description and plat. Acceptable deliverables should be reasonably similar.
8. Final Deliveries
- a. Before submitting final descriptions and plats, the surveyor shall email, fax or mail a preliminary set of drawings and descriptions (prefer .dwg or .doc) to Jack Chisholm, RPLS for review. Submit descriptions that the licensed professional considers complete and ready for seal and signature.
 - b. A closure sheet (map check, closure routine of actual calls as they appear on plat and metes and bounds) for each tract shall be submitted with preliminary plat and metes and bounds description.
 - c. After final review and approval, provide three or more original, signed and sealed plats and descriptions and any other required deliverables to Jack Chisholm, RPLS.
 - d. Final coordinate list of all survey points shall be delivered electronically in ASCII text format (Use Point No., Northing, Easting, Elevation, Description format).
 - e. Hardcopies or pdf of all field book notes and sketches.
 - f. Pertinent easements or restrictions of record shall be notated as listed on available title search documents. Contact LCRA for information regarding limited title search and title commitment Schedule B listing of easements for affected tract.

9. Contact Information

Jack Chisholm, RPLS
P.O. Box 220, Mailstop BTC151
Austin, TX 78767-0220
Email: jack.chisholm@lcra.org
Phone: 512-369-4129
Fax # (512) 369-7293

Terry Nygaard, RPLS - Supervisor, Surveying Operations
(512) 369-4528 or 1-800-776-5272 x4528

Fred Crawford, RPLS - Manager, Surveying, Mapping & GIS
(512) 369-4132 or 1-800-776-5272 x4132

Physical Address:

LCRA Surveying, Mapping & GIS Dept
6800 Burleson Rd.
Austin, Texas 78744

Attachment “A”

Attachment "A"

LCRA Tract TS-08

Page 1 of 3

John Doe – Parcel 5

Travis County, Texas
1.477 Acre Sale Tract

Appraisal District Parcel No.: R12345

EXHIBIT " _____ "

DESCRIPTION FOR A 1.477 ACRE TRACT OF LAND, SITUATED IN THE JOHN H. GIBSON SURVEY NO. 49 OF TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN 253.69 ACRE TRACT OF LAND DESCRIBED IN A DEED FROM TRAVIS LAND & CATTLE COMPANY TO THE LOWER COLORADO RIVER AUTHORITY (LCRA) DATED DECEMBER 14, 1939 AND RECORDED IN VOLUME 633, PAGE 476-485 OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS, SAID 1.477 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a PK-Nail found on an angle point in the south boundary line of Lot 51 of Crosswind Subdivision, a subdivision of record in Plat Book 72, Page 88 of the Plat Records of Travis County, Texas, being that same tract of land described in a deed from Jerry Pennington, ET UX Debra Ann Pennington to Bruce Alan Miller, ET UX Marcia Ann Miller dated November 21, 1991 and recorded in Volume 11571, Page 1873 of the Real Property Records, Travis County, Texas, said point being in a northerly boundary line of said 253.69 acre tract of land, said PK- Nail found also being at an elevation of 715 feet as established from U.S.G.S. benchmark "H-103" (NVD - 29 Elevation of 992.251 feet);

THENCE with the south boundary line of said Lot 51, same being a northerly boundary line of said 253.69 acre tract of land same being continuously with the 715' contour elevation which runs approximately N 73° 06' 22" W, a distance of 33.06 feet to a PK-Nail found, representing the south common corner of said Lot 51 and Lot 50 of said Crosswind Subdivision, said Lot 50 being that same tract of land described by deed from Realsec Corporation to Charlotte M. Carter dated April 10, 1984 and recorded in Volume 8612, Page 53 of the Deed Records of Travis County, Texas, said corner being an angle point in the north line of Lot 49 of said Crosswind Subdivision, said Lot 49 being that same tract of land described in deed from Fred Earhart III, Trustee to Thomas D. Erwin, Trustee dated January 7, 1977 and recorded in Volume 5693, Page 1956 of the Deed Records of Travis County, Texas also being the northwest corner and **POINT OF BEGINNING** hereof;

THENCE leaving said common boundary line, through the interior of said 253.69 acre tract of land the following six (6) courses and distances:

1. S 68° 03' 59" E, for a distance of 92.21 feet to a 1/2-inch iron rod with plastic cap set,
2. N 84° 24' 42" E, for a distance of 131.67 feet to a 1/2-inch iron rod with plastic cap set,
3. N 57° 14' 33" E, for a distance of 203.60 feet to a 1/2-inch iron rod with plastic cap set,
4. N 24° 12' 16" E, for a distance of 33.52 feet to a cotton spindle set,

Attachment "A"

5. N 66° 34' 20" E, for a distance of 111.40 feet to a 1/2-inch iron rod with plastic cap set, and
6. N 88° 46' 25" E, for a distance of 103.89 feet to an unmonumented point in an easterly boundary line of said 253.69 acre tract of land, same being the northeast corner of the herein described tract, from which a 1/2-inch iron rod with plastic cap found on an angle point in said easterly boundary line bears N 17° 47' 57" W, a distance of 33.30 feet, said 1/2-inch iron rod with plastic cap found being at an elevation of 670 feet as established from U.S.G.S. benchmark "H-103" (NVD-29 Elevation of 992.25 feet);

THENCE with said easterly boundary line, continuously with the 670 foot contour elevation which runs approximately along the following two (2) courses and distances, for general reference to the location of said contour:

1. S 17° 47' 57" E, for a distance of 32.36 feet to a 1/2-inch iron rod with plastic cap found representing the location of said contour, and
2. S 48° 22' 17" E, for a distance of 108.16 feet to a 1/2-inch iron rod with plastic cap found for an angle point in said easterly boundary line;

THENCE leaving said easterly boundary line and through the interior of said 253.69 acre tract of land the following two (2) courses and distances:

1. S 35° 57' 58" E, a distance of 104.11 feet to the unmonumented southeast corner of the tract herein described tract, and

Attachment "A"

LCRA Tract TS-08

Page 2 of 3

John Doe – Parcel 5

Travis County, Texas

1.477 Acre Sale Tract

Appraisal District Parcel No.: R12345

2. S 73° 16' 25" W, for a distance of 190.54 feet to a 1/2-inch iron rod with plastic cap set on a point in a westerly line of said 253.69 acre tract of land, same being the northeast corner of Tract 20 as described in a deed from Mayde Marie Butler and husband, Francis Butler, and Louise Kirk, Trustee to Mayde Marie Butler dated November 11, 1960 and recorded in Volume 2249, Page 173 of the Deed Records of Travis County, Texas, also being the southeast corner of said Lot 49 and the southwest corner of the tract described herein, from which a 1/2-inch iron rod with plastic cap found on an angle point in a westerly boundary line of said 253.69 acre tract of land, same being an angle point in an easterly boundary line of said Butler Tract, bears S 31° 44' 26" E, a distance of 139.75 feet, said 1/2-inch iron rod with plastic cap found also being at an elevation of 715 feet as established from U.S.G.S. benchmark "H-103" (NVD-29 Elevation of 992.25 feet), also a 1/2-inch iron rod found bears S 73° 16' 25" W, a distance of 5.85 feet;

THENCE with the north boundary line of said Lot 49, same being a southerly boundary line of said 253.69 acre tract of land the following nine (9) courses and distances:

1. N 31° 44' 26" W, for a distance of 66.00 feet to a 1/2-inch iron rod with plastic cap found,
2. N 64° 06' 11" W, for a distance of 99.89 feet to a 1/2-inch iron rod with plastic cap found,
3. S 86° 35' 33" W, for a distance of 97.36 feet to a 1/2-inch iron rod with plastic cap found,
4. S 58° 43' 02" W, for a distance of 54.99 feet to a 1/2-inch iron rod with plastic cap found,

Attachment "A"

5. S 65° 00' 17" W, for a distance of 65.59 feet to a 1/2-inch iron rod with plastic cap found,
6. S 77° 38' 34" W, for a distance of 103.71 feet to a 1/2-inch iron rod with plastic cap found,
7. N 71° 23' 26" W, for a distance of 30.95 feet to a 1/2-inch iron rod with plastic cap found,
8. N 75° 16' 08" W, for a distance of 77.33 feet to a 1/2-inch iron rod with plastic cap found, and
9. N 54° 23' 08" W, for a distance of 53.38 feet to the **POINT OF BEGINNING** and containing 1.477 acres of land within the bearings and distances cited herein.

BEARING BASIS: Texas Lambert Grid Central Zone NAD 83/HARN/CORS
WORD FILE: XXXXXXXX-001A.DOC
ACAD: XXXXXXXX-001A.DWG

SAMPLE

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TRAVIS §

That I, _____, a Registered Professional Land Surveyor, do hereby certify that the above description and the accompanying plat is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground during _____month and _____year under my direction and supervision.

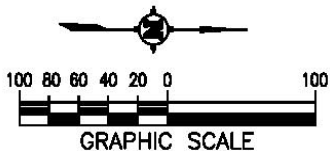
WITNESS MY HAND AND SEAL at Austin, Travis County, Texas on this _____ day of November, 2001 A. D.

Registered Professional Land Surveyor

No. xxxx - State of Texas

EXHIBIT "A"

JOHN DOE-PARCEL 5
1.477 ACRE SALE TRACT



1.00 Ac.
CHARLOTTE M. CARTER
VOL. 8612, PG. 53
D.R.T.C.TX.

CROSSWIND
SUBDIVISION
PLAT BOOK 72, PG. 88
TRAVIS COUNTY PLAT RECORDS

50

POINT OF BEGINNING
N54°23'08"W 53.38'
N73°06'22"W 33.06'
POINT OF COMMENCING
S68°03'59"E 92.21'

1.00 Ac.
BRUCE ALAN MILLER, ET UX MARCIA ANN MILLER
VOL. 11571, PG. 1873
R.P.R.T.C.TX.

N71°23'26"W 30.95'

3.52 Ac.
THOMAS D. ERWIN, TRUSTEE
VOL. 5693, PG. 1956
D.R.T.C.TX.

APPROX. 715
CONTOUR

Survey No. 49

RECORD LOT LINE

CROSSWIND
SUBDIVISION
PLAT BOOK 72, PG. 88
TRAVIS COUNTY PLAT RECORDS

JOHN H. GIBSON
30' INGRESS-EGRESS
EASEMENT TO MAYDE MARIE
BUTLER
AND LOUISE KIRK VOL. 2249,
PG. 173 - D.R.T.C.TX.

253.89 Ac.
L.C.R.A.
VOL. 633, PG. 478
D.R.T.C.TX.

RECORD LOT LINE

1.477 AC.



TRACT 20
MAYDE MARIE BUTLER
VOL. 2249, PG. 173
D.R.T.C.TX.

LAKE TRAVIS

APPROX. 670
CONTOUR

253.89 Ac.
L.C.R.A.
VOL. 633, PG. 478
D.R.T.C.TX.

253.89 Ac.
L.C.R.A.
VOL. 633, PG. 478
D.R.T.C.TX.

LEGEND

- 1/2" IRON ROD FOUND
- ⊙ 1/2" IRON ROD w/ PLASTIC CAP SET
- IRON ROD w/ PLASTIC CAP FOUND
- CHAINLINK FENCE
- ⚓ PK-NAIL FOUND

DRAWN BY: JD
WO NO.: 123456
FIELD BOOK: 2000-02
DATE: 2/18/2003 FILE: XXXXXXXX-001A
WORD FILE: XXXXXXXX-001A.DOC
SCALE: 1" = 200'