

Notice of Survey
(Letter to Adjoiner)
by
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As a whole, surveyors would rather draw than write. Nevertheless, written communications can be advantageous in terms of formally communicating information, documenting communications, establishing rapport, and promoting business. The notice of survey or letter to adjoiner can satisfy all these criteria.

In some states, notice of survey is required in order for a surveyor to gain the protection afforded by right of entry statutes. Even without a right of entry statute, a notice of survey serves as a common courtesy that can go a long way to avoid friction or hard feelings with landowners that may be sensitive to intruders going on their property or strangers working in their neighborhood.

The notice of survey is ordinarily in the form of a letter but it may be as simple as a message written on the back of a business card stuck into the door of the neighbor's house.

<p>James Crinstel <i>Professional Land Surveyor</i> 1834 Apple View Road Anytown, Zena 34432 Phone: 111-323-1222 * E-mail: Crinstel@aol.com</p>	<p>I stopped by to let you know that I will be surveying your neighbor's property. If you have any questions or concerns, please contact me using the information on the front of this card.</p> <p style="text-align:right">05-02-09</p> <p>11:12 a.m.</p>
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This article will discuss a notice of survey using a letter.

The first and foremost benefit of the notice of survey is to inform the neighbors and other persons such as utilities of the upcoming presence of surveyors on or around a person's property or easement. The presence of people poking around bushes and houses armed with machetes and brush hooks has many times resulted in hasty calls to law enforcement or the appearance of an armed neighbor ready to defend their property. It must also be admitted that the notice of a survey has often revealed an ongoing dispute that the client has failed to disclose when requesting the surveyor's services.

In addition to providing advance notice of the presence of surveying personnel in the neighborhood, the notice to adjoiner can also be used to prevent common misperceptions. For example, the letter can warn the recipient that wooden stakes, nails, and ribbons should not be mistaken as marking the corners or boundaries. Conversely, the letter can state that corners and

boundaries will be marked by capped pins or other permanent monuments that are distinct and unmistakable as corner monuments.

Another benefit of formal communications in the form of a notice of survey is to convince the neighbor of the need and benefit of the surveyor going upon their property to look for boundary information and use the monumentation and other physical features found on the neighboring property to help establish the common boundary.

Similarly, the surveyor can use the notice of survey to inquire if the recipient of the letter has information that may be useful and is otherwise unavailable to the surveyor. The correspondence may elicit information such as unrecorded plats or the location of missing, obscured, or hidden corner monuments.

Finally, the surveyor can use the correspondence to promote their firm and lay the ground work for obtaining services in the future.

Consider the following example of a notice to adjoining.

	12 June
	Ms. Elizabeth Next 1934 Windhaven Road Zenople, Zena 00001-1934
	Re: Client Boundary Survey, Project #9-123
	Dear Ms. Next:
1	I am writing on behalf of Boundary Consultants, LLC a firm specializing in locating boundaries and other professional surveying and mapping services.
2	In the near future, employees from our firm will be surveying the property of our client, Carrol Connor, located at the intersection of Windhaven and Hall's Ford Road, Zenople, Sedar County, Zena. Tax assessment records indicate that you share a common boundary with our client.
3	Seldom is the exact location of a common boundary known when we arrive at the site. We often spend considerable effort to be impartial and gather all the relevant information to fix the common boundary location that you share with our client. Accordingly, we may have to go upon your property to take measurements from your corners or place temporary survey markers to gather field information that is not visible from our client's property. Please let us know if you have any concerns with us entering your property and using your corners to help locate the common boundary you share with our client.
4	To insure a complete, impartial, and accurate survey, we appreciate any copies of <u>unrecorded</u> documents such as plats, old deeds, survey notes, reports, and so on that you feel would help re-establish the common boundary you share with our client. (We will be able to obtain a copy of most recorded deeds at the registry of deeds.) If you are not sure if the information in your possession would be helpful in our efforts to locate the common boundary, please don't hesitate to call our office and tell us what you have. We will reimburse you for any reasonable costs if we do not have the document and would need the information you have in your possession.
5	If you would like to show us any boundary markers or other objects that you feel are not easily found and would help establish the common boundary, a meeting at a date and time convenient to you can be arranged.

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During the survey, wooden stakes and nails will be used to mark random survey points. Plastic ribbon will be used to locate objects that will be used in the survey. These items should not be confused with the actual corner or line monuments that will eventually be used to mark the common boundary you share with our client. Any random survey points and ribbon we place on or near objects prior to completing our services will probably **not** be located on the boundary or represent a common corner. All corners will eventually be monumented or referenced by capped pins inscribed with a surveyor's name and license number (if not already monumented).

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Because of the services we will be performing in the area in the immediate future, we may be able to provide you with less expensive services in the future should you require surveying or mapping services for your property. Please give our office a call to discuss your surveying or mapping needs.

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If you have any questions, please write, e-mail, or contact us using the information in the letterhead. For information on our services and what steps we will be undertaking during the performance of our services we invite you to check out our web site at www.boundaryconsultants.net.

Sincerely,
Boundary Consultants, LLC

Sarah Smith, LSIT
Party Chief

cf: Ms. Carrol Client

Carrol Client File 9-123

The first paragraph in the example introduces the surveyor or surveying firm.

In the second paragraph, the client and property location are provided. The identification of the client and location of the property is important for those recipients of the letter, such as large landowners or utility companies, that may have many miles of boundaries or numerous parcels and do not know the identity of their neighbors.

The third paragraph provides a reason for the peaceful entry of surveying personnel on to the neighboring property. Courtesy generally produces better results than a statement of an entitlement under a right of entry law.

The fourth paragraph solicits documents that may be unavailable or difficult for the surveyor to obtain.

The fifth paragraph, similar to the fourth paragraph, seeks information on the physical location of monuments or their former position that may be difficult to find. Even when the neighbor provides conflicting information, the surveyor now has time in order to prepare the client to deal with the conflict that will arise at the completion of the surveying services.

Paragraph six attempts to remove any confusion between survey points and corner monuments.

The seventh paragraph is provided for the promotion or marketing of the firm.

Finally, the eighth paragraph closes the letter with an offer to answer questions and provide closing information.

A form letter can be written and stored on the computer. It can be easily loaded, completed and sent once the names and addresses of the neighbors are obtained from the tax records.

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