Request for General Survey Services

If you are in need of Survey services that do not involve Topography, Boundary or Construction Staking, a “Request for Survey Services” form must be filled out and submitted. The District Office Supervisor must be contacted and hi/her name included on the request form. The request form must be filled out in full. The required information must include:

1. Work Order Number – open in Engineering and available for the Survey Division to charge to
2. Funding Source – must be included on the request form
3. Date of the request
4. Project Name
5. Project Limits
6. Purpose of project
7. Description of work required
8. References – plans #s etc.
9. Requestors name
10. Requestors Department and Division
11. Requestors – phone #, Fax # and e-mail
12. Authorization signature of at least the Division Head
13. Who in Survey was this request discussed with

A copy of the request form is included below. If you have additional questions contact the District Supervisor for the area the work will be done in. The main Survey web-site will have all of the District Supervisor contact numbers.
REQUEST FOR SURVEY SERVICES

Date __________, 200__

Work Order ____________________ Funding source ________________________________________

Name of project:_________________________________________________________________________

Project limits:___________________________________________________________________________

______________________________________________________________________________________

Purpose of the project:____________________________________________________________________

Description of the work requested:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

References:____________________________________________________________________________

Requested by:__________________________________ Dept./Dist./Div.__________________

Phone # __________________   Fax #___________________   E-mail ________________________

Authorization by Dept./Dist./Div. Head __________________________________________

Request discussed with Survey: Name_______________________ Date:__________________

Survey Division use only

Survey #_________ Task_______ Sub task_________ Cadastral district _________________

Estimated completion_________________ Actual completion__________________

Estimated hours___________________ Actual hours___________________________

Field book and page_________________ Party chief__________________________

Comments___________________________________________________________

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