

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.

**Bureau of Engineering
SURVEY DIVISION
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: _____

<i>Survey Division use only</i>	
Survey # _____	Task _____ Sub task _____ Cadastral district _____
Estimated completion _____	Actual completion _____
Estimated hours _____	Actual hours _____
Field book and page _____	Party chief _____
Comments _____	