

Standards for BLM Administrated Lands Boundary Evidence¹ Worksheets and Certificates

Land Description Review (LDR) Worksheet, LDR Certificate, Chain of Surveys (COS) Worksheet, COS Certificate, Certificate of Inspections and Possession (CIP) Worksheet, CIP, Boundary Assurance Certificate (BAC) Worksheet, and BAC

The LDR, COS, and CIP each address a separate important component that make up boundary evidence. A BAC can be issued only where all three, LDR, COS, and CIP, have been compiled. However, in many cases only one or two of the boundary evidence certificates are needed. A brief explanation of each follows:

A. Land Description Review (LDR)

The LDR consists of two parts: the Land Description Review Worksheet and the Land Description Review Certificate. The worksheet should contain all of the relevant information known to the submitting official or entity. Depending upon the needs of the Field Office (FO) or Authorizing Official (AO), the LDR can provide a number of informational services, including:

1. The review of boundary description(s) of land and/or interests in land, including surrounding interests when necessary;
2. The condition of the corner monuments and boundary line markings, and the practicability of the boundaries for the intended land use based upon:
 - a. minimal research to provide a general summary,
 - b. a search of official records within the BLM Cadastral Survey Office, or
 - c. a search of official records, other Federal records, local public records, private records, and a field inspection;
3. The condition of the Geographic Coordinate Data Base (GCDB) or the Cadastral Geographic Information System (CGIS) on the tract corners and boundaries;
4. Reporting of the official area (area returned based upon the official plat);
5. Reporting of area based upon other sources; and/or
6. Other related information (after a discussion between the authorizer and Cadastral Survey).

The LDR will require a search of all possible sources of title and related documents. A Cadastral Surveyor or a Certified Federal Surveyor (CFedS) conducts a LDR under the direction and control of the State Office Chief Cadastral Surveyor.

B. Chain of Surveys (COS)

The COS consists of two parts: the Chain of Surveys Worksheet and the Chain of Surveys Certificate. The worksheet should contain all of the relevant information known to the

¹ When not in conflict, reference should be made to Departmental Manual, Indian Trust Responsibilities, *Standards for Indian Trust Lands Boundary Evidence* (303 DM 7). BLM's Manual 9672 and Handbook H-9672-1 supplement 303 DM 7.

submitting official or entity. Depending upon the needs of the FO or AO, the COS can provide a number of informational services, including:

1. The review of land surveys and other boundary location information on the location of the corners and boundary lines of land and/or interest in land described, out to the controlling corners and lines, from the original survey to date;
2. A history of corner recovery, a description of every visit to a corner:
 - a. without a field visit, or
 - b. with a field visit;
3. A history of lines, a description of every record or computed measurement between corners;
4. The practicability of the corners and/or lines for the intended land use based upon the COS; and/or
5. Other related information (after a discussion between the authorizer and Cadastral Surveyor).

The COS will require a search of all possible sources of surveys and related documents, including official and local, recorded and unrecorded, public and private records. A Cadastral Surveyor or a CFedS conducts a COS under the direction and control of the State Office Chief Cadastral Surveyor.

C. Certificate of Inspection and Possession (CIP)

A CIP consists of worksheets and the two forms of CIP from the Department of Justice (DOJ). These forms are contained in the “*Standards for the Preparation of Title Evidence in Land Acquisitions by the United States 2001.*” The DOJ forms are attached and are also available at <http://www.usdoj.gov>. See the DOJ Title Standards for use of the forms for title evidence. The DOJ forms are the only acceptable forms. Referenced attachments providing further explanations and clarifications are encouraged.

Form #1 is designed to be completed by one individual. Form #2 is designed to be completed by two individuals. For boundary evidence purposes, the forms are to be adopted to report on-the-ground inspection of the corners and boundary lines by a Cadastral Surveyor or CFedS, under the direction and control of the State Office Chief Cadastral Surveyor for acquisitions, exchanges, withdrawals, leases, permits, conversions, transfers, partitions, rights-of-ways, land and resource transactions, commercial projects, and other activities.

FO and AO are encouraged to have the persons who are to inspect the property for among other things cultural, engineering, historical, hazardous, or environmental matters, coordinate their inquiries and inspections with the boundary evidence examination.

D. Boundary Assurance Certificate (BAC)

Subject to limitations, a BAC consists of a statement of known boundary location defects, conflicts, ambiguities, gaps, overlaps, unwritten rights, and failure of legal descriptions, surveys, use and occupancy, and other boundary evidence for a tract of land, certified to by a Cadastral Surveyor or CFedS. The State Office Chief Cadastral Surveyor approves and signs the BAC.

CAUTION: A BAC is not an official survey or a local survey, and should not be used in lieu thereof. An actual survey may reveal further evidence or clarify the proper use of existing evidence thereby resulting in a different corner or boundary location than indicated in the BAC.

Land Description Review Worksheet
 United States Department of the Interior - Bureau of Land Management
 [Field Office/Entity]
 [Location]

To: [State Office] Cadastral Survey
 Attention: [Chief Cadastral Surveyor]

By: [Print - Cadastral Surveyor or Certified Federal Surveyor]

Subject: Land Description Review (LDR) Worksheet

| BLM LAND AREA CODE: | TOWNSHIP, RANGE, SECTION, QUARTER-QUARTER SECTION, MERIDIAN, AND STATE: | PURPOSE: |
|---------------------|---|----------|
| | | |

Please review the land description(s) in the attached document(s) for the purpose identified above complete the attached interoffice memo and return them for filing in the official case file [when applicable]. The purpose for the LDR is:

In addition, report upon (check box(s), and within the brackets circle the service(s)):

- Condition of corner monuments based upon (existing knowledge or office investigation or field investigation).
- Condition of boundary line marking based upon (existing knowledge or office investigation or field investigation).
- Practicability of the boundaries for compliance with the stated purpose based upon (existing knowledge or office investigation or field investigation).
- Condition of Geographic Coordinate Data Base (GCDB).
- Acres determined from GLO/BLM records.
- Acres determined by other means.
- Other - _____.

The LDR Certificate is needed by: [Insert Date]

Authorizing Official:

| <i>Name:</i> | <i>Title and Contact Information:</i> | <i>Date:</i> |
|--------------|---------------------------------------|--------------|
| [Signature] | | |
| [Print Name] | | |

Date Received By Cadastral Survey: _____ Received By: _____

Attachments:

This worksheet is to be retained in the official case file.

Land Description Review Certificate
 United States Department of the Interior - Bureau of Land Management
 [Field Office/Entity]
 [Location]

To: [Field Office or Other]
 Attention:

From: [Chief Cadastral Surveyor]
 [State Office]

Subject: Land Description Review (LDR) Certificate

| BLM LAND AREA CODE: | TOWNSHIP, RANGE, SECTION, QUARTER-QUARTER SECTION, MERIDIAN, AND STATE: | PURPOSE: |
|---------------------|---|----------|
| | | |

By LDR Worksheet received by this office on [Date from Worksheet], the land description(s) as stated in the attached document(s) for the above referenced action has been reviewed. The following determination has been made:

(Check one!)

| | |
|--------------------------|--|
| <input type="checkbox"/> | The land description is acceptable as written and presented for the stated purpose, see comments below. |
| <input type="checkbox"/> | The land description has potential problems as noted below; however, the risk appears minor and the action within the stated purpose should not be affected. |
| <input type="checkbox"/> | The land description has potential problems and should not be used as written for the stated purpose. The following errors and/or concerns as noted below need to be corrected/addressed before this description should be used. |

Sufficiency of the land description for the stated purpose:

Comments/Concerns/Corrections:

Condition of corner monuments:

Condition of boundary line marking:

Condition of Geographic Coordinate Data Base (GCDB):

I certify that the parcel described on the attached conveyance document contains the following acreage(s):
 _____ acres determined from GLO/BLM official records.
 _____ acres determined by _____.

Certification: This Land Description Review correctly represents the records and documents compiled by me or under my direct supervision in conformance with the requirements of the Bureau of Land Management *Standards for BLM Administered Lands Boundary Evidence*, of the parcel(s) of land identified above.

| | | |
|---|---------------------------------------|--------------|
| <i>Name: Cadastral Surveyor or Certified Federal Surveyor</i> | <i>Title and Contact Information:</i> | <i>Date:</i> |
| [Signature] | | |
| [Print Name] | | |

Certification: This Land Description Review correctly represents the records and documents compiled under my direction and control and in conformance with the requirements of the Bureau of Land Management *Standards for BLM Administered Lands Boundary Evidence*, of the parcel(s) of land identified above.

| | | |
|---------------------------------------|-----------------------------|--------------|
| <i>Name: Chief Cadastral Surveyor</i> | <i>Contact Information:</i> | <i>Date:</i> |
| [Signature] | | |
| [Print Name] | | |

Attachments:

This certificate is to be retained in the official case file.

Chain of Surveys Worksheet

United States Department of the Interior - Bureau of Land Management
[Field Office/Entity]
[Location]

To: [State Office] Cadastral Survey
Attention: [Chief Cadastral Surveyor]

By: [Print - Cadastral Surveyor or Certified Federal Surveyor]

Subject: Chain of Surveys (COS) Worksheet

| BLM LAND AREA CODE: | TOWNSHIP, RANGE, SECTION, QUARTER-QUARTER SECTION, MERIDIAN, AND STATE: | PURPOSE: |
|----------------------------|--|-----------------|
| | | |

With reference to the land description(s) in the attached document(s) for the purpose identified above complete the attached interoffice memo and return them for filing in the official case file [when applicable]. The purpose for the COS is:

In addition report upon (check box(s), and within the brackets circle the service(s)):

- A history of corners (without a field visit or with a field visit).
- A history of lines and measurements.
- Practicability of the corners (and/or) boundaries for the stated program purpose based upon the chain(s) of surveys certification.
- Other - _____.

The COS Certificate is needed by: [Insert Date]

Authorizing Official:

| <i>Name:</i> | <i>Title and Contact Information:</i> | <i>Date:</i> |
|--------------|---------------------------------------|--------------|
| [Signature] | | |
| [Print Name] | | |

Date Received By Cadastral Survey: _____ Received By: _____

Attachments:

This worksheet is to be retained in the official case file.

Chain of Surveys Certificate

United States Department of the Interior - Bureau of Land Management
[Field Office/Entity]
[Location]

To: [Field Office or Other]
Attention:

From: [Chief Cadastral Surveyor]
[State Office]

Subject: Chain of Surveys (COS) Certificate

| BLM LAND AREA CODE: | TOWNSHIP, RANGE, SECTION, QUARTER-QUARTER SECTION, MERIDIAN, AND STATE: | PURPOSE: |
|----------------------------|--|-----------------|
| | | |

By COS Worksheet received by this office on [Date from Worksheet] the chain of surveys for the attached land description(s) for the above referenced action has been complied. The following determination has been made:

(Check one!)

| | |
|--------------------------|--|
| <input type="checkbox"/> | The land surveys are acceptable for the stated purpose, see comments below. |
| <input type="checkbox"/> | The land surveys have potential problems as noted below; however, the risk appears minor and the action within the stated purpose should not be affected. |
| <input type="checkbox"/> | The land surveys have potential problems and should not be used for the stated purpose. The following errors and/or concerns as noted below, need to be corrected/addressed before the surveys should be used. |

Sufficiency of the surveys for the stated purpose:

Comments/Concerns/Corrections:

Corner History:

Line and Measurement History:

Certification: This Chain of Surveys correctly represents the records and documents compiled by me or under my direct supervision in conformance with the requirements of the Bureau of Land Management *Standards for BLM Administered Lands Boundary Evidence*, of the parcel(s) of land identified above.

| <i>Name: Cadastral Surveyor or Certified Federal Surveyor</i> | <i>Title and Contact Information:</i> | <i>Date:</i> |
|---|---------------------------------------|--------------|
| [Signature] | | |
| [Print Name] | | |

Certification: This Chain of Surveys correctly represents the records and documents compiled under my direction and control and in conformance with the requirements of the Bureau of Land Management *Standards for BLM Administered Lands Boundary Evidence*, of the parcel(s) of land identified above.

| <i>Name: Chief Cadastral Surveyor</i> | <i>Contact Information:</i> | <i>Date:</i> |
|---------------------------------------|-----------------------------|--------------|
| [Signature] | | |
| [Print Name] | | |

Attachments:

This certificate is to be retained in the official case file.

Certificate of Inspection and Possession Worksheet
 United States Department of the Interior - Bureau of Land Management
 [Field Office/Entity]
 [Location]

To: [State Office] Cadastral Survey
 Attention: [Chief Cadastral Surveyor]

By: [Print - Cadastral Surveyor or Certified Federal Surveyor]

Subject: Certificate of Inspection and Possession (CIP) Worksheet

| | | |
|----------------------------|--|-----------------|
| BLM LAND AREA CODE: | TOWNSHIP, RANGE, SECTION, QUARTER-QUARTER SECTION, MERIDIAN, AND STATE: | PURPOSE: |
| | | |

With reference to the land description(s) in the attached document(s) for the purpose identified above complete the attached interoffice memo and return them for filing in the official case file [when applicable]. The purpose for the CIP is:

In addition, report upon what is known about (check box(s)):

- Condition of corner monuments.
- Condition of boundary line marking.
- Practicability of the boundaries for compliance with the stated purpose.
- Other - _____.

The CIP is needed by: [Insert Date]

Authorizing Official:

| | | |
|--------------|---------------------------------------|--------------|
| <i>Name:</i> | <i>Title and Contact Information:</i> | <i>Date:</i> |
| [Signature] | | |
| [Print Name] | | |

Date Received By Cadastral Survey: _____ Received By: _____

Attachments:

This worksheet is to be retained in the official case file.

Certificate of Inspection and Possession
(Form # 1)

This relates to an acquisition of the following described land, or an interest therein, by the United States of America.

A. Property and project information:

1. The acquiring federal agency is: [name the agency]

2. The name and address of the owner(s) of the property is:
[name and address of owner]

3. The property is identified and/or described as follows:

[insert some or all of the following: agency parcel number and project name, street address, acreage, common name of property or other reference sufficient to identify it; plus the name of the county and state where it is located; plus, if available, a legal description here or on an attached exhibit]

4. The estate(s) to be acquired is/are:

[insert and identify estate (ex: fee simple, utility easement)]

5. The condemnation proceeding name and civil action number are:

[if applicable, insert the condemnation proceeding name and civil action number]

B. Certification: I hereby certify that on [date] _____, I made a personal examination and inspection of that certain tract or parcel of land identified above, and that I am fully informed as to the boundaries, lines and corners of said tract. I also spoke with the above-named owner(s) and with any other occupants (identified below) of said land. On the basis of my inspection and inquiry. I hereby certify that the following statements are accurate, or, if one or more statements is not accurate I have marked it/them and I have indicated on this sheet or on an attachment my findings which vary from the statement:

(date)

(signature)

(print name, title, address and telephone number)

1. No work or labor has been performed or any materials furnished in connection with the making of any repairs or improvements on said land within the past _____ months that would entitle any person to a lien upon said premises for work or labor performed or materials furnished.
2. There are no persons or entities (corporations, partnerships, etc.) which have, or which may have, any rights of possession or other interest in said premises adverse to the rights of the above-named owner(s) or the United States of America.
3. There is no outstanding unrecorded deed, mortgage, lease, contract, or other instrument adversely affecting the title to said premises.
4. There are no vested or accrued water rights for mining, agricultural, manufacturing, or other purpose; nor any ditches or canals constructed by or being used thereon under authority of the United States, nor any exploration or operations whatever for the development of coal, oil, gas or other minerals on said lands; and there are no possessory rights now in existence owned or being actively exercised by any third party under any reservation contained in any patent or patents heretofore issued by the United States for said land.
5. There are no outstanding rights whatsoever in any person or entity (corporation, partnership, etc.) to the possession of said premises, nor any outstanding right, title, interest, lien, or estate, existing or being asserted in or to said premises except such as are disclosed and evidenced by the public records, as revealed by the government's title evidence.
6. Said premises are now wholly unoccupied and vacant except for the occupancy of the following, from whom disclaimer(s) of all right, title and interest in and to said premises, executed on [date] _____ has (have) been obtained:

This certificate is to be retained in the official case file.

This CIP form is taken from the Department of Justice Title Standards 2001.

Certificate of Inspection and Possession
(Form # 2)

This relates to an acquisition of the following described land, or an interest therein, by the United States of America.

A. Property and project information:

1. The acquiring federal agency is: [name the agency]

2. The name and address of the owner(s) of the property is:
[name and address of owner]

3. The property is identified and/or described as follows:

[insert some or all of the following: agency parcel number and project name, street address, acreage, common name of property or other reference sufficient to identify it; plus the name of the county and state where it is located; plus, if available, a legal description here or on an attached exhibit]

4. The estate(s) to be acquired is/are:

[insert and identify estate (ex: fee simple, utility easement)]

5. The condemnation proceeding name and civil action number are:

[if applicable, insert the condemnation proceeding name and civil action number]

B. Certification (physical inspection): I hereby certify that on [date]_____ I made a personal examination and inspection of that certain tract or parcel of land identified above, and that I am fully informed as to the boundaries, lines and corners of said tract. On the basis of my inspection, I hereby certify that the following statements are accurate, or, if one or more statements is not accurate I have marked it/them and I have indicated on this sheet or on an attachment my findings which vary from the statement:

(date)

(signature)

(print name, title, address and telephone number)

1. No work or labor has been performed or any materials furnished in connection with the making of any repairs or improvements on said land within the past _____ months that would entitle any person to a lien upon said premises for work or labor performed or materials furnished.
2. There are no persons or entities (corporations, partnerships, etc.) which have, or which may have, any rights of possession or other interest in said premises adverse to the rights of the above-named owner(s) or the United States of America.
3. There are no vested or accrued water rights for mining, agricultural, manufacturing, or other purpose; nor any ditches or canals constructed by or being used thereon under authority of the United States, nor any exploration or operations whatever for the development of coal, oil, gas or other minerals on said lands; and there are no possessory rights now in existence owned or being actively exercised by any third party under any reservation contained in any patent or patents heretofore issued by the United States for said land.
4. There are no outstanding rights whatsoever in any person or entity (corporation, partnership, etc.) to the possession of said premises, nor any outstanding right, title, interest, lien, or estate, existing or being asserted in or to said premises except such as are disclosed and evidenced by the public records, as revealed by the government's title evidence.
5. Said premises are now wholly unoccupied and vacant except for the occupancy of the following, from whom disclaimer(s) of all right, title and interest in and to said premises, executed on [date] _____ has (have) been obtained:

C. Certification (owner inquiry): I hereby certify that on [date]_____ I spoke with the above-named owner(s) and with any other occupants (identified below) of said land. On the basis of my inquiry, I hereby certify that the following statements are accurate, or, if one or more statements is not accurate I have marked it/them and I have indicated on this sheet or on an attachment my findings which vary from the statement:

(date)

(signature)

(print name, title, address and telephone number)

1. No work or labor has been performed or any materials furnished in connection with the making of any repairs or improvements on said land within the past _____ months that would entitle any person to a lien upon said premises for work or labor performed or materials furnished.
2. There are no persons or entities (corporations, partnerships, etc.) which have, or which may have, any rights of possession or other interest in said premises adverse to the rights of the above-named owner(s) or the United States of America.
3. There is no outstanding unrecorded deed, mortgage, lease, contract, or other instrument adversely affecting the title to said premises.
4. There are no vested or accrued water rights for mining, agricultural, manufacturing, or other purpose; nor any ditches or canals constructed by or being used thereon under authority of the United States, nor any exploration or operations whatever for the development of coal, oil, gas or other minerals on said lands; and there are no possessory rights now in existence owned or being actively exercised by any third party under any reservation contained in any patent or patents heretofore issued by the United States for said land.
5. There are no outstanding rights whatsoever in any person or entity (corporation, partnership, etc.) to the possession of said premises, nor any outstanding right, title, interest, lien, or estate, existing or being asserted in or to said premises except such as are disclosed and evidenced by the public records, as revealed by the government's title evidence.
6. Said premises are now wholly unoccupied and vacant except for the occupancy of the following, from whom disclaimer(s) of all right, **title** and interest in and to said premises, executed on [date]_____ has (have) been obtained:

This certificate is to be retained in the official case file.

This CIP form is taken from the Department of Justice Title Standards 2001.

Disclaimer

Reservation/Tribe(s) _____

County/Borough/Parish _____

ss:

State of _____

We (I) _____ being first duly sworn, depose and say (deposes and says) that we are (I am) occupying all (a part) of the land (proposed to be) (conveyed/managed] by the United States of America from _____, described as _____ acres, Tract No. _____, lying in _____ County/Borough/Parish, State of _____; that we are (I am) occupying said land as the tenants (tenant) of _____; that we (I) claim no right, title, lien or interest in and to the above-described premises or any part thereof by reason of said tenancy or otherwise and that we (I) will vacate said premises upon demand for the possession of said lands by the United States of America.

Dated this _____ day of _____, _____.
(month)(Year)

(Tenant)

(Tenant)

Witnesses:

This document is to be retained in the official case file.

Boundary Assurance Certificate Worksheet
 United States Department of the Interior - Bureau of Land Management
 [Field Office/Entity]
 [Location]

To: [State Office] Cadastral Survey
 Attention: [Chief Cadastral Surveyor]

By: [Print - Cadastral Surveyor or Certified Federal Surveyor]

Subject: Boundary Assurance Certificate (BAC) Worksheet

| | | |
|----------------------------|--|-----------------|
| BLM LAND AREA CODE: | TOWNSHIP, RANGE, SECTION, QUARTER-QUARTER SECTION, MERIDIAN, AND STATE: | PURPOSE: |
| | | |

With reference to the land description(s) in the attached document(s) for the purpose identified above complete the attached interoffice memo and return them for filing in the official case file [when applicable]. The purpose for the BAC is:

The Boundary Assurance Certificate is needed by: [Insert Date]

Authorizing Official:

| <i>Name:</i> | <i>Title and Contact Information:</i> | <i>Date:</i> |
|--------------|---------------------------------------|--------------|
| [Signature] | | |
| [Print Name] | | |

Date Received By Cadastral Survey: _____ Received By: _____

Attachments: For the land identified above, copies of the Land Description Review Certificate, Chain of Surveys Certificate, and Certificate of Inspection and Possession signed by the Chief Cadastral Surveyor, with the case file for each.

This worksheet is to be retained in the official case file

Boundary Assurance Certificate
United States Department of the Interior - Bureau of Land Management
[Field Office/Entity]
[Location]

Boundary Assurance Certificate No. _____

To: [Field Office or Other]
Attention:

From: [Chief Cadastral Surveyor]
[State Office]

Subject: Boundary Assurance Certificate (BAC)

Certification: Subject to the exceptions, conditions and stipulations, listed in Schedule B, I, _____ [Print Name] _____, Cadastral Surveyor/Certified Federal Surveyor, certify that critical records have been examined and boundaries have been inspected, and as of the Date of Boundary Assurance shown in Schedule A, assure that the Bureau of Land Management will not sustain or incur a loss or damage, based upon the stated purpose of the land or interest in land shown in Schedule A, by reason of:

1. Land Description Review;
2. Chain of Surveys; and
3. Certificate of Inspection and Possession.

Cadastral Surveyor or Certified Federal Surveyor

Date

Certification: This Boundary Assurance Certificate correctly represents the records and documents compiled under my direction and control and in conformance with the requirements of the Bureau of Land Management *Standards for BLM Administered Lands Boundary Evidence*, of the parcel(s) of land identified above.

Chief Cadastral Surveyor
[] State Office

Date

