

CHECKLIST FOR EXHIBIT "A" PROPERTY MAPS

Airport: _____ Location: _____

NO.	DESCRIPTION	COMMENTS	COMPLETED	
			YES	NO
1.	Scaled Drawings: Two full- sized prints (24" x 36")			
2.	AutoCAD file (email or CD) sent to MDOT			
3.	Title block identifying airport, site number, location (city/town/range), title - Exhibit "A" Property Map			
4.	Aeronautics approval block for Mark Grennell, Supervisor, Project Support Unit, signature and date			
5.	Revision box with date, purpose, and by whom			
6.	Preparer's block with name, address, phone, designed by, drawn by, checked by, date, and approval by a licensed surveyor or engineer			
7.	Sponsor approval block with governing authority name, signature, title of signer, and date			
8.	Legend on each sheet identifying each type of line or symbol shown that is not identified by note			
9.	Notice of airport zoning and approach protection plan with applicable dates.			
10.	Notice shown on page 4 of Exhibit "A" guidelines should be placed on first sheet			
11.	Section and quarter corners shown and labeled (section number, county, township, town and range identified)			
12.	Roads, streets, highways, and railroads with names or designations. ROW widths, location of closures, and vacations with dates and name of agency taking action			

NO.	DESCRIPTION	COMMENTS	COMPLETED	
			YES	NO
13.	Existing runway configuration delineated on map with number designations, stationing of ends, and displaced thresholds (if applicable)			
14.	Existing runway length and width (Example: 3500' x 75')			
15.	Existing RPZ with dimensions, type of approach, and slope (Example: 20:1 visual approach RPZ 250' x 450' x 1000') VERIFY latest runway information shown			
16.	Survey ties of runway (s) to section line system			
17.	Bearings and distances for perimeter of existing airport property (distances in feet rounded to nearest hundredth and angles in degrees, minutes and seconds)			
18.	Boundary and numerical designation for each parcel that has been acquired. Boundary and alphanumeric designation for each aviation easement (also shade). Information should be summarized in tabular form as shown below			
	a. Federal project number applicable to parcel			
	b. Parcel number assigned by AERO			
	c. Name of grantor			
	d. Type of instrument of acquisition			
	e. Liber and page numbers of recording			
	f. Date of acquisition			

NO.	DESCRIPTION	COMMENTS	COMPLETED	
			YES	NO
	g. Acreage			
	h. If aviation easements are listed, give the controlled heights by glide angle and station at beginning of RPZ			
	i. Notes (optional)			
19.	Boundary and description of easements held by others (utility, etc.) Information should be summarized in tabular form as shown below			
	a. Parcel			
	b. Width			
	c. Use			
	d. Grantee			
	e. Liber page			
	f. Recorded Date			
	g. Subordination Agreement Date			
20.	If airport land interests affect portions of a subdivided plat , plat information should contain plat name, scale, section, town, and range numbers			
21.	Map clearly identifies location, type, and owner of encumbrances (roads, pipelines, pole lines, etc.)			
22.	Perimeter of airport and any off-site areas shown			
Land releases must be shown in a separate table with parcel, owner, interest, date sold, and liber/page.				
COMMENTS:				
COMPLETED BY:			DATE:	

APPROVED BY:

APPROVAL DATE:

AIRPORTS DIVISION USE ONLY