

**CHECKLIST FOR EXHIBIT "A" PROPERTY MAPS
(see also FAA Standard Operating Procedure 3.00)**

AIRPORT:

CITY:

NO.	DESCRIPTION	COMMENTS	ACCEPTABLE	
			YES	NO
1.	Scaled Drawings: Two full- sized prints (24" x 36")			
2.	AutoCAD file (CD)			
3.	Title block identifying airport, site number, location (city/town/range), title - Exhibit "A" Property Map.			
4.	Office of Aeronautics REVIEWED BY: block for Chip Kraus, Property Specialist, 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 adopted, effective, and amended dates (if applicable)			
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.			
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			
	g. Acreage			
	h. If avigation 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			

ADDITIONAL COMMENTS:

COMPLETED BY:

DATE: