

BEFORE SITE PLANS ARE SUBMITTED FOR REGIONAL SURVEYORS APPROVAL

Preliminary Self-check

Effective Monday, 10th October, 2011, all site plans submitted for the approval of the Regional Surveyor, must be accompanied by a copy of this form. ALL licensed Surveyors are expected to fill in the column provided below. **NOTE:** ALL Site plans, found to be persistently in ERROR from a particular source, will be **BLACKLISTED** until further notice. Once blacklisted, all other plans originating from such surveyors will be set aside and subjected to a much more rigorous scrutiny. Obviously, such cases may require longer days for approval, hence the need for ALL licensed Surveyors to be more meticulous & choosy when signing site plans, so as to remain WHITE-LISTED.

Number	Items to look for at the preliminary stages of the approval process	Space to be ticked by the Licensed Surveyor	Space to be ticked by the official Surveyor	Remarks If any By Licensed Surveyor	Remarks If any By official Surveyor
1	Ex – Data, included				
2	Field data and computation, included				
3	Beacon index, included				
4	Raw Data, included				
5	Plan Data, included				
6	Area computation, included				
7	Diagram of Surveys, included				
8	History of Survey, included				
9	Field Report, included				
10	Grid interval, checked				
11	File separated , if more than one job				
12	Title written in full, No Abbreviation				
13	Regional Surveyors date is indicated. This should be <u>3-5 working days</u> from the date signed by Licensed surveyor				
14	Is the Plot Affected by any reservation or Government acquisition? yes or no				

WARNING: Any official Surveyor, at stages 1/2 of the site plan approval process, who consistently allow obvious 'files-in-error' to slip through his / her hands to the next stage will also be **PENALIZED**.

Name of Licensed Surveyor:Signature:contact:

Name of official Surveyor, GAR:Signature:contact

Thanks for your usual co-operation

Regional Head, GAR SMD, Lands Commission: NAME K. N. Arku-Lawson, Signature:

28/09/2011