**CHECKLIST FOR EXHIBIT "A" PROPERTY MAPS**  09/2016(also see FAA Standard Operating Procedure 3.00)

**This checklist must be included when an Exhibit ‘A’ Property Map is submitted to BOA for review.**

**AIRPORT:**

**BOA PROJECT NO.:**

**FUNDING ID:**

**EXHIBIT A MAP TITLE:**

**MAP DATE:**

**Review number:**

**Submitted by and date:**

| **NO.** | **DESCRIPTION** | **COMMENTS** | **ACCEPTABLE** | | |
| --- | --- | --- | --- | --- | --- |
| **YES** | | **NO** |
| ***Documents Required to be Submitted with Exhibit ‘A’ Map*** | | | | | |
| **Exhibit ‘A’ Map Update - Airport Parcels –**  Include the deed, survey, survey closure report, and title policy for each parcel acquired or removed from airport property with this Exhibit ‘A’ Map update. | |  |  |  | |
| **Exhibit ‘A’ Map Update - Airport Boundary Survey –** Include boundary survey, survey closure report and title reports supporting this Exhibit ‘A’ Map update. | |  |  |  | |
| ***Drawing Details Common to All Map Sheets*** | | | | | |
| **1.** | **Scaled Drawings, reproducible in black/white**  **Two ANSII D (22x34) size prints**  **D-size pdf file; reproducible at B (11x17) size** |  |  | |  |
| **2.** | **CADD file**  **(GIS file if developed)** |  |  | |  |
| **3.** | **Title block identifying airport, site number, associated city, state, and appropriate map sheet title** |  |  | |  |
| **4.** | **Bureau of Aeronautics REVIEW BY block for BOA Land Program Manager, initials and date** |  |  | |  |
| **5.** | **Revision box with date, purpose, by whom, and checked by** |  |  | |  |
| **NO.** | **DESCRIPTION** | **COMMENTS** | **ACCEPTABLE** | | |
| **YES** | | **NO** |
| **6.** | **Preparer’s block with firm name, drawn by, checked by, date, and review by a Wisconsin Professional Land Surveyor** |  |  | |  |
| **7.** | **Legend on each sheet identifying each type of line or symbol shown that is not identified by note** |  |  | |  |
| **8.** | **Notation of data sources and currency, basis of bearing, and spatial reference citation** |  |  | |  |
| **9.** | **PLSS section and quarter corners shown and labeled (section number, township and range identified) with monument description** |  |  | |  |
| **10.** | **Roads, streets, highways, railroads and waterways with names or designations** |  |  | |  |
| **11.** | **Existing runway configuration delineated on map with number designations, and displaced thresholds (if applicable)** |  |  | |  |
| **12.** | **Existing runway length and width**  **(Example: 3500' x 75')** |  |  | |  |
| **13.** | **Existing RPZ with dimensions, type of approach, and slope (Example:**  **20:1 visual area surface**  **RPZ 250' x 450' x 1000')**  **Verify latest runway information shown.** |  |  | |  |
| **14.** | **Bearings and distances for perimeter of existing airport property (distances in feet rounded to nearest hundredth and angles in degrees, minutes and seconds)** |  |  | |  |
| ***Exhibit ‘A’ Map – Airport Property (map sheet 1 of 2)*** | | | | | |
| **15.** | **Title for title block –**  **Exhibit ‘A’ Map**  **Airport Property** |  |  | |  |
| **NO.** | **DESCRIPTION** | **COMMENTS** | **ACCEPTABLE** | | |
| **YES** | | **NO** |
| **16.** | **Sponsor approval block with governing authority name, signature, title of signer, date and obligation statement – as outlined in guidance** |  |  | |  |
| **17.** | **Property Schedule for map sheet 1 – as outlined in guidance** |  |  | |  |
| **18.** | **Notice regarding “sale or lease” of airport property on map sheet 1 – as outlined in guidance** |  |  | |  |
| ***Exhibit ‘A’ Map – Historic Airport Property Inventory (map sheet 2 of 2)*** | | | | | |
| **19.** | **Title for title block –**  **Exhibit ‘A’ Map**  **Historic Airport Property Inventory** |  |  | |  |
| **20.** | **Boundary and parcel number for each parcel that has been acquired or released depicted on map. Information should be summarized in tabular form as shown below; if released, depict released area** |  |  | |  |
| **21.** | **Land Table for map sheet 2 – as outlined in guidance** |  |  | |  |
| **22.** | **Include as notes under the Land Table: street discontinuations and vacations, plat vacations, approach protection plans, and other related historic property information** |  |  | |  |
| **23.** | **Depict on map and include a table of Easements Granted to Others – as outlined in guidance** |  |  | |  |
| **24.** | **Show any off-site areas owned by airport** |  |  | |  |
| ***Exhibit ‘A’ Map – land acquisition/land release project maps*** | | | | | |
| **25.** | **Exhibit ‘A’ Map/Airport Property serves as the base map for project maps; remove sponsor approval block and “no sale” note** |  |  | |  |
| **NO.** | **DESCRIPTION** | **COMMENTS** | **ACCEPTABLE** | | |
| **YES** | | **NO** |
| **26.** | **Title for title block for initial map and revisions:**  **Exhibit ‘A’ Map**  **Proposed Land Acquisition**  **XXXxxxx – XXX x-xx-xxxx-xx** |  |  | |  |
| **27.** | **Show boundary and parcel number for each parcel to be acquired or released** |  |  | |  |
| **28.** | **Show with shading or hatching, parcels to be acquired or released with symbology unique by property interest** |  |  | |  |
| **29.** | **Modify Property Schedule to include parcels to be acquired or released, project number, and airport final acreage totals – as outlined in guidance** |  |  | |  |
| **30.** | **Title for title block for final land acquisition:**  **Exhibit ‘A’ Map**  **Final Land Acquisition**  **XXXxxxx – XXX x-xx-xxxx-xx** |  |  | |  |
| **31.** | **Add sponsor approval block to Exhibit ‘A’ Map – Final Land Acquisition** |  |  | |  |

|  |  |
| --- | --- |
| **ADDITIONAL COMMENTS:** | |
| **COMPLETED BY:** | **DATE:** |