

**DOT&PF Northern Region ROW Engineering  
Property Description Format**

The metes & bounds format will be the only description format used by Northern Region ROW Engineering on future projects unless otherwise directed. The lot & block description with reference to an attached parcel plat will no longer be produced. There are several reasons to limit our descriptions to the M&B format.

1. Consistency.
2. The M&B format provides a much better vehicle to clearly specify controlling calls.
3. The AGO requires M&B descriptions for condemnations.
4. Lending institutions and title agencies have long preferred the M&B format over our L&B format. This is in part due to the poor quality of the microfilmed graphics and in part to the difficulty in clearly showing the controlling elements on the parcel plat.

Standardization of a metes and bounds format will be aided by a MS Word macro that will reformat a PacSoft lot summary report into a MS Word document. The purpose of the macro is to reduce the potential for typos while re-entering bearings, distances and curve data and to provide for a consistent format. Editing will be required in order to include appropriate bearing, distance and station controlling calls. See the Readme.txt file for instructions in using the MS Word macro.

**Metes & Bounds Guidelines**

1. Although we will still produce parcel plats as an exhibit to the acquisition document, the M&B description should be sufficient to stand alone without the benefit of a plat.
2. Typically, every bearing and distance will have a controlling call along or to an adjoining boundary, a monument or otherwise defined point.
3. The following are example components of a metes and bounds legal description.

**Description I.D.:** The top of the first page will be labeled with the following information:

Example

Date, initials of preparer.....9/20/96 - *jfb*  
Project Name .....*Nome-Council Road MP 52-62*  
Project No.....*RS-0310-3(5)/66567*  
Parcel No. - Owner.....*Parcel No. 5 - Jones Mining, Inc.*

**Caption:** - Identify the general location of the property being described:

Example

*A parcel of land located within the \_\_\_\_\_ Quarter of Section \_\_\_\_\_, Township \_\_\_\_\_ (North/South), Range \_\_\_\_\_ (East/West), \_\_\_\_\_ Meridian, \_\_\_\_\_ Recording District, \_\_\_\_\_ Judicial District, State of Alaska, more particularly described as follows:*

**-or-**

*A parcel of land located within Lot \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ Subdivision, filed as plat No. \_\_\_\_\_ on \_\_\_\_\_ (Date), \_\_\_\_\_ Recording District, \_\_\_\_\_ Judicial District, State of Alaska, more particularly described as follows:*

**Body** - Describes the specific parcel of land:

Examples of bearing (line) controlling calls:

*THENCE (bearing) along (line controlling call) -*

*“the Westerly line of Section 23;”*

*“Northerly right of way line of Project FM-0610-3(34), Farmer’s Loop Road;”*

*“a line parallel with and offset 50.00 feet to the north of line 2-1 of U.S. Survey No. 3445;”*

Examples of distance controlling calls:

*THENCE (bearing) along (line controlling call), a distance of (distance) to (distance controlling call) -*

*“to the southeast corner of Lot 3, Hillside Subdivision, filed as plat 93-23 on June 6, 1993”*

*“to the west line of Section 16, “*

*“ to the ordinary high water line of the Chena River;*

*THENCE along meanders of the ordinary high water line as follows:*

*S 36 ° 18' 57" E a distance of 57.13 feet;*

*S 28 ° 00' 00" W a distance of 306.58 feet to the point of intersection with the west line of said Section 23;”*

Example Stationing calls:

*“said point being offset 43.46 to the left centerline station "O" 307+26.52 P.T. of Alaska Project No. RS-0644(13)”*

Example Curve parameters:

The MS Word macro will result in a curve description similar to the following:

*“**THENCE** along a curve with a central angle of 45°23'56", an arc length of 198.09 feet, a radius of 250.00 feet, a chord bearing of N 46°16'19" E, and a chord distance of 192.95 feet,”*

By incorporating the chord bearing and distance there will be no need to define the direction of the curve (left, right, northeasterly, etc.), whether the curve is tangential or not, and will allow a subsequent user of the description to easily compute a parcel closure.

Area:

The MS Word macro will format the area of an English unit description as follows:

*“Said parcel contains \_\_\_\_\_ square feet [\_\_\_\_\_ acres]”*

The square feet will be stated to the nearest square foot and in acres to 3 decimal places. Areas for metric descriptions will be stated in meters and hectares ( 4 decimal places), followed by square feet and acres in parentheses.

In the past we have labeled areas in square feet if the area was less than 0.5 acres. The current ROW manual states that square feet or meters would be used for urban projects and acres or hectares for rural projects. The MS Word macro will print both. If this results in an absurdly large number of square feet/meters or absurdly small acreage/hectares, one or the other can be edited out.

Metric unit descriptions:

Metric unit descriptions will have the distance in meters followed by the distance in English units (feet) enclosed in parentheses. If you select the Metric Unit checkbox in the MS Word macro, this will be done automatically. Likewise, the area will be stated in meters and hectares followed by square feet and acres in parentheses.