

SURVEY FOR DIVISION & PROPERTY CUT-OUTS

KERR
SURVEYING

SURVEY TYPE
**DIVISION &
CUT-OUT**

Whether you are dividing acreage, separating a parcel, or carving out a specific tract, this guide walks you through every step of the process — so you always know where we are and what comes next.



Dividing a property involves several precise steps — from research and field work to your personal review and approval of the proposed layout before anything is finalized.

THE 7-STEP PROCESS

1

PROPERTY RESEARCH & DOCUMENT ACQUISITION

OFFICE

Our research team begins with a thorough title and deed analysis before any field work takes place. We purchase and review your property deed as well as the deeds of all adjoining property owners. This foundational step gives our team the foundation to work from an accurate and complete understanding of your property's boundary framework.

2

CAD LINE-OUT & FIELD PREPARATION

OFFICE

Our CAD technician translates the research into a precise digital blueprint of your property boundaries — what we call the "line-out." This drawing serves as the working map our field crew relies on during the site visit, plotting the theoretical boundary locations before arriving on-site. This is the final preparation step before we head to the field.

FIELD OPERATIONS BEGIN

3

SCHEDULING & PRE-VISIT NOTIFICATION

COORDINATION

Once our Project Manager confirms the schedule, you will receive advance notice the day before our crew arrives on-site. Your presence is always welcome — many clients find it helpful — but it is never required. Our crew has everything they need to complete the visit independently. If you need more than one day's notice prior to our visit, please let our team know and we will do our best to accommodate.

INITIAL FIELD SURVEY & DATA COLLECTION

FIELD

4

Our field crew, working under the supervision of your assigned RPLS, conducts the initial site visit, locating existing boundary monumentation — the physical markers such as iron rods or concrete pins that mark your current property corners. Alongside this, they collect all measurements and site data needed to accurately design and document the proposed division.

What are boundary monuments? These are physical markers — most commonly iron rods set beneath the ground — placed at property corners by previous surveyors. Locating and verifying them is one of the most critical elements of confirming your existing property boundaries before any division can be drawn.

DATA PROCESSING, REVIEW & YOUR APPROVAL

5

PROJECT MANAGER QUALITY REVIEW

OFFICE

All field data is brought back to the office where our Project Manager performs a structured quality-control review — verifying completeness, accuracy, and consistency with the research. If additional information is needed, a follow-up site visit will be scheduled and you will be promptly notified.

6

PRELIMINARY EXHIBIT & CLIENT APPROVAL

YOUR REVIEW

Once we have confirmed a complete data set, we prepare what we call a "Preliminary" survey for your review and approval. This is a visual exhibit showing the proposed cut-out or division overlaid on aerial imagery, so you can clearly see the proposed changes — including acreage, new property lines, shape, and location — before anything is finalized.

If any adjustments are needed, simply communicate those to our team and we will make the necessary revisions. No changes are made final until you give us your approval.

7

FINAL DELIVERY & ON-SITE STAKING

FINAL DELIVERABLE

With your approval in hand, our field crew returns to the property to complete the staking of your new boundary corners — this includes any new property corners as well as the newly created division lines — so the boundaries of the divided parcels are clearly marked on the ground. While staking is underway, our office team works to finalize the survey drafting. Once both are complete, your assigned RPLS stamps and seals the final survey documents. Sealed PDF copies are then emailed directly to you.