

NIS OGUN STATE MCPD FIRST QUARTER 2017

TOPIC: CONTENTS OF RECORD COPIES AND OFFICE CHECKING OF RECORD COPIES SURV. BUKUNMI ODUWAYE FNIS

Record: means an account of information preserved in a lasting form which is in writing or film that is made exactly like the other in function or appearance.

RED COPY CONTENTS

In this paper, we want to look into what a survey record copy must contain.

The laws of the Federation of Nigeria and Lagos revised edition and in force on the 1st day of June 1958 stipulated the laws regulating survey practice in Nigeria in chapter 194, otherwise known as CAP 194.

Part IV, regulation 23, States that No map, plan or diagram of land if prepared shall be accepted for registration with any registrable instrument which is required by any written law to contain a map, plan or diagram unless the map, plan or diagram has been prepared and signed by a surveyor.

SURVEY PLANS, RECORDS AND INFORMATION

1. The original plan of a survey plan shall be drawn in waterproof ink on mounted drawing paper or on other material approved by the Director of Federal Surveys/Surveyor General.

The minimum size of a plan shall not be less than 33cm in one direction and 20cm in a direction at right angle to the first.

2. Every cadastral plan shall bear in prominent letters

Title of Survey;

- i. PLAN SHEWING PROPERTY

SAID TO BELONG TO

- ii. The name of the individual owing or holding the Land for whom the survey is made

eg. CHIEF LADIPO YEMITAN



- iii. The Locality of the land in question

eg. OFF TOTORO ROAD, FEKEMO'S COMPOUND OWU ABEOKUTA

OR

28 TOTORO ROAD, OWU ABEEKUTA.

- iv. The Local Government Area of Survey
eg. ABEEKUTA NORTH LOCAL GOVERNMENT AREA
 - v. The State at which the survey is carried out.
eg. OGUN STATE
 - vi. The scale of the plan must be stated
eg. SCALE: 1:500; 1:1000; 1:2500
and also its graphic representation in metres shown.
The above (1) to (6) must be shown in black
 - vii. A description of the origin of co-ordinates in blue eg: N.N.O or UTM
(Zone 31).
 - viii. The area of the land must be written in Red.
If Area is less than one hectare it must be written in sq mts
eg. 7459.598 sq mts
If Area is more than one hectare it must be written in hec
eg. 1.058hec
Above 10 Hectares, it is in 2 places of decimal.
eg. 20.45 hec
3. A grid in blue based on and defining the National North or Universal North.
All coordinated points of the survey shall be plotted by regular co-ordinates
on this grid system.
4. A description of the origin of co-ordinates on the grid in blue eg: \uparrow N \uparrow N or \uparrow U
N
5. Other traverse lines, connections, subsidiary traverse should be in blue.
- i. The initial bearing adopted for the survey to be marked "I.B" (Initial Bearing)
 - ii. Bearing and distance adopted from previous survey (Control) to be marked "P.O" (Per Original)
 - iii. Bearings and Distances deduced from the computation not from direct measurements, to be marked "Cal"

- iv. Astronomical determinations to be marked "AZ" (Azimuth)
 - v. Building lines: Firm blue lines marked "Building Line"
 - vi. The bearings and the distances of demarcated boundaries shall be shown in firm red:
 - a. Bearings shall be in degrees and minutes (to the nearest minute)
 - b. Distances shall be in metres to 2 places of decimals.
6. Topographical survey; contour lines to be drawn in brown colour with heights inscribed.
7. At every change of directions of boundary line, symbol of pillars, identification number must be placed beside each point.
For survey prepared by a Registered Private Practicing Surveyors, SURCON with the State Prefix letters, Identification letters, numbers and Suffix letters of such Surveyor must be shown. Symbol of pillar is a small square with a dot at its centre.
eg.  SC/OG/BN842EN
For Government survey/Public use, symbol, the letters P.B and identification letter and number shall be written.  PB A546.
8. Co-ordinates of the first point of the Surveyed land must be shown, the Northing and the Easting.
9. All plans must be connected to control pillars, and the connection traverse must be plotted and shown in blue.
10. Scale of the key plan must be stated i.e the scale at which the connection traverse was plotted.
11. When a motorable road passes through a parcel of land, beacons shall be placed alongside of such road at both side, the land thus become parcels A & B. Area of each parcel shall be computed and shown on the plan.
12. Where a boundary such as that caused by a stream is irregular, traverse lines shall follow approximately the curve of the boundary, offsets shall be taken

at suitable points along the traverse to determine the position of the boundary. The lines between the two ends along the stream shall be shown in blue.

13. Beacons shall be placed at every change of directions of the boundary, but along straight lines, intermediate beacons shall be so emplaced that consecutive beacons are intervisible and not more than a quarter-kilometer apart.

14. When a river constitutes a boundary, beacons shall only be placed at points between which such river is the boundary. These beacons must be placed on the river bank above flood level and the distances from the beacons to the river shown on the plan.

15. In the RESURVEY of a land unless the original beacons have obviously been disturbed the principle shall be observed that those beacons on the ground indicate the true boundary, even though the data obtained on resurvey disagrees with the data recorded on the original plan.

A note has to be written showing it is a resurveyed property.

16. All details fixed shall be in black.

17. **Azimuth Line:** Surveys shall wherever possible be connected by closed traverse to a Government survey beacon or beacons and where length of survey or and connection exceed twenty-five stations, a check Azimuth either by solar or stellar observation shall be observed to control bearings. AZ line shall be written along the line that such observation takes place.

18.(a). The plan number of survey must be shown

eg. OG/1212/2003/02

(b). Signature of the surveyor with date of preparation shown.

(c). Certified true copy of original plan made by me with date also written.

(d). Address of the surveyor with telephone number if possible.

19. Lodgment of Record Copies

CAP 194 as Amended regulations 1958; Regulation 32 (3) States, The Original field notes; computation and or any other records made by a surveyor in respect of a plan shall at the same time be deposited by such surveyor with the Surveyor General for retention.

32(4) states that: The cost of the plans and documents supplied under this regulation shall be borne by the persons for whom the surveys are made.

20. Checking of record copies

The laws which empowered the countersignature of Surveyor General, Submission of all records of surveys eg. Fieldbooks, computations sheet and checking of such by the survey department had been repealed.

At the same time, the record copy otherwise known as “Red-copy” had to be deposited with the Surveyor General and the prescribed fee paid.

There can only be a cursory check on the plan if there is any.

These checking include any omission of part or whole of what a record copy should contain.

It is only the duty of such staff to inform the surveyor of any omission or mistake for urgent correction.

In conclusion, surveyors should practice ethically in accordance with survey regulations.