

LEGAL DESCRIPTION GUIDELINES

for the
Department of Public Works
City of Austin, Texas
(Revised - December 14, 2021)

The following guidelines shall be adopted and incorporated into the preparation of all real property descriptions, either for or on behalf of the City of Austin. Legal descriptions will be subjected to a review process to insure substantial compliance with both the form and content outlined in these guidelines. Your cooperation is needed to assist the City of Austin in preparing and processing the legal instruments to which these legal descriptions are attached, and to insure that all legal descriptions can be relied upon to provide certain relevant information in a reasonably standard format. Surveys and legal descriptions must meet all of the rules of the Texas Board of Professional Land Surveying, and fully comply with the Professional Land Surveying Practices Act. For the laws regarding land surveying and the preparation of legal descriptions, please refer to the publications of the Texas Board of Professional Land Surveying (TBPLS), 12100 Park 35 Circle, Bldg. A, Suite 156, MC-230, at phone number (512) 239-5263.

Legal descriptions, for the purposes of these guidelines are defined as a worded metes and bounds description of the results of an on the ground survey of real property. Legal descriptions shall include sufficient information to identify the location, boundaries, monumentation, and area of the described tract, as well as its relationship to the parent tract out of which it was surveyed. Each legal description will be accompanied by a sketch or plat which graphically depicts the worded description.

Legal descriptions submitted for review shall be on 8 1/2" x 11" white bond paper and shall bear the original seal and signature of the responsible surveyor on both the description and sketch, and be of high reproductive quality and legibility. (Only one copy needs to be submitted)

Legal descriptions are to consist of the following four parts (Refer to the attached sample sheets):

PART 1 - HEADING

This part shall appear in the upper right corner of the first page and include the following items:

- The type of conveyance for which the tract is being described, i.e. drainage easement, street deed, park land, etc...
- The name of the affected subdivision, if applicable.
- The street name if done for right of way acquisition projects.
- The project name and C.I.P. number, if applicable.
- The phrase Exhibit “___” shall appear on the upper left corner of the first page. (Leave Exhibit letter designation blank.)

PART 2 - PREAMBLE

This section provides information to generally identify and locate both the described tract and the parent tract, and shall include the following information:

- The total land area described by the legal description (state the area in square feet where the total area is less than 10,000 square feet). Areas shall be shown only to the least significant number compatible with the precision of closure.
- The current record owner's name, execution date and the type of conveyance instrument by which the property was acquired. (Warranty deed, Quit Claim deed, etc.)
- The conveyance instrument recording information (Deed Record Volume and Page, Document Number, Cause Number, etc.)
- The Survey and Abstract number, when appropriate.
- The subdivision name, lot and block designation, when applicable, citing the County Plat Records recording information.

- The city, county, and state where the described tract is located.
- The legal description shall reference the sketch in the preamble or on the last page of the legal description.

PART 3 - BODY OR PRINCIPLE DESCRIPTION

This part shall contain specific information identifying the boundary of the described tract. Descriptions should be written with the calls proceeding in a clockwise direction from the point of beginning. The mathematical figure described will close with a precision of at least 1:10,000. The following items should be clearly identified within this part of the description:

- The point of beginning, identifying the type and size of monument found or set, and its relationship to the parent tract, explaining which corner of the described tract it represents. If the survey references State Plane Coordinates the NAD83(9XCORS) grid coordinates of the point of beginning and combined scale factor are to be cited.
- Distances shown should be surface.
- Points of reference or commencement, if applicable, identifying the type and size of monuments found or set, and their relationship to the point of beginning.
- Metes and bounds calls, stating bearings in degrees, minutes, and seconds, and distances in feet and hundredths of feet.
- Curved lines should be identified by their directions left or right, angle of intersection or central angle, radius, arc length, and chord bearing and distance. Non-tangent curves should be identified as such, giving a bearing and distance from the beginning or end of the curve to the radius point.
- References to recorded instruments defining adjoining boundaries, rights of way, natural or physical locative features, witness or reference monumentation, etc., which would help to identify or clarify the described lines.

PART 4 - REFERENCES

- The basis of the bearings for the lines recited in the description. When referencing grid bearings as the basis of bearings, the description and values of the controlling monuments used shall also be cited.

- The Travis Central Appraisal District parcel I. D. number for the parent tract within which the described tract is located. This parcel I.D. number is mandatory on all legal descriptions.
- The Austin Grid map location of the described tract.

SKETCH, PLAT, OR STRIP MAP

Legal descriptions shall be accompanied by a sketch or plat produced on 8 1/2" x 11" white bond paper when possible, and bearing the seal and signature of the responsible surveyor. All copies shall be of high reproductive quality and legibility. In an instance where the legal description represents a part of a larger plat or strip map, you will be requested to reproduce the appropriate portion of the larger plat or map so that it can be attached to the description and become a part of the final recorded instrument. Sketches or plats shall show the following:

- All bearings and distances referred to in the legal description.
- Delineate the relationship between record monuments and the location of the boundaries as surveyed.
- The location of the point of beginning and any reference points.
- A legend which includes symbols describing the size and type of all monumentation found or set.
- The horizontal scale, a reference to north, and the date of the survey.
- The name(s) of the present owners of record of the described tract, showing the recording information cited in the field note description.
- The relationship of the described tract to its parent tract, including ties to physical monuments, showing any appropriate lot and block designations, subdivision names, and recording information.
- Information to identify adjoining properties or locative features, including subdivision lot and block designations, names of the adjoining owners of record and volume and page

references to instruments defining adjoining boundaries, including roadways or prominent natural features.

- A notation describing the basis of bearings.
- The area of the described tract in square feet (if less than 10,000 Sq. Ft.) and/or acres. Areas shall be shown only to the least significant number compatible with the precision of closure.
- When indicating State Plane Coordinates, a notation indicating the NAD83(9XCORS) grid coordinates of the point of beginning, the combined scale factor and the description of the controlling monuments used in establishing these coordinates.
- The surveyor's signature, seal and date of survey, the surveying firm's name, address and telephone number.

EASEMENTS & EASEMENT RELEASES

Easement dedication descriptions shall be prepared by metes and bounds. Descriptions for Partial Easement Releases, wherein an easement is being redefined rather than completely released, shall be prepared by metes and bounds unless certain descriptive terms as approved by the City of Austin can be incorporated into the release description to clearly define that portion of an easement to be released and thus allowing the preparation of a preamble type release description and accompanying sketch. Descriptions for easements will be subject to the same guidelines as for all other legal descriptions, with the exception that it will generally not be required to monument easement corners. However, there may be exceptions where monumentation of some or all of the corners of an easement will be necessary. All metes and bounds descriptions prepared for easement dedications or Partial Easement Releases shall be tied to a minimum of two (2) physical monuments of record related to the boundary of the affected tract.

TEMPORARY EASEMENTS

Temporary easements shall require a metes and bounds description and follow all of the guidelines for legal descriptions outlined above.

**The Following Pages are Examples of Legal Descriptions which
Illustrate Compliance with our Guidelines.**

EXHIBIT "____"

(Drainage Easement)
Lot 75, Ridgelea Subdivision
CIP# 882-867-6100

LEGAL DESCRIPTION

LEGAL DESCRIPTION OF A 1058 SQUARE FOOT TRACT OR PARCEL OF LAND OUT OF THE GEORGE W. SPEAR LEAGUE SURVEY NO. 7 IN TRAVIS COUNTY, TEXAS, BEING A PORTION OF LOT 75, RIDGELA, A SUBDIVISION IN THE CITY OF AUSTIN ACCORDING TO THE MAP OR PLAT OF RECORD FOUND IN VOLUME 10 AT PAGE 3, OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS, WHICH LOT 75 WAS CONVEYED TO TERISA JOHNSON BY WARRANTY DEED DATED JANUARY 2, 1979, OF RECORD IN VOLUME 6429 AT PAGE 660 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, SAID 1058 SQUARE FEET BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS AND AS SHOWN ON THE ATTACHED SKETCH:

COMMENCING at a 1/2" rebar found at the common corner of Lots 74, 75, 86 and 87 of the said Ridgelea subdivision, from which point a 1/2' rebar found at the common corner of Lots 73, 74, 87 and 88 bears N 29°43'17" E a distance of 59.97 feet;

THENCE, N 58°24'33" W, along the common dividing line of said Lots 74 and 75 a distance of 29.25 feet to a calculated point having Texas State Plane Coordinate (Texas Central Zone, NAD83(CORS), U.S. Feet, Combined Scale Factor 0.999945350) values of N=10086834.555, E=3111547.494, for the most easterly corner and POINT OF BEGINNING of the herein described tract;

THENCE, N 69°09'00" W, leaving the common dividing line of said Lots 74 and 75 and crossing Lot 75 a distance of 111.46 feet to a calculated point on the easterly right-of-way line of Ridgelea Drive (50 R.O.W.) as dedicated by said subdivision plat, for the southwest corner of the herein described tract, and from which point a 1/2' rebar found at the most westerly common corner of Lots 76 and 77 of said subdivision bears S 31°34'12" W a distance of 99.22 feet;

THENCE, N 31°34'12" E, along the west line of said Lot 75 and the easterly right-of-way line of Ridgelea Drive a distance of 15.27 feet to a calculated point, for the northwest corner of the herein described tract, and from which point a 1/2' rebar found at the most westerly common corner of Lots 74 and 75 of said subdivision bears N 31°34'12" E a distance of 5.51 feet;

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THENCE, S 69°09'00" E, leaving the westerly line of said Lot 75 and the easterly right-of-way line of Ridgelea Drive and crossing Lot 75 a distance of 29.55 feet to a calculated point on the common dividing line of said Lots 74 and 75, for an angle point of the herein described

tract, and from which point the said most westerly common corner of Lots 74 and 75 of said subdivision bears N 58°24'33" W a distance of 29.03 feet;

THENCE, S 58°24'33" E, along the common dividing line of said Lots 74 and 75 of said subdivision a distance of 80.49 feet to the POINT OF BEGINNING, containing 1058 square feet of land.

BEARING BASIS NOTE

The bearings described herein are Texas State Plane Grid bearings (Texas Central Zone, NAD83(CORS), Combined Scale Factor 0.99995350). The reference for this project is two found 1/2" rebars at the most easterly and westerly common corners of Lots 74 and 75, of the said Ridgelea Subdivision, having a grid bearing of N 58°24'33" W (N 56°01'00' W - Plat Bearing) and a surface distance of 138.76 feet (138.76 feet - Plat Distance).

Seal

Signature & Date of Survey

Name of Surveyor and Registration Number
Name of Survey Firm
Address of Survey Firm
Telephone Number

REFERENCES

TCAD # 01-2200-1106
AUSTIN GRID H-26

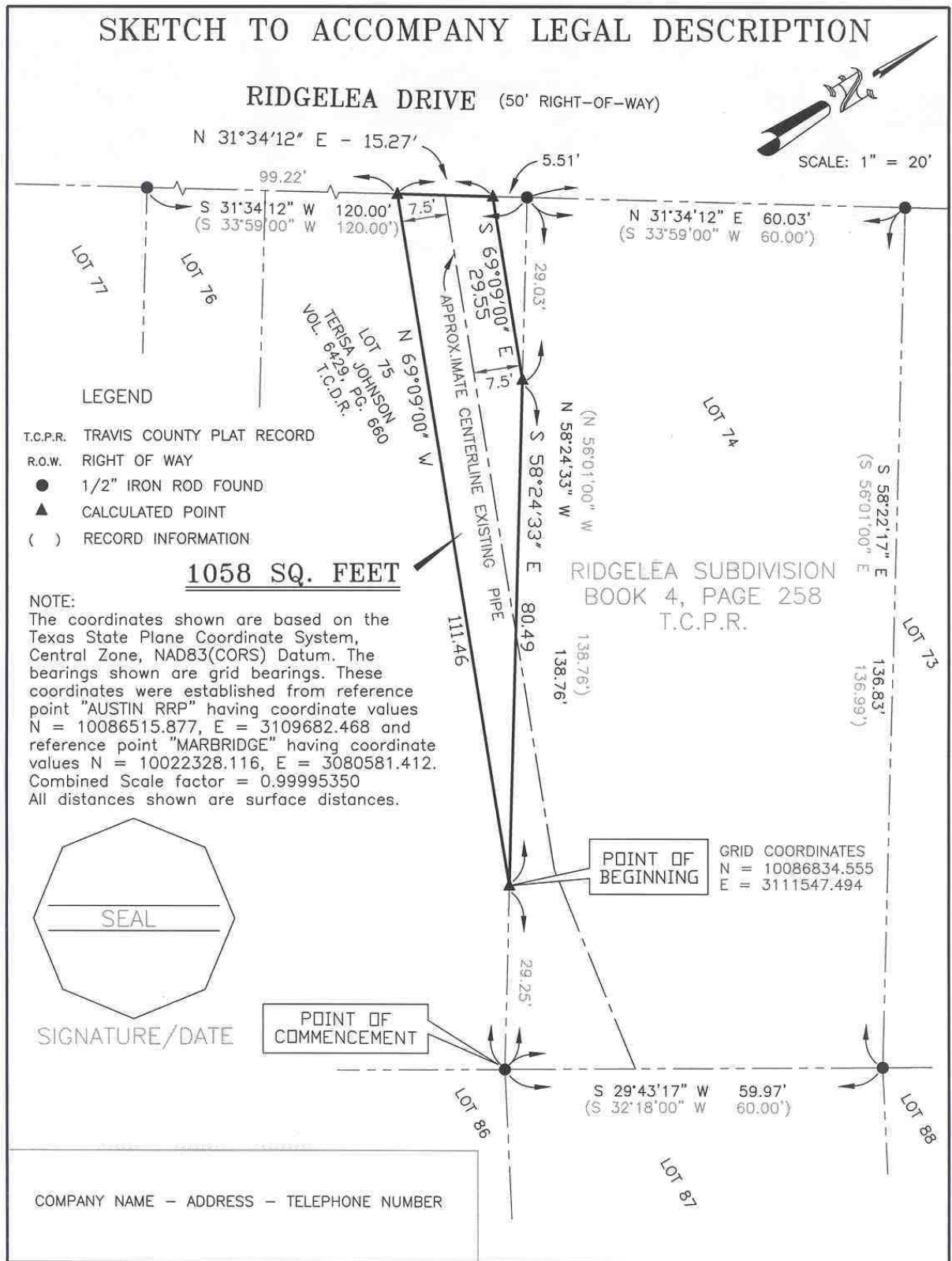


EXHIBIT "____"

(Fee Title)
Lot 16, Block B, University HillsLEGAL DESCRIPTION

LEGAL DESCRIPTION OF A 0.394 ACRE (17,165 SQUARE FEET) TRACT OR PARCEL OF LAND BEING ALL OF LOT 16, BLOCK B, UNIVERSITY HILLS AUBURN CIRCLE, A SUBDIVISION IN THE CITY OF AUSTIN, TRAVIS COUNTY, TEXAS ACCORDING TO THE MAP OR PLAT OF RECORD FOUND IN VOLUME 18 AT PAGE 67, OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS, WHICH LOT 16 WAS CONVEYED TO BERNADINE H. CHAPLE BY WARRANTY DEED DATED MAY 30, 1994, OF RECORD IN VOLUME 12199 AT PAGE 2456 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, SAID 0.394 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS AND AS SHOWN ON THE ATTACHED SKETCH:

BEGINNING at a 1/2" rebar found on the curving north right-of-way line of Auburnhill Drive (50' R.O.W.) at the common southerly corner of Lots 15 and 16, Block B of said subdivision, for the southeast corner of the herein described tract, and having Texas State Plane Grid coordinates (Texas Central Zone, NAD83(CORS), Combined Scale factor 0.999927291) N = 10087906.450 and E = 3132081.627;

THENCE, with the curving north right-of-way line of Auburnhill Drive, along a curve to the left, having a central angle of 17°06'01", a radius of 239.28 feet, an arc length of 71.41 feet and a chord which bears N 63°39'44" W a distance of 71.15 feet to a 1/2" rebar set at the southerly common corner of Lots 16 and 17, Block B of said subdivision, for the southwest corner of the herein described tract;

THENCE, N 17°28'16" E a distance of 219.96 feet along the common dividing line of said Lots 16 and 17, Block B to a 1/2" rebar found in the southwesterly line of Lot 2-B, Parkwood in University Hills Section Four, a subdivision in the City of Austin, Travis County, Texas according to the map or plat of record found in Volume 50, at Page 41 of the Travis County, Texas Plat Records, same being the most northerly common corner of said Lots 16 and 17, Block B, for the northwest corner of the herein described tract;

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THENCE, along the common dividing line of said Lot 16 and said Lot 2-B the following three (3) courses:

- 1) S 61°39'44" E a distance of 37.00 feet to a 1/2" rebar set, for an angle point of the herein described tract;
- 2) S 05°47'44" E a distance of 43.08 feet to a 1/2" rebar set, for an angle point of the herein described tract;
- 3) S 50°29'44" E a distance of 53.58 feet to a 1/2" rebar set at the most northerly common corner of Lots 15 and 16, Block B of said subdivision, for the northeast corner of the herein described tract;

THENCE, S 28°42'16" W a distance of 167.50 feet along the common dividing line of said Lots 15 and 16 of said subdivision to the POINT OF BEGINNING, containing 0.394 acres of land.

BEARING BASIS NOTE

The bearings described hereon are Texas State Plane Grid bearings (Texas Central Zone, NAD83(CORS), Combined Scale factor 0.999927291). Project Reference Control Points are two (2) cotton spindles set in Auburnhill Drive and have grid coordinates of N = 10087717.240, E = 3135267.211 and N= 10087871.924, E = 3135109.436. These control points were established from and referenced to "AUSTIN RRP" having coordinate values N=10086515.877, E=3109682.468 and "MARBRIDGE" having coordinate values N=10022328.116, E=3080581.412.

Seal

Signature & Date of Survey

Name of Survey Firm
 Name of Surveyor and Registration Number
 Address of Survey Firm
 Telephone Number

REFERENCES
 TCAD # 02-2323-0120
 AUSTIN GRID M-26

