

LAND ACQUISITION PROCEDURES

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Rev. 2/78

EXHIBIT "A"

Chapter 7 - Tract Register

7.1 General. A list of tract numbers and the names of the owners, together with the acreage of the ownerships and interest to be acquired, will be shown on the plat as indicated on Exhibit 4. (Full size available upon request.)

7.2 Deed Column. The initial entry in this column will reflect the method of acquisition, i.e., "PUR" for purchase when an option has been accepted; "EXC" for exchange when an exchange agreement has been signed; "COM" for complaint when such has been filed; "DT" for declaration of taking when such has been filed; "TRA" for transfer; "DON" for donation; and "WIT" for withdrawal. Upon receipt of the final title opinion, or in the case of a condemnation, the final judgment, and just prior to retirement of the file, a deed number will be assigned. Such number will be entered on the tract register following the symbol for method of acquisition which was placed there earlier.

7.3 Tract Column. Record each five-digit tract number assigned for each particular segment.

7.4 Owner Column. In completing the tract register, show the last name of the owner of record, or in the case of outstanding contract, the last name as shown on the instruments of record.

7.5 Acreage Column. Acreage for all tracts will be shown in the Tract register to the nearest one-hundredth of an acre.

7.6 Interest Column. The following classifications will be shown for the interest acquired without deviation in the abbreviations:

<u>Classification</u>	<u>Interest to be acquired</u>
FEE	Acquisition of fee simple title inside boundary
FEE-O	Acquisition of fee simple title outside boundary

SCEN1C	Scenic easements only inside boundary
SCEN1C-O	Scenic easements outside boundary
ROW	All rights-of-way
EASE	Easements other than scenic inside boundary
EASE-O	Easements other than scenic outside boundary
TIM	Timber interest
MIN	Mineral interest
WAT	Water rights
IMP	Third party interest in improvement on tract

7.6.1 Third-party Interests - Acreage. The classifications for "timber, mineral, improvement, and water rights" will be used only when these interest are being acquired separate from the fee interest. In these cases, the acreage will be shown in parenthesis in the tract register and will not be included in the acreage totals. These third party interests would overlap the basic fee ownership and, therefore, their inclusion would duplicate acres already reported as fee.

7.6.2 Management Information System Nomenclature. The abbreviations will be used for the submission of data without variation. Since the "Interest Nomenclature" will be used in the development of the Management Information System, it is important that the spelling on Land Segment Maps and tract descriptions be exactly as shown for each classification. The classifications will be used in the Management Information System to segregate and report on lands acquired by interest.

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PART VIII
MAPPING

Chapter 1 - General

1.1 Unitized System. With the Management Information System and computerized Master Deed Documenting System fully installed and operating, a land status study and deed delineation project completed on most areas, and a map aperture card microfilming and reproduction system in full operation on or about April 30, 1975, we find ourselves well on the road to perfecting a fully utilized land acquisition documenting and controlled mapping system. The final success of this total system will now rely on the accuracy of the manual input to the system.

1.2 Purpose. This document sets forth the areas of responsibility as well as the technical aspects in the drafting and final completion of land status plats. It is imperative that all employees having any responsibility for its applications be made fully aware of this document and become familiar with its contents. In view of the fact that the segment maps are to be used for multiple purposes, i.e., land acquisition programs, land status use, use in the filing of condemnations, as well as for Congressional hearings, strict compliance with such policies and standards set forth herein must be insisted upon. Suggestions for improvements are encouraged; however, to assure uniformity Servicewide, no deviation from these standards is permitted without the express written approval of the Division of Land Acquisition, Washington Office.

1.3 Responsibility for Preparation. Since the land acquisition office must maintain status maps to facilitate an orderly pursuit of its program, generally, that office, if it has the technical capability, will maintain the original mylars. However, due to certain overriding programming considerations, this will not be possible in all cases. Therefore, the procedures for maintaining land status maps have been divided into two categories, Category I and Category II.

In order to avoid duplication, land status maps for a given area shall be maintained by one office only.

1.4 Aperture Cards. The Division of Land Acquisition now has the full capability of producing microfilmed copies of plats and maps mounted in aperture cards. If a Field Office has the capability of viewing or making prints from microfilmed copies, the Division of Land Acquisition, on request, will transmit a duplicate copy of the master microfilm of the related area rather than sending a bulky, expensive print. This could prove advantageous to the Field Office in four respects as follows:

1. Minimal space requirements for filing and viewing.
2. Availability of briefcase size viewers for field Realty Officers, avoiding the necessity of carrying map rolls on inspection tours.
3. Capability of reproducing unlimited copies.
4. Capability of reproducing half-size prints where desired.

The Division of Land Acquisition will also accept microfilmed copies of Category I plats and maps which are properly mounted in aperture cards in lieu of actual prints.

1.5 Transfer of Responsibility. When a Field Office is being phased out and no longer has the facilities and/or personnel to perform these tasks, they are to be taken over by the Regional Lands Office. In such cases, it is the responsibility of the Regional Lands Office to establish a cutoff date, in coordination with the Field Office, to assure an orderly transfer of all original mylars and the assumption of the work by the new responsible office without time loss.

Once the acquisition program is essentially complete or has reached the point where it is more or less static pending the completion of condemnation cases, transfer of land from another Federal agency, donation of State land, etc., the original mylars will be transferred to the Washington Office for maintenance. To a large degree, we will depend upon a recommendation from the Regional Lands Office as to the timing of such a transfer.

1.6 Retirement of Records to Washington Office. Eventually, the original land status mylars for every area will be transferred to and stored in the Washington Office along with the deeds.

Chapter 2 - Category I Areas

2.1 Identification of Areas. Category I comprises those areas having facilities and personnel to perform the task at the field level (Region or Land Acquisition Office). Areas in this category are as follows:

Mid-Atlantic Region

Appalachian NS Trail	Independence NHP
Assateague Island NS	Martin Van Buren NHS
Boston NHP	Minute Man NHP
Cape Cod NS	Morristown NHP
C & O Canal NHP	Piscataway Park
Colonial NHP	Roger Williams NMem.
Fort Necessity NB	Saint Gaudens NHS
Gateway NRA	Sewell-Belmont House NHS
Harpers Ferry NHP	Springfield Armory NHS

Rocky Mountain Region

Arches NP	Fossil Butte NM
Bighorn Canyon NRA	Glen Canyon NRA
Canyonlands NP	Grant-Kohrs Ranch NHS
Capitol Reef NP	John D. Rockefeller MNPky

Southeast Region

Andersonville NHP	Cumberland Island NS
Big Cypress Nat. Pres.	Everglades NP
Biscayne NM	Fort Donelson NMP
Canaveral NS	Gulf Islands NS
Cape Lookout NS	Moore's Creek NMP
Carl Sandburg Home NHS	Tuskegee Institute NHS
Cowpens NB	Virgin Islands NP
Cumberland Gap NHP	

Midwest Region

Apostle Islands NS	Ozark NSR
Cuyahoga Valley NHP & RA	Perry's Victory and International Peace Mem.
Herbert Hoover NHS	Pictured Rocks NL
Indiana Dunes NL	Saint Croix NSR
Lincoln Boyhood NM	Sleeping Bear Dunes NL
Lincoln Home NHS	Voyageurs NP
Lower St. Croix River	

Southwest Region

Big Thicket Nat. Pres.
Buffalo National River

Western Region

Channel Island NM	Lake Mead NRA
Golden Gate NRA	Muir Woods NM
Grand Canyon NP	Point Reyes NS
John Day Fossil Beds NM	Puukohola Heiau NHS

2.2 Responsible Office. For those areas listed, the Region will determine whether it will do the work itself or whether the lands office, if there is one, will do the work. In either event, the original mylar for each segment shall be maintained by the office responsible for maintaining land status maps in order to correctly reflect the status of acquisition in the area at all times.

2.3 Distribution. It is necessary that the Division of Land Acquisition, Washington Office, have current status with respect to the land acquisition program. Therefore, one print or aperture card of all mylars which have been updated within the previous year will be forwarded to that Office within 30 days after the end of each fiscal year. Additionally, prints or aperture cards are to be made available to that Office on request. Moreover, when the initial mapping is completed on a new area, prints or aperture cards are to be made available to the Division.

Chapter 3 - Category II Areas

3.1 Identification of Areas. Category II comprises areas that do not have facilities and/or personnel or, due to program considerations, it is necessary to perform this function at the Washington Office level. Category II areas are all those areas not listed in Category I.

3.2 Responsible Office. The Division of Land Acquisition, Washington Office, will be responsible for maintaining the original mylars for these areas.

3.3 Updating Mylars. In order to assure that these mylars are kept current, the Washington Office will need complete cooperation from all Regional and Field Lands Offices. As changes become necessary through outsales and other real estate activity, it will be the responsibility of the office handling the acquisition for that area to notify this Office by Change Order. See Exhibit 1.

3.3.1 Change Orders. Do not wait until an Offer to Sell comes in when an Authorization to Appraise is received from the landowner. In those cases where necessary for clarification, a paper copy of the map to be changed with the change marked in red should be included with the Change Order. The deed or other document supporting the change must be enclosed with the Change Order. The Change Order together with the supporting document and marked map will be sent to the Division of Land Acquisition. The initiating office is to assign the Change Order number. A copy should be retained by that office and placed with the segment to be changed until the revised segment has been received from the Division of Land Acquisition.

3.3.2 Consecutive Numbering. All change orders must be requested on a change order form and must be numbered consecutively since priority processing as well as future reference will be closely related to this form and number. A log controlling such numbering system should be maintained. See suggested sample, Exhibit 2.

3.4 Distribution. The Division of Land Acquisition, Washington Office, within 30 days after the end of each fiscal year will furnish prints or aperture cards of updated mylars for areas in Category II to the appropriate Regional Director with instructions that a copy should be provided to the appropriate Superintendent.

Chapter 4 - Land Status Plats

4.1 General. Land Status Plats are known by various names, including Land Acquisition Plats. In the context of these standards, the Land Status Plat is defined as a plat identifying the various tracts and the ownerships of the various interests. The provisions of these standards are effective upon receipt.

4.2 Timing of Preparation. The preparation of land status plats should be started as soon as possible after the enactment of legislation authorizing a new area or a boundary adjustment to an existing park area. If financial and manpower facilities exist, preliminary or planning land status plats may be prepared before legislation. However, in the case of legislation involving an existing park area, close coordination with existing land status plats must be maintained to avoid duplication of segments and tract numbers. On all proposed maps the word "PROPOSED" will be typed on zip-a-tone then positioned properly above the title. Then, if and when the proposed legislation is approved the zip-a-tone will be removed. The overall size of the plats should be 24X36 inches. Marginal data to be shown on these plats will be as shown on Exhibit 3. (Full size exhibit available upon request.)

4.3 Plats for Condemnation. The area land status plat prepared in accordance with these standards will service as the plat required in condemnation assemblies.

4.4 Base Mapping Data. The plats should be drawn from existing base mapping data. For small projects, existing subdivision plats or surveys are usually acceptable sources for base mapping. For larger projects, U. S. Geological Survey quadrangles (7½-minute series) should be utilized whenever possible for base mapping. The desired portion of these "quads" can be enlarged to the required scale and placed onto the standard polyester stable base land acquisition formats (reverse reading) photographically. By using a half-tone screen, contour lines and other topographic features can be subdued, thereby creating a base for drafting the required land ownership data and cadastral features. This method, when it can be used, will also be helpful to management.

4.5 Planimetric Features. The plats should be developed to contain all planimetric features which are visible, identifiable, or interpretable from source material being used, including land use features, such as buildings, roads, railroads, forts, cemeteries, and fence lines. Structures such as bridges, tunnels, retaining walls, dams, power plants, air fields, and the like shall also be shown. Other features that may be necessary to assist in the land acquisition and management of the area should also be added.

4.6 Cadastral Features. The plats should also show the following cadastral features, if possible:

1. Township, range, meridian, and identification
2. Section lines and numbers
3. Quarter section lines
4. Government lot lines and numbers
5. Subdivision name and lot, block number, and street name

4.7 Preparation by Contractor. If the work of preparing segment plats is to be accomplished by a contractor, the general criteria outlined here shall be included as a part of the contract, and in addition to these rules, the contractor should be prepared to supply the National Park Service the basic data from which the plats were developed.

4.8 Conformance with Standards. It is not recommended that extensive steps be taken to revise existing completed Land Status Plats to meet these standards.

Chapter 5 - Format

5.1 Segmentation.

5.1.1 Planning. To the extent practicable, segments should be planned in such a way as to permit an entire tract to be shown on one segment. This may require overlapping the adjoining segment a considerable amount. However, it is recognized that there will be circumstances where a large area is extended over two or more segments.

5.1.2 Orientation. The preferred segment orientation is as follows: 1) north to the top; 2) north to the left; and 3) north in the quadrant between top and left. To the extent practicable, adjoining segments should be similarly oriented.

5.1.3 Consecutive Numbering. Projects should be designed so that consecutively numbered segments adjoin or fall in the immediate area or follow any other logical order.

5.1.4 Adjoining Segment Numbers. Adjoining segment numbers should appear on each segment plat. These may be lettered inside of the neat line. See Exhibit 4. (Full size exhibit available upon request.)

5.1.5 Index Format. Each set of plats will have an index plat drawn on the same format, preceding segment 1.

5.1.6 Boundary Format. Each set of plats will have a boundary plat drawn on the format. This plat should be identical with the index plat, except that the individual segment lines and numbers will not be shown.

5.2 Scale

5.2.1 Commensurate with Tract Size. The scale of segment plats will be commensurate with tract size. The minimum scale will be large enough to permit ready identification of the smallest tracts. Reasonable use of insets and enlargement segment plats is acceptable and encouraged.

5.2.2 Commensurate with Standard Engineer Scale. All plats will be drawn such that distances can be measured directly with a standard engineer scale (10, 20, 30, 40, 50, 60). The type of scale should be determined by the unit of measurement used in the legal description of the majority of the tracts.

5.2.3 Facilities, etc. to Scale. All features, facilities, and conditions should be drawn as nearly as possible to scale. Objects too small to be drawn to scale should be represented by conventional symbols as shown in the recommended symbols for land status plats. See Exhibit 5. (Full size exhibit available upon request.)

5.2.4 Large Scale Requirements. When large scale segment sheets are necessary to adequately portray a subdivision, the following information will be shown:

- (a) Section or subdivision name
- (b) Block number
- (c) Lot number
- (d) Street name(s)

5.2.5 Uniformity. Whenever possible, all segments should be drawn to the same scale. The sizes of the individual tracts being portrayed will determine these scales.

5.3 Lettering. All lettering should be LeRoy, Varityper, or equivalent. All lettering styles for naming of various features should be in accordance with standards used by the major mapping agencies of the Federal Government or as shown on the enclosed "Recommended Symbols Chart," Exhibit 5.

5.3.1 Varityper. If the scope of mapping is sufficient to justify a varityper, it is recommended that all lettering on the map and tract register be typed using this machine (Font 430-12, Gothic Condensed).

5.4 Drawing Number.

5.4.1 Uniformity. Uniformity in the assignment of drawing numbers must be strictly adhered to, otherwise, accurate reference control will be lost. The drawing number to be used at each project will be a two-line combination, i.e.:

6860-----Area number identical to that used in the Master Deed Listing Computer Program.

30001----Actual drawing number from the assigned block of numbers provided by your Regional Office.

5.4.2 Multiple Segments. Projects consisting of more than one segment plat will be assigned one drawing number. The various segment plats

will be identified by sheet numbers. Example, if four segments are required to depict an area, the set will consist of five sheets (Index and four segments). All sheets will be numbered in the lower right hand corner as follows:

Index, sheet 1 of 5
Segment 1, sheet 2 of 5
Segment 2, sheet 3 of 5
Segment 3, sheet 4 of 5
Segment 4, sheet 5 of 5

5.4.3 Changes in Number. To prevent the changing of the drawing number when revisions occur, all segment drawings revised by Change Order or otherwise will continue to bear the same drawing number. However, such revisions will be noted accordingly in the revision block.

5.5 Revision Block. The revision block has been redesigned to accept more revisions in the same amount of space. See Exhibit 3. (Full size exhibit available upon request.) The information required will be limited to the date and the source of revision information, i.e.: 01/15/75 C.O. #22, or 01/15/75 Update land status.

5.5.1 Recordation of Changes. All changes in the basic mapping, or changes in tract numbers will be noted in the revision block.

5.6 Credit Line. If land status plats are compiled by one office but mapped by a different office, the credit line in the margin of the plat should show the name of both the compiling office and the mapping office.

5.6.1 Contracted Job. On contract jobs, the contractor's credit line and contract number can be inserted in place of compilation note.

5.7 Vicinity or Location. Index plats should have a vicinity or location showing the location within the state and a few prominent cities or towns.

5.8 Township Diagram. In areas that are applicable, a township diagram will be included. See Exhibit 3. (Full size exhibit available upon request.)

5.9 Bar Scales. Bar scales will be included on each drawing to depict measurements in feet or chains and metric. The unit on the left side of the bar scale will be subdivided. See Scale Samples on Exhibit 3. (Full size exhibit available upon request.)

5.10 Legends. In those circumstances when sufficient space is not available within the neat lines, the legends may extend beyond the neat lines.

Chapter 6 - Tract Identification and Boundaries

6.1 Multiple Segment Tract. In areas of large, irregularly shaped tracts or when larger scales are used, tract identification can be confusing. A requirement to contain all of a tract on one segment plat to the maximum extent practicable often results in massive overlapping of segments. Large overlap, in turn, often causes complete tracts to be drawn on more than one segment plat. The result is uncertainty as to which tract register a given tract is identified on. In order to reduce confusion, one or both of the following methods are suggested:

(a) The area described on each segment plat should be identified with a heavy line or a linear zip-a-tone pattern. Elimination of tract boundaries and other references to ownership in the peripheral area will further aid in the reduction of confusion.

(b) Complete tracts and large portions of incomplete tracts should be labeled on each segment plat. However, each tract will be listed on only one tract register.

6.2 Boundaries Extending into Border. Tract boundaries may extend into the border in rare instances to eliminate necessity of reducing scale or drawing an additional segment.

6.3 Severed Ownership. When ownerships are severed by taking lines, the remaining portion of the ownerships will be shown if practical. The general rule will be to show all the remaining contiguous portions of each tract affected by the taking lines. There will be cases where this could involve an excessive amount of work; for example, the taking line might touch one small area of a tract containing several hundred acres. In such a case, it would not be necessary to show the entire boundary of the tract. In these cases, however, the total acreage severed will be shown on the map. In all instances, the remaining acreage should be noted on the map as "remainder."

6.4 Tract Numbering.

6.4.1 Old System. Where mapping is already in progress, tract numbers are five-digit numbers hyphenated between the second and third digit. The first two digits of the number refer to the segment plat and the next three digits identify the tract. Using tract number 01-101 for an example, 01 identifies segment plat 1 and 101 identifies tract 101 on segment plat 1. Not more than 99 tracts will be depicted on any one segment; therefore, the tract numbers assigned will be limited to 101 through 199.

6.4.2 New System. On new areas where mapping has not started, the five-digit number will be hyphenated between the third and fourth digits. The first three digits of the number will refer to the segment plat and the next two digits will identify the tract. Using tract number 101-01 for an example, 101 identifies plat 1 and 01 identifies tract 01. Following this new numbering system, it will now be possible to have a total of 899 segments and 99 tracts within each segment, i.e.: 101 through 999 for segment numbers and 01 through 99 for tract numbers. This system is not to be instigated in those areas where mapping has already started.

6.4.3 Consecutive Numbering. When originally compiled, tracts should be numbered so that consecutively numbered tracts adjoin or fall in the immediate area or follow in any other logical sequence.

6.4.4 Contiguous Tracts. A parcel of land in the same ownership, even though separated by roads, railroads, streets, streams, and other rights-of-way, will be considered contiguous and, therefore, will have a single tract number. Moreover, two areas of land in the same ownership touching corner to corner will also be considered contiguous and, therefore, will have a single tract number. In some circumstances, for the sake of clarity, it may be desirable to assign a separate tract number to each parcel. A case in mind would be where one ownership of this nature continues over onto two or more segments. In such an event, this is permissible.

6.4.5 Ownership in Two or More Counties or States. When ownership lies in two or more counties or states, separate tract numbers will be assigned and descriptions will be prepared for each county or state portion.

6.4.6 Portion of Tract Outside Boundary. When a parcel of land being acquired includes acreage both inside and outside the boundary, a separate tract number will be assigned and a separate description will be prepared for that portion outside the boundary.

6.4.7 Numbering for Proposed Boundary Change. To prevent duplication of tract numbers on areas being proposed for addition through a boundary change, the office responsible for preparing preliminary land acquisition or ownership maps shall assign a consecutive numerical number starting with 1 prefixed by the letter "P" signifying a proposed tract, i.e., P-1, P-2, etc. When the proposed boundary change or addition is authorized, the responsible office will then assign the

appropriate five-digit tract number. The preliminary tract number shall not be used for tract identification in the Management Information System.

6.4.8 Changes in Description. New tract numbers will not be assigned when tract descriptions are corrected, provided these corrections do not change its boundaries.

6.4.9 Outsales. Whenever tract boundaries are changed as a result of an outsale or outsales, the original tract number will be deleted and new numbers will be assigned to each tract.

6.4.10 Separate Number for Separate Interest. Tract numbers will be assigned to all separate interests to be acquired. A single tract of land may have more than one tract number assigned. As an example, the fee ownership of the land to be acquired will be identified by one tract number. Other ownerships, such as oil, gas, minerals, and water rights, will be assigned separate and different tracts numbers, even though those separate interests are all within the original fee ownership. In other words, one tract of land may have several tract numbers assigned because of the multiple interest contained with this individual tract. In addition to these conditions, it is possible that a tract number may be assigned to areas over which easements or other lesser interests are to be assigned to the acquisition of a water right or a scenic easement. In those instances where fee ownerships are subject to a large number of third party interests in the minerals, separate segment plats may be drawn to indicate these mineral interests.

Chapter 7 - Tract Register

7.1 General. A list of tract numbers and the names of the owners, together with the acreage of the ownerships and interest to be acquired, will be shown on the plat as indicated on Exhibit 4. (Full size available upon request.)

7.2 Deed Column. The initial entry in this column will reflect the method of acquisition, i.e., "PUR" for purchase when an option has been accepted; "EXC" for exchange when an exchange agreement has been signed; "COM" for complaint when such has been filed; "DT" for declaration of taking when such has been filed; "TRA" for transfer; "DON" for donation; and "WIT" for withdrawal. Upon receipt of the final title opinion, or in the case of a condemnation, the final judgment, and just prior to retirement of the file, a deed number will be assigned. Such number will be entered on the tract register following the symbol for method of acquisition which was placed there earlier.

At Big Cypress only, for those tracts which are being purchased for the State of Florida, when the Offer to Sell is accepted, the method of acquisition will show the capital letter "F" only. Then, when the State of Florida donates such land to the National Park Service and a final title opinion is received, a deed number will be assigned and entered on the tract register following the symbol "F."

7.3 Tract Column. Record each five-digit tract number assigned for each particular segment.

7.4 Owner Column. In completing the tract register, show the last name of the owner of record, or in the case of outstanding contract, the last name as shown on the instruments of record.

7.5 Acreage Column. Acreage for all tracts will be shown in the Tract register to the nearest one-hundredth of an acre.

7.6 Interest Column. The following classifications will be shown for the interest acquired without deviation in the abbreviations:

<u>Classification</u>	<u>Interest to be acquired</u>
Fee	Acquisition of fee simple title inside boundary
Fee-0	Acquisition of fee simple title outside boundary

Scenic	Scenic easements only inside boundary
Scenic-0	Scenic easements outside boundary
RCV	All rights-of-way
Easem	Easements other than scenic inside boundary
Easem-0	Easements other than scenic outside boundary
Timber	Timber interest
Min	Mineral interest
Water	Water rights
Impr	Third party interest in improvement on tract

7.6.1 Third-party Interests - Acreage. The classifications for "timber, mineral, improvement, and water rights" will be used only when these interests are being acquired separate from the fee interest. In these cases, the acreages will be shown in parenthesis in the tract register and will not be included in the acreage totals. These third party interests would overlap the basic fee ownership and, therefore, their inclusion would duplicate acres already reported as fee.

7.6.2 Management Information System Nomenclature. The abbreviations will be used for the submission of data on keypunch cards without variation. Since the "Interest Nomenclature" will be used in the development of the Management Information System, it is important that the spelling on Land Segment Plats and tract descriptions be exactly as shown for each classification. The classifications will be used in the Management Information System to segregate and report on lands acquired by interest.

Chapter 8 - Updating and Zipping

8.1 General. The method of registry entry and zip-a-toning will greatly assist Management in the portrayal of a more accurate justification to Congress for approval of additional acquisitions of non-Federal land, as well as to keep the Superintendent more fully informed as to the ownership authority status.

8.2 Basis for Updating. A copy of each accepted Offer to Sell, Declaration of Taking, or complaint and Change Order filed will be used as a basis for updating the plat.

8.3 Purchase. When the final title opinion is received and a deed number assigned, the approved Federal land symbol (zip-a-tone pattern 425-30) will be inserted on the reverse side of the mylar. This will allow drafting changes to be made on the front side of the mylar without interfering with the zip-a-tone pattern. In cases where the deed covers less-than-fee interests, and the fee title is not owned, zip-a-tone pattern 423 will be used instead. If the fee title is acquired at a later date, pattern 423 will be removed and pattern 425-30 inserted in its place.

At Big Cypress only, zipping may be delayed until acquisition has been completed on a group of contiguous tracts. The intent in this case is to avoid the frequency in zipping of small individual lots as they are acquired. If the acquisition of contiguous tracts is not being pursued, or is delayed, zipping of individual tracts will be necessary for orderly processing.

8.4 Complaints. In cases where complaints have been filed, the initials "COM" will be inserted in the deed column. However, the land does not become Federal until the judgment is received; therefore, the tract will not be zipped as Federal until the judgment is received.

8.6 Publicly Owned. In cases where land is owned by a State or one of its political subdivisions, Paratone Pattern No. 352 or its equivalent will be used.

8.7 Other Federal. In cases where land is owned by another Federal agency, Paratone Pattern No. 438 or its equivalent will be used.

Memorandum

To: Chief, Division of Land Acquisition

From: Realty Specialist (or appropriate title)

Subject: Change Order No. ____, Project, Region

Description of Change (Include any changes in acreage):

Reason for Change:

(No signature necessary)

CHANGE ORDER LOG

Change Order No.	Project	Date to WASO

SCALE SAMPLES				GENERAL INFORMATION NOTES				DEED		TRACT		OWNER		ACRES		FEET	
<p>1" = 500'</p>				<p>1. THIS MAP MEANT TO SHOW THAT THERE ARE TWO TOWNSHIPS AND NO RANGE LINES ON A MAP, THE DESIGNATIONS THERE OF SHOULD BE POSITIVE OF SUCH.</p> <p>2. WHEN A MAP COVERS AN AREA INVOLVING TWO PRINCIPAL DESIGNATIONS, THEY SHOULD BE DESIGNATED IN THE MARGIN HEREIN, AND ABOVE THE OTHER, TO MATHEMATICAL UNITS, NUMERICAL DESIGNATIONS SHOULD BE SPECIFIED ONLY.</p> <p>3. IF LOCATION AND LONGITUDE ARE GIVEN AND DIFFERENCE, THEY SHOULD BE AT LEAST TWO OF EACH POSITION SHOULD APPEAR ON ALL MAPS. THE FIRST AND LAST POSITIONS SHOULD BE IDENTIFIED BY DEGREE AND MINUTE VALUES WHILE INTERMEDIATE POSITIONS CAN BE IDENTIFIED BY DEGREE VALUES ONLY.</p> <p>4. IF STATE GRID COORDINATES ARE SHOWN, EAST AND NORTH VALUES SHOULD HAVE ALL TWO IN VALUES IDENTIFIED AS SUCH.</p> <p>5. THE PRINCIPLE OF PRECISION MAY BE USED AT THE DISCRETION OF THE CARTOGRAPHER FOLLOWING THE STANDARDS.</p> <p>6. MAPS SHOULD SHOW PRECISION POINT IN A GENERAL DIRECTION TOWARDS THE TOP OF THE SHEET.</p> <p>7. CONTRACTORS PRESENT LINE AND CONTRACT SHOULD BE SHOWN TO SHOW LEFT OF BORDER BLOCK IN PLANT OF CONSTRUCTION HERE.</p> <p>8. IN STILL BLOCK, SHOW ONLY COUNTY AND STATE THAT IS INCLUDED IN AREA COVERED BY DESIGN.</p> <p>9. THE BASIC DATA USED TO COMPILE THE MAP SHOULD APPEAR IN THE LOWER LEFT HAND CORNER AND BE THE "UNCLIPPED" WEST LINE ON THE FIRST SHEET. ON IN THE COLUMN TO THE RIGHT OF THE FIRST LINE.</p> <p>10. EACH MAP PREPARED SHOULD HAVE A SUMMARY OF A VIEW OF OVERVIEW FROM ADJACENT SHEETS OF THE ALL TOWN MAP LINES.</p>				33' 23"									
<p>1" = 500'</p>								33									
<p>1" = 2000'</p>								33									
<p>1" = 2000'</p>				<p>LETTERING SIZES:</p> <p>① 10 PT 50</p> <p>② 12 PT 100</p> <p>③ 14 PT 50</p> <p>④ 16 PT 100</p> <p>⑤ 18 PT 50</p> <p>⑥ 20 PT 100</p> <p>⑦ 24 PT 100</p> <p>⑧ 30 PT 100</p> <p>NOTE: ABOVE SIZES ARE BASED UPON PRECISION MEASURES, LENGTH OF OTHER DIMENSIONS MAY BE SUBSTITUTED.</p>				34									
<p>1" = 2000'</p>								34									
<p>1" = 2000'</p>								34									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				35									
<p>1" = 2000'</p>								35									
<p>1" = 2000'</p>								35									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				36									
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<p>1" = 2000'</p>								36									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				37									
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<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				38									
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<p>1" = 2000'</p>								38									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				39									
<p>1" = 2000'</p>								39									
<p>1" = 2000'</p>								39									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				40									
<p>1" = 2000'</p>								40									
<p>1" = 2000'</p>								40									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				41									
<p>1" = 2000'</p>								41									
<p>1" = 2000'</p>								41									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				42									
<p>1" = 2000'</p>								42									
<p>1" = 2000'</p>								42									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				43									
<p>1" = 2000'</p>								43									
<p>1" = 2000'</p>								43									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				44									
<p>1" = 2000'</p>								44									
<p>1" = 2000'</p>								44									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				45									
<p>1" = 2000'</p>								45									
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<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				46									
<p>1" = 2000'</p>								46									
<p>1" = 2000'</p>								46									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				47									
<p>1" = 2000'</p>								47									
<p>1" = 2000'</p>								47									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				48									
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<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				49									
<p>1" = 2000'</p>								49									
<p>1" = 2000'</p>								49									
<p>1" = 2000'</p>				<p>FORMAT SAMPLE</p>				50									
<p>1" = 2000'</p>								50									
<p>1" = 2000'</p>								50									

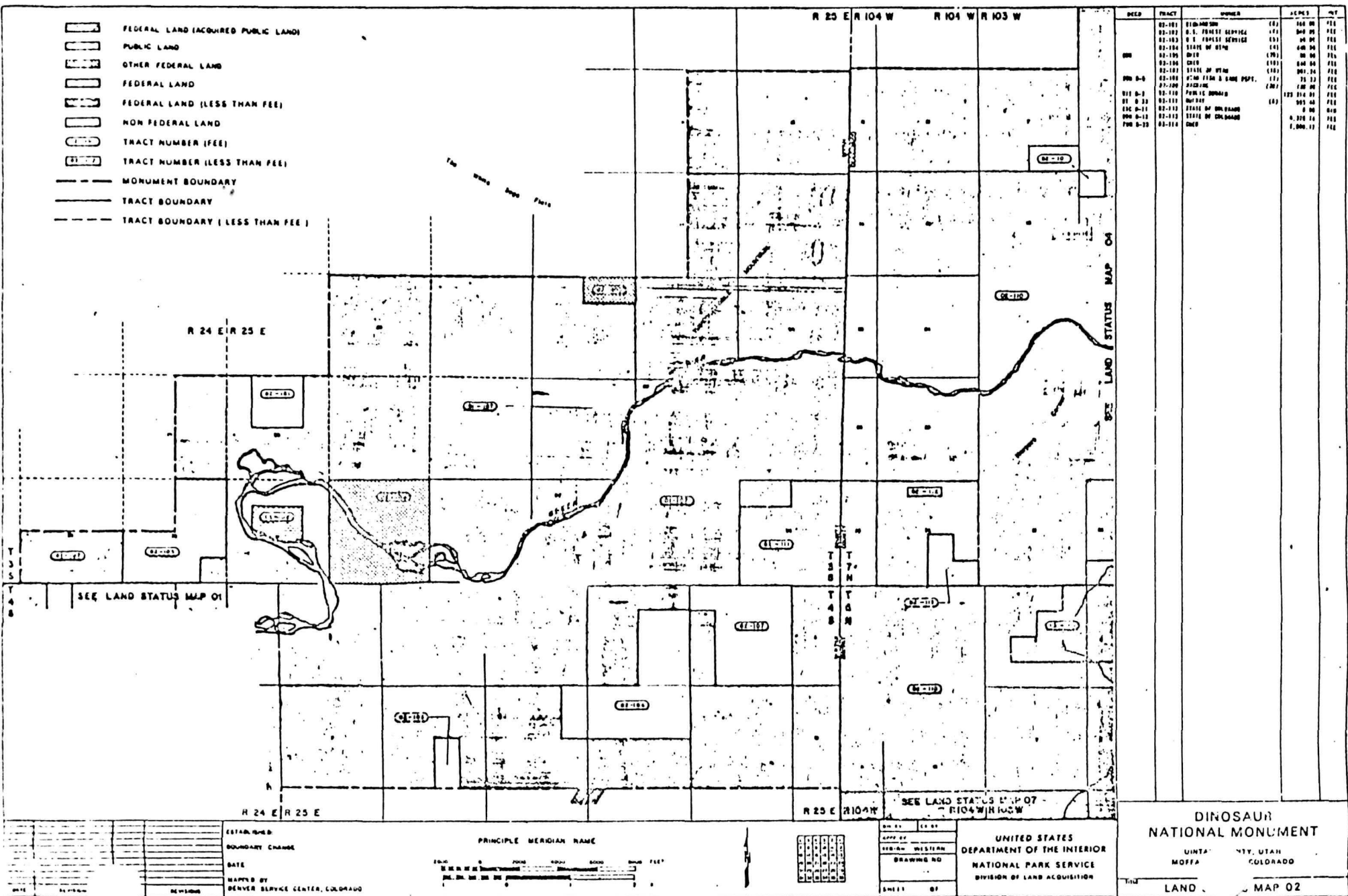


Exhibit 4

RECOMMENDED SYMBOLS FOR

AND STATUS SEGMENT PLAT

SYMBOLS	1" = 2640' TO 1" = 1000'	1" = 900'	1" = 800' AND 1" = 600'	1" = 500' TO 1" = 100'	REMARKS	SYMBOLS	1" = 2640' TO 1" = 1000'	1" = 900'	1" = 800' AND 1" = 600'	1" = 500' TO 1" = 100'	REMARKS
INTERSTATE HIGHWAY	SYMBOLIZED	SYMBOLIZED	INTERSTATE HIGHWAY LABELED (SLANTED)	SIZE OF SHIELD DEPENDS ON THE NUMBER OF LINES	LAND GRANT	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	LAND GRANT	SYMBOLIZED
FEDERAL HIGHWAY	SYMBOLIZED	SYMBOLIZED	FEDERAL HIGHWAY LABELED (SLANTED)	NO 80 AND/OR 100 TEMPLATE ADVISABLE	TRAILROAD & RAILROAD LINES	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	TRAILROAD & RAILROAD LINES	SYMBOLIZED
STATE HIGHWAY	SYMBOLIZED	SYMBOLIZED	STATE HIGHWAY LABELED (SLANTED)		SECTION LINES	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SECTION LINES	SYMBOLIZED
ROADS AND/OR RIGHT-OF-WAYS	SYMBOLIZED	TO SCALE	TO SCALE	LABEL OVER 0 LINES INDICATE WIDTH OF R/O INDICATE IF DIVIDED (SLANTED)	QUARTER SECTION LINES	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	QUARTER SECTION LINES	SYMBOLIZED
LIGHT DUTY ROADS AND OTHERS	SYMBOLIZED	TO SCALE	TO SCALE	DASH 0.1" SPACE 0.1"	SUBDIVISION 0.1" LINES HEAVY LINES	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SUBDIVISION 0.1" LINES HEAVY LINES	SYMBOLIZED
TRAILS AND OTHERS	SYMBOLIZED	TO SCALE	TO SCALE	DASH 0.1" SPACE 0.1"	TRACT NUMBER	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	TRACT NUMBER	SYMBOLIZED
RAILROADS	SYMBOLIZED	TO SCALE	TO SCALE	LABEL NUMBER OF TRACKS (SLANTED) INDICATE NAME OF R.R. COMPANY (SLANTED) INDICATE WIDTH OF R/O	TRACT DESIGNATION (INSIDE TRACT) FEET ACQUISITION TRACTS	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	TRACT DESIGNATION (INSIDE TRACT) FEET ACQUISITION TRACTS	SYMBOLIZED
STREAMS	SYMBOLIZED	TO SCALE	TO SCALE	INDICATE WIDTH OF R/O (LARGE)	TRACT DESIGNATION (OUTSIDE TRACT) FEET ACQUISITION TRACTS	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	TRACT DESIGNATION (OUTSIDE TRACT) FEET ACQUISITION TRACTS	SYMBOLIZED
DITCHES	SYMBOLIZED	TO SCALE	TO SCALE	NO 1 FOR DOUBLE LINE, NO 000 NO 0 FOR DOUBLE LINE (SHOW WIDTH OF TRAIL)	BOUNDARY, LINE, TRAILROAD, RAILROAD, TRAIL	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	BOUNDARY, LINE, TRAILROAD, RAILROAD, TRAIL	SYMBOLIZED
STREAMS	SYMBOLIZED	TO SCALE	TO SCALE	OVER DOUBLE LINE STREAMS ONLY	TRACT DESIGNATION (INSIDE TRACT) ACQUISITION OTHER THAN FEET FEEDING, WATER, TURNED EYE OUTSIDE TRACTS	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	TRACT DESIGNATION (INSIDE TRACT) ACQUISITION OTHER THAN FEET FEEDING, WATER, TURNED EYE OUTSIDE TRACTS	SYMBOLIZED
DAMS	SYMBOLIZED	TO SCALE	TO SCALE	NO 000 (NO 00 INCLUDING CANAL, DITCH, ETC.)	BOUNDARY, TRAIL, ACQUISITION OTHER THAN FEET FEEDING, WATER, TURNED EYE	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	BOUNDARY, TRAIL, ACQUISITION OTHER THAN FEET FEEDING, WATER, TURNED EYE	SYMBOLIZED
SCHOOLS	SYMBOLIZED	TO SCALE	TO SCALE	TO SCALE IF POSSIBLE INDICATE NUMBER NAME OF DAM (SLANTED)	FEDERAL LAND (FEET)	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	FEDERAL LAND (FEET)	SYMBOLIZED
CHURCHES	SYMBOLIZED	TO SCALE	TO SCALE	NAME IF POSSIBLE	FEDERAL LAND (FEET) MORE THAN FEET	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	FEDERAL LAND (FEET) MORE THAN FEET	SYMBOLIZED
AIRPORTS	SYMBOLIZED	TO SCALE	TO SCALE	INDICATE AIRPORT BOUNDARIES INDICATE TYPE OF AIRPORT, NAME (SLANTED)	OPTIONAL	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	OPTIONAL	SYMBOLIZED
CEMETERIES	SYMBOLIZED	TO SCALE	TO SCALE	SYMBOLIZED OR DRAWN TO SCALE WHENEVER POSSIBLE	QUARRY, OPEN PIT, ETC. LABEL TYPE	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	QUARRY, OPEN PIT, ETC. LABEL TYPE	SYMBOLIZED
WELLS, WATER	SYMBOLIZED	TO SCALE	TO SCALE		TO SCALE WHENEVER POSSIBLE	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	TO SCALE WHENEVER POSSIBLE	SYMBOLIZED
GAS	SYMBOLIZED	TO SCALE	TO SCALE		DASH 0.1" SPACE 0.01" INDICATE WIDTH OF R/O INDICATE NAME OF POWER COMPANY	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	DASH 0.1" SPACE 0.01" INDICATE WIDTH OF R/O INDICATE NAME OF POWER COMPANY	SYMBOLIZED
RAIL	SYMBOLIZED	TO SCALE	TO SCALE		DASH 0.1" SPACE 0.1" LABEL TYPE (AND SAME AS ABOVE WHEN APPLICABLE)	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	DASH 0.1" SPACE 0.1" LABEL TYPE (AND SAME AS ABOVE WHEN APPLICABLE)	SYMBOLIZED
MINES	SYMBOLIZED	TO SCALE	TO SCALE		DASH 0.1" SPACE 0.1" LABEL TYPE (AND SAME AS ABOVE WHEN APPLICABLE)	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	DASH 0.1" SPACE 0.1" LABEL TYPE (AND SAME AS ABOVE WHEN APPLICABLE)	SYMBOLIZED
OUTBUILDINGS	SYMBOLIZED	TO SCALE	TO SCALE		DASH 0.1" SPACE 0.1" LABEL TYPE (AND SAME AS ABOVE WHEN APPLICABLE)	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	DASH 0.1" SPACE 0.1" LABEL TYPE (AND SAME AS ABOVE WHEN APPLICABLE)	SYMBOLIZED
INDUSTRIAL & COMMERCIAL BLDGS	SYMBOLIZED	TO SCALE	TO SCALE		SYMBOLIZED PLACED CONVENIENTLY	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED PLACED CONVENIENTLY	SYMBOLIZED
POWER LINES	SYMBOLIZED	TO SCALE	TO SCALE		NO 00 AND NO 000	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	NO 00 AND NO 000	SYMBOLIZED
PIPE LINES	SYMBOLIZED	TO SCALE	TO SCALE		DASHES 0.1" AND 0.1" SPACE 0.1"	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	DASHES 0.1" AND 0.1" SPACE 0.1"	SYMBOLIZED
TELEPHONE OR TELEGRAPH LINES	SYMBOLIZED	TO SCALE	TO SCALE		DASH 0.1" SPACE 0.1"	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	DASH 0.1" SPACE 0.1"	SYMBOLIZED
RAIL LINES	SYMBOLIZED	TO SCALE	TO SCALE		DASHES 0.1" AND 0.1" SPACE 0.1"	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	DASHES 0.1" AND 0.1" SPACE 0.1"	SYMBOLIZED
DITCHES	SYMBOLIZED	TO SCALE	TO SCALE		TO BE AS ABOVE	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	TO BE AS ABOVE	SYMBOLIZED
SLUICED CONTROL STATION	SYMBOLIZED	TO SCALE	TO SCALE		FEET ACQUISITION TRACTS	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	FEET ACQUISITION TRACTS	SYMBOLIZED
LAKE OR POND	SYMBOLIZED	TO SCALE	TO SCALE		DASH 0.1" SPACE BETWEEN DASH 0.1" INDICATE NAME OF TRAIL	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	DASH 0.1" SPACE BETWEEN DASH 0.1" INDICATE NAME OF TRAIL	SYMBOLIZED
BOUNDARY, POND (EXISTING)	SYMBOLIZED	TO SCALE	TO SCALE			SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED		SYMBOLIZED
POUND (PROPOSED)	SYMBOLIZED	TO SCALE	TO SCALE			SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED		SYMBOLIZED
STATE	SYMBOLIZED	TO SCALE	TO SCALE			SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED		SYMBOLIZED
COUNTY	SYMBOLIZED	TO SCALE	TO SCALE			SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED		SYMBOLIZED
TRACT	SYMBOLIZED	TO SCALE	TO SCALE			SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED		SYMBOLIZED
INDIAN RESERVATION, NATL. FOREST	SYMBOLIZED	TO SCALE	TO SCALE			SYMBOLIZED	SYMBOLIZED	SYMBOLIZED	SYMBOLIZED		SYMBOLIZED