



**BEYOND THE BOUNDARY: A CLOSER
LOOK AT THE SURVEYORS APPLICATION**

Senior Underwriter, Mike Muszynski
Senior Underwriter, Jeanine Cole

December 8, 2022

FIRM INFORMATION

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1. Principal Firm Name:						
<i>Please list all persons or entities for which you are seeking coverage and describe the relationship and ownership of each listed person or entity on a separate sheet. Please also list the addresses of all branch offices.</i>						
Address:			Contact Name:			
City:			Contact Email:			
State:	Zip:	County:	Phone:	Fax:		
Website URL:						
<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Corporation	<input type="checkbox"/> Subchapter S Corporation	<input type="checkbox"/> Other:
Tax ID #:			Year Firm Established:			
2. A. Please indicate the full name and professional qualifications for all principals, partners, key personnel, directors or officers of current firm(s) and dates of employment (registrations and degrees, date and state acquired). If previously a principal, partner, director or officer of another firm, indicate firm name and employment dates. Please attach resume(s).						
B. Are all individuals above, or any other land surveyors who are in responsible charge of projects for the applicant, members of ACSM, AAGS, CAGIS, GLIS, or NSPS? <input type="checkbox"/> Y <input type="checkbox"/> N						
If no, what % are? %						
C. Staff Size:						
<i>Classification</i>		<i>Number</i>				
Principals, Partners or Officers						
Other registered Land Surveyors and/or Engineers						
Supervisors, Instrument Operators		Full-Time	Part-Time			
Other Field Personnel		Full-Time	Part-Time			
Clerical Employees		Full-Time	Part-Time			
<i>Please attach a current brochure describing your firm's services. If you don't have a current brochure, describe the nature of your practice on a separate sheet.</i>						



SURVEYING SERVICES

SURVEYING SERVICES	
3. A. Indicate the approximate percentage of billings reported in Question 4A. derived from each of the following categories: (This section should total 100%)	
% Boundary or property surveys	% Topographic surveys
% Route surveys for engineering projects	% Construction stakeout
% Photogrammetric surveys	% Hydrographic surveys
% Geodetic or control surveys	% Quantity surveys
% Mapping or cartography	% Oil/Gas Well location surveys
% Other services requiring engineering stamp	
% Subdivision work (Supervision of Plat Plans, Grading and site work, Subdivision roads and streets, curbs, gutters and natural drainage, other subdivision utilities)	
% Plans and /or specifications for streets or highways, natural drainage systems, utilities, or building and other structures. Please describe these exposures in detail on a separate sheet.	
B. Of the services listed in 3A, what percentage is performed by subconsultants under contract to you? %	
C. Of the services listed in 3A, what percentage is performed under an engineering seal? %	

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PROJECTS



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5. Please indicate the approximate percentage of your total gross billings in Item 4A derived from each project. This section should equal 100%.		
Airport Facilities (except terminals)	%	Hotels/Motels %
Airport Terminals	%	Houses/ Single Family Residential %
Amusement Rides	%	Industrial Waste Treatment %
Apartments	%	Jails/Justice %
Assisted Living Facilities	%	Landfills/Solid Waste Facilities %
Bridges	%	Libraries %
Churches/Religious	%	Manufacturing/Industrial %
Condos/Co-ops	%	Mass Transit %
Convention Centers Arenas/Stadiums	%	Multi-family Residential excl. Condos %
Dams	%	Nuclear/Atomic %
Dormitories	%	Office Buildings/Banks %
Environmental Remediation	%	Parking Structures %
Harbors/Piers/Ports	%	Parks/Playgrounds/ Pools %
Hospitals/Health Care	%	Other (specify) %
		Petro/Chemical %
		Potable Water Systems %
		Real Estate Development %
		Recreation/Sports %
		Roads/Highways %
		Schools/Colleges %
		Shopping Centers/Retail/Restaurants %
		Storm Water Systems %
		Tunnels %
		Warehouses %
		Water/Sewer Pipelines %
		Water/Wastewater Treatment %
		Utilities (Gas, Electric, Steam) %

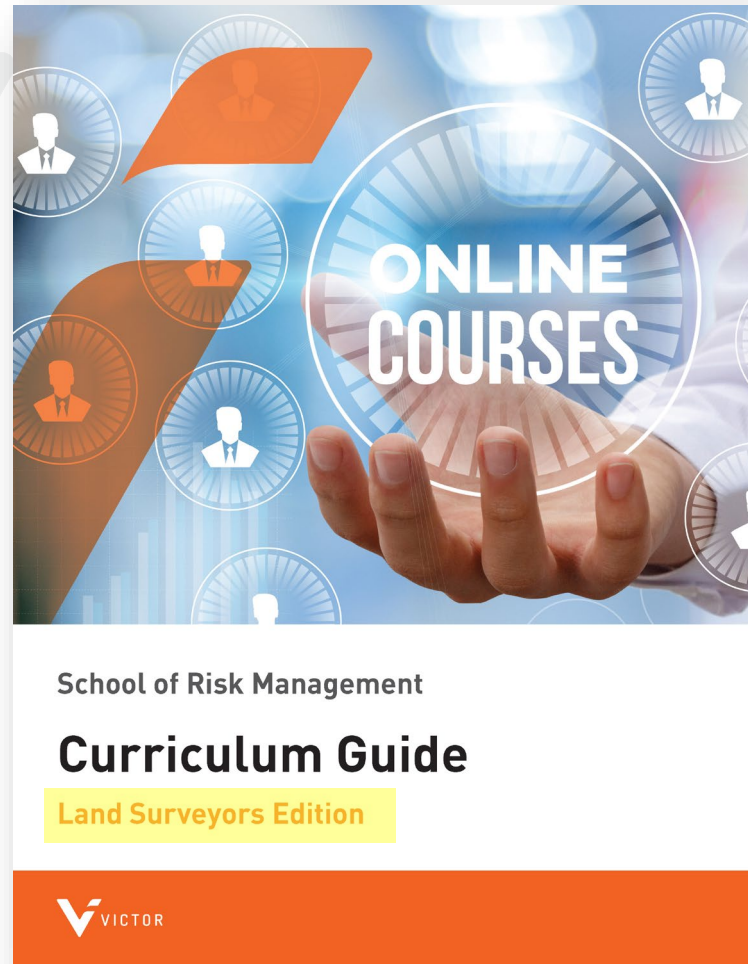
RISK MANAGEMENT AND LOSS PREVENTION



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7. A.	What percentage of your firm's projects use a written contract? (Describe the circumstances when oral agreements were used and how payment was obtained on a separate sheet.) %
B.	What percentage of your firm's written contracts contain specified payment terms? %
C.	Does your firm have procedures for monitoring and collecting outstanding fees? <input type="checkbox"/> Y <input type="checkbox"/> N
8.	What percentage of your firm's projects do you engage with your client to produce a documented scope of services and accuracy standards, such as those established by ALTA/ACSM surveys, which are incorporated into the written agreement? %
9.	What percentage of your firm's projects do you engage in a pre-project planning process that results in a project definition document? %
10.	What percentage of your firm's instruments of service or deliverables are internally or externally peer reviewed prior to their delivery? %
11.	What percentage of your projects with sub-consultants do you receive both a written agreement and insurance certificates evidencing general liability and professional liability coverages? %

CURRICULUM GUIDE

Land Surveyors Edition



QUESTIONS?



TODAY'S PRESENTERS

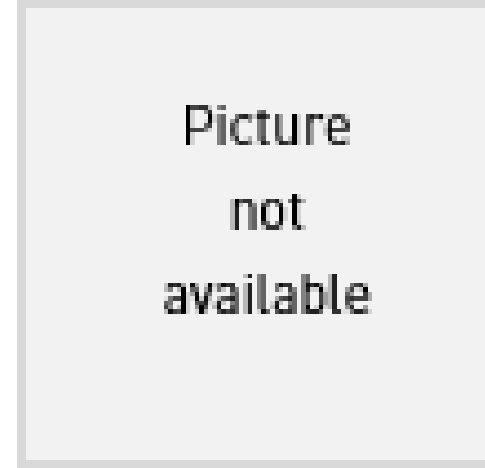
Thanks for joining!



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THANK YOU