



September 10, 2004

Mr. Steve Chutchian, P.E.  
Town of Addison  
16801 Westgrove Drive  
PO Box 9010  
Addison, TX 75001-9010

Re: 14905 Lake Forest Drive Lot Survey  
Proposal for Surveying Services

Dear Mr. Chutchian:

Pursuant to your request, Grantham & Associates, Inc. (G&A) has prepared this proposal for surveying services at 14905 Lake Forest Drive. The scope of services for this project is being proposed in two phases as outlined below:

#### **Scope of Services**

##### Phase 1 – Lot Survey

This phase of the project will set down the lot and the existing easements, as well as determine the location of the drainage structures. The following details the scope to be performed during this phase.

- Project control will be established on the site. Per the Town's request, G&A will be setting local control on this lot. The survey will not be tied into the Town's control system.
- The property corners for 14905 Lake Forest Drive will be located and surveyed.
- The existing drainage structures along the rear lot line will be field surveyed.
- The Town will supply the subdivision plat, which G&A will review.
- G&A will prepare a detailed exhibit incorporating the above information.

##### Phase 2 – Topographic Lot Survey

G&A will perform a complete topographic survey of the property. The following details the scope to be performed during this phase.

- This phase assumes that Phase 1 has been completed or is completed simultaneously.
- Drainage patterns on the property and deck will be established through surveyed elevations.
- All trees on the property will be tied down.
- The house will be located, including the deck and all downspouts.
- The topographic information will be incorporated into the detailed exhibit described in Phase 1.

#### **Schedule**

The required field work will be completed between September 20<sup>th</sup> and September 24<sup>th</sup>, as previously directed. All deliverables will be submitted to the Town within one week of completing the field work.