



**GOVERNMENT OF BELIZE**  
**MINISTRY OF NATURAL RESOURCES, PETROLEUM AND MINING**  
H.M. Queen Elizabeth II Boulevard, Belmopan, Belize, C.A.

**GUIDELINES FOR SURVEY SUBMISSION**

**Guidelines No. 1/2021- Survey & Mapping Section: For Surveyors to Satisfy the Requirements for Consideration of Authentication of a Survey Plan**

Belmopan. June 14<sup>th</sup>, 2021. 5:00 PM

A Digital Survey Job Submission Package must include:

1. The Digital (CAD) Drawing of the Survey Plan (with a standardized file naming system: Initials of the Land Surveyor, Register Number, Name of Client, Version Date - for example: JJD 00 John Doe & Company Ltd. 01-01-21; the drawing's features should be properly categorized in layers - for example: boundary lines in a "boundaries" layer).
2. The required Traverse Sheets for the survey (may be either in spreadsheet form or as PDF):
  - I. The Tie-In Survey (where applicable);
  - II. The Outer Perimeter of the Survey; and
  - III. The Individual Lots/Blocks (for multiple-parcel surveys or subdivisions).
3. The Survey Report Export for Total Station Surveys conducted using Data Collectors [this can include the adjustments, closures, and areas making No. 2 above and No. 13 below unnecessary].
4. The Adjustment Report for Control Points established through GNSS Surveys (Static Observations; PPK) [may vary by Software used or Online Precise Point Positioning (PPP) service].
5. The Survey Point Raw Log for surveys conducted using Real-Time Kinematic (RTK) [is the raw job file containing data about the observed points in a RTK survey like PDOP, No. of Satellites, RTK Solution Type, etc.].
6. Scans or Digital Files (PDF or spreadsheet) for the Coordinate Transformation of GNSS observed points into the local coordinate system (where applicable).
7. Scans or Digital Files (PDF or spreadsheet) for Solar Observations (where applicable).
8. The Provisional Approval to Subdivide (for Subdivisions).
9. Permission to Survey (for National Lands).
10. Copy of the Proof of Ownership of the Client [Land Certificate, TCT's, Conveyances, Court Ruling, etc.] (for Private Land).
11. The PDF Scan of a General Sketch of the survey showing Azimuths and Horizontal Distances.
12. The PDF Scan of a General Sketch of the survey showing Observed Angles and Distances.
13. The PDF Scans of the Field Notes.

**The Submission Method and notes to be considered are the following:**

- A. These submissions can be made through the Ministry's website at <https://naturalresources.gov.bz/index.php/survey-submission/>. A maximum of a 100 MB is uploadable.
- B. Land Surveyors can expect a receipt of submission and will obtain feedback after revision through the form of a checklist, all via e-mail. Any corrected files can also be sent through the same web-based application in the form of a re-submission. Upon completion, Land Surveyors will receive a notification to print the survey plan, along with an invoice containing the Authentication Fee.
- C. Land Surveyors are to submit the physical copy of the plan, duly signed and stamped/sealed, along with Proof of Payment of the Authentication Fee and the **ORIGINAL** Permission to Survey/Provisional Approval or Certified Copies of Proof of Ownership. This is to counteract incidents of forgery that have been reported to the Ministry. The survey plan will then be authenticated.

ENDS

For more information, contact:

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