



## LICENSED SURVEY POLICY

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING AND PLANNING DIVISION

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### BACKGROUND

This policy is created to protect the property rights of the owner of a property where work is being done as well as the owners of adjacent properties by ensuring that setback requirements are being enforced. Accurately locating buildings and structures within the required setbacks mandated by the Building and Zoning codes is difficult to achieve and causes significant time-consuming problems. In order to properly enforce setback and height requirements, the following matrix will be applied to all new construction and additions to existing buildings and structures.

### DEFINITIONS

**BOUNDARY SURVEY** - A Survey prepared and signed by a Licensed Land Surveyor or qualified Civil Engineer allowed to practice "Engineering Surveying" showing property lines, dimensions & bearings, existing found property boundary monument(s), basis of bearings used to prepare the survey, existing easements, and existing buildings and structures on the property.

**TOPOGRAPHIC SURVEY** - A Survey prepared and signed by a Licensed Land Surveyor or qualified Civil Engineer allowed to practice "Engineering Surveying" which includes drainage patterns, lot corner elevations and spot elevations of adjacent lots, existing fence locations, tree locations, and other physical site attributes.

**LOT SURVEY** – A combined Boundary and Topographic Survey. A sample of a Lot Survey is shown on next page.

**HORIZONTAL CONTROL PLAN** – A plan prepared on the LOT SURVEY described above that shows ALL of the following elements: the property boundaries with bearing and distances, existing found property boundary monument(s), existing easements, all proposed buildings and/or structures, existing fences, and building setbacks with dimensions to property lines. The HORIZONTAL CONTROL PLAN shall be stamped and signed by a licensed professional.

### REQUIRED PRIOR TO PLAN SUBMITTAL

PROJECT SCOPE	Lot Survey	Boundary Survey Only	Horizontal Control Plan
New Residential or Commercial Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential or Commercial Additions, Non-Hillside Areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Residential or Commercial Additions, Hillside Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site Retaining Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Due to irregular shaped lots, site conditions, or other unforeseen circumstances, the Chief Building Official or Planning Manager may determine that a Horizontal Control Plan and/or a Lot Survey is necessary even though one was not required for permit issuance. If this determination is made after permit issuance, it shall be submitted and approved **prior to approval of foundation inspection.**

