



**SITE SURVEY CHECKLIST**

**PROJECT INFORMATION:**

**Lot** \_\_\_\_\_ **Block** \_\_\_\_\_ **Tract** \_\_\_\_\_ **Original Plan#** \_\_\_\_\_

**Client name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Additional Contact:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**CHECKLIST:**

- THE SURVEY MUST BE PREPARED, STAMPED, AND SIGNED BY A STATE LICENSED CIVIL ENGINEER AUTHORIZED TO PERFORM LAND SURVEYS.
- NORTH ARROW, SCALE, PROJECT ADDRESS, ASSESSOR'S PARCEL NUMBER (APN), AND LEGAL DESCRIPTION, LOT-BLOCK-TRACT
- SHOW THE CENTERLINES, RIGHT-OF-WAY LINES, AND BOUNDARY LINES, INCLUDING ALL BEARINGS AND DISTANCES.
- SHOW THE LOCATION OF THE EXISTING BUILDING(S) FOOTPRINT, AND EXISTING SETBACKS TO BOUNDARY LINES
- SHOW THE LOCATION AND ELEVATION OF BOUNDARY MONUMENTS (AT LEAST 2 MIN.). IF NONE EXIST, SURVEYOR IS REQUIRED TO PLACE MONUMENTS IN ACCORDANCE WITH THE PROFESSIONAL LAND SURVEYOR'S ACT.
- SHOW THE LOCATION AND ELEVATION OF ALL PUBLIC RIGHT-OF-WAY IMPROVEMENTS INCLUDING STREETS, CURBS, SIDEWALKS, AND STREET TREES, OUT TO THE ADJACENT STREET CENTERLINE.
- SHOW LOCATIONS OF ALL RECORDED EASEMENTS LISTED ON SCHEDULE B OF TITLE COMMITMENT. IF EASEMENTS ARE NOT LOCATED ON THE PROPERTY, STATE THIS FACT ON THE SURVEY.
- TOPOGRAPHIC DATA INCLUDING SPOT ELEVATIONS AROUND THE EXISTING BUILDING FOOTPRINT AND THE PERIMETER OF THE LOT, AS WELL AS CONTOURS AT A MINIMUM OF 1 FOOT INTERVALS FOR SLOPE AREAS. SHOW ELEVATIONS OF ADJACENT PRIVATE PROPERTY GRADE, WITHIN 15 FEET OF THE SITE, OR 30 FEET IF ADJACENT PROPERTY IS UNDEVELOPED.
- SHOW THE ELEVATION OF THE EXISTING FINISH FLOOR AND HIGHEST RIDGE.
- SHOW EXISTING PERIMETER FENCES, WALLS, HARDSCAPE, POLES, AND EXISTING TREES & SHRUBS GREATER THAN 6 INCH DIAMETER.
- SHOW THE GROSS AND NET LOT SQUARE FOOTAGE.
- ADDITIONAL SURVEY DATA MAY BE REQUIRED FOR NEIGHBORHOOD COMPATABILITY AT THE REQUEST OF THE CITY PLANNING DEPARTMENT, OR FOR STREET IMPROVEMENT PLANS AT THE REQUEST OF THE CITY ENGINEERING DEPARTMENT.
- SCALE TO BE 1/8" UNLESS AREA OF THE SITE IS TOO LARGE FOR THIS SCALE TO BE PRACTICAL.

**FOR MINOR PROJECTS CONSULT PVHA MANAGER TO DETERMINE IF SURVEY WORK CAN BE LIMITED**