

## Certificate of Survey Requirements

### What is the purpose of a Certificate of Survey plan?

A Certificate of Survey is a legal document that details a property's size and shape, as well as the location and dimensions of all existing and proposed structures, facilities, and surfaces. The only way to accurately determine your property lines and ensure that proposed improvements meet required setbacks is by having a Licensed Land Surveyor certify these locations. This is important because it verifies that improvements are within the property's boundaries and comply with all required codes, setbacks and impervious surfaces.

### When is a Certificate of Survey needed?

A Certificate of Survey is required for new home construction or when setbacks and/or property lines cannot be accurately located.

### What is required on a Certificate of Survey?

Before submitting a Certificate of Survey for review, please ensure that all items listed below are included. Omitting **any** of these items will result in the Certificate of Survey being returned to the applicant for revisions, which **will delay the review process.**

| Required Information  | Survey                   |
|---|--------------------------|
| Address of Property or Full Legal Description   | <input type="checkbox"/> |
| Street name and all adjacent street names   | <input type="checkbox"/> |
| Proposed location of new improvements and distance to all property lines  | <input type="checkbox"/> |
| Location and size of <b>ALL</b> existing structures on the property.  | <input type="checkbox"/> |
| Location and dimensions of <b>ALL</b> impervious surfaces (i.e. sidewalks, asphalt, class-5 gravel, accessory buildings, etc.) <b><i>if the property is under 5 acres</i></b> | <input type="checkbox"/> |
| Location and distance to septic tanks (N/A if connected to municipal utilities)   | <input type="checkbox"/> |
| Location and distance to drainfield (N/A if connected to municipal utilities)   | <input type="checkbox"/> |
| Identification and distance to the <b>alternate</b> drain field - lots created after 1996 will have 2 drain fields. (N/A if connected to municipal utilities)                 | <input type="checkbox"/> |
| Location and distance to well (N/A if connected to municipal utilities)   | <input type="checkbox"/> |
| Width of driveway at the right of way and dimensions/sq feet (if a new driveway is being installed)   | <input type="checkbox"/> |
| Lot dimensions & total square feet/acres of the lot   | <input type="checkbox"/> |

| Required Information   | Survey                   |
|--|--------------------------|
| List of symbols (i.e. north arrow, drainage, benchmarks, etc.)   | <input type="checkbox"/> |
| Complete name, address, phone number, license number & signature of surveyor   | <input type="checkbox"/> |
| Location & distance from all easements (i.e. driveway, utility, drainage, wetland, conservation, etc.)   | <input type="checkbox"/> |
| Location and distance from wetlands & floodplain (if applicable)   | <input type="checkbox"/> |
| <p>Grade Elevations which must include the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Existing</b> and <b>proposed</b> elevations at each lot corner.</li> <li><input checked="" type="checkbox"/> Crown of street at each lot line extended, or top of curb/edge.</li> <li><input checked="" type="checkbox"/> <b>Existing</b> and <b>proposed</b> elevations at all major corners of proposed structure.</li> <li><input checked="" type="checkbox"/> Proposed lowest floor (per approved grading plan).</li> <li><input checked="" type="checkbox"/> Proposed garage floor.</li> <li><input checked="" type="checkbox"/> Proposed top of foundation.</li> <li><input checked="" type="checkbox"/> The top and toe of all other slopes.</li> <li><input checked="" type="checkbox"/> The proposed mid-point or proposed critical point along each property line, if applicable.</li> </ul> | <input type="checkbox"/> |
| Soil borings showing Lowest Floor Elevation in relation to mottled soil.   | <input type="checkbox"/> |
| Identification of scale (i.e. 30 ' = one inch)   | <input type="checkbox"/> |
| Flood Zone, if applicable.   | <input type="checkbox"/> |
| Ordinary High Water Level (OHWL), if applicable.   | <input type="checkbox"/> |
| Provide a note that indicates the septic sites are to be marked and protected prior to and during all construction activity.   | <input type="checkbox"/> |