



Development Services
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“AS BUILT” SURVEY RESIDENTIAL POLICY

Effective 08-01-2021

Prior to issuance of a certificate of occupancy for new one- and two-family dwellings, structures a As Built Survey will be required.

The permit applicant's land surveyor shall provide a certified as-built grading plan to the City showing the as-built elevations of critical locations on the site as shown on the individual grading plan (including but not limited to the rear corners, the mid-point of the side yard lines, the front lot corners, overflow locations, and along the drainageways and easements), sanitary sewer manholes, all storm water management facilities (including but not limited to detention areas, intakes, structures, sub-drain cleanouts, and flared end sections), and Minimum Protection Elevation (MPE) to verify compliance with the approved grading plan.

The “as built” submittal will be required after final grading and prior to issuing the Certificate of Occupancy.

If the foundation is within 1 foot of any required setback an additional submittal will be required during the foundation phase of construction and can be inclusive to only the structure location verification.

Provide one-foot contour lines and spot elevations at all corners of the lots and at each low spot of overland flowage that crosses a property line and at any grade change for all disturbed areas in the development.

Documents shall be submitted with PDF and CAD with attributes filled in. Elevations shall be within 0.2 foot of the approved grading plan and shall not create any ponding of surface water on adjacent properties.