SURVEY DOCUMENT GUIDE

A survey is a document commonly needed to be submitted with a zoning application request to obtain permits. The following is a common list of elements a survey typically shows. Please note this is not an extensive list and additional information may be necessary and requested depending on the scope of work to obtain a zoning permit.

COMMON ELEMENTS OF A SURVEY	
☐	North arrow shown
☐	Legend or key, general notes, and other necessary descriptions
☐	Vicinity map shown
☐	Survey drawn to a specific scale. ☐ Scale bar and/or scale statement (example 1" = 20')

☐	Design professional seal (example professional land surveyor or engineer etc.):
	  ☐ Design professional signature
	  ☐ Design professional organization title

☐	Title block which may contain any of the following information:
	  ☐ Date survey drawing and any revision date(s)
	  ☐ Property owner(s) name
	  ☐ Street address
	  ☐ Reference to deeds and/or plat book and page numbers
	  ☐ Subdivision name and lot number, if applicable

☐	Property lines and details:
	  ☐ Shows the entire lot area
	  ☐ Shows property line exact locations, gives x-y coordinates, and measurements.
	  ☐ Shows setback lines for the lot.
	  ☐ Show location of buildings/structures.
	  ☐ Provides dimensions, measurements, and square footage of buildings/structures.
	  ☐ Shows location of driveway(s), sidewalks, fences, additions (decks, patios, sunrooms etc.), accessory structures (patios, sheds, pools, or outdoor living areas etc.) with measurements or square footages.
	  ☐ Shows or states the lot width
	  ☐ Lot acreage

☐	Easements and road rights-of-way:
	  ☐ Identifies all easements near, crossing, and/or effecting the property.
	    ☐ Utilities (water, sewer, natural gas, and/or electrical)
	      ☐ Indicates type of location overhead or underground
	      ☐ Width of easement
	    ☐ Pedestrian and/or common area easements.
	      ☐ Shows the location
	      ☐ Width of easement
	  ☐ Road and/or common driveway access right-of-way.
	      ☐ States any road/street name(s)
	      ☐ Shows or states width of right-of-way(s)