



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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BOUNDARY AND TOPOGRAPHIC SURVEY REQUIREMENTS

The following requirements have been prepared to assist land surveyors in preparing boundary and topographic surveys that can be reviewed quickly and efficiently by the City. Surveys are required to accompany development applications that involve new construction or the addition of square footage to an existing building and that require Planning Commission review (e.g., Use Permit, Variance).

Boundary and topographic surveys shall be prepared by a licensed land surveyor or a qualified licensed civil engineer. Some topographic information is required for all surveys, but specific additional elevation information is required for projects that increase the impervious area of a lot by more than 500 square feet and/or that involve substantial improvements in the flood zone.

The parcel's boundary shall be established utilizing a field survey. It shall be tied to at least two existing monuments of record so that it can adequately verify the lot line locations in the field and be easily retraced by others. If two monuments cannot be found, then corners shall be set in the field and necessary documents shall be submitted to and recorded with the County Surveyor.

All relevant, existing features on the ground should be shown on the boundary survey, including:

- Vicinity map that clearly identifies the relationship of the project site to the adjacent streets and parcels;
- North arrow, graphic scale, and legend (if applicable);
- Two physical monuments of record (if too far away to be shown to scale on the plans, show by reference);
- Basis of bearings, bearing and distance information for all property lines/boundaries;
- Recorded lot/block/map data, or if unmapped, the recorded deed document number;
- All existing easements of record;
- Gross and net lot areas;
- Assessor's parcel number and street address;
- Adjacent street name(s) with right-of-way width;
- Centerline(s) of the right-of-way for adjacent street(s);
- Dimensions from the nearest adjacent property line to the right-of-way centerline and gutter flow line;
- Existing street frontage improvements including sidewalk, curb type, and curb cuts with dimensions;
- Attach a title report inclusive of a legal description;
- Building setback lines;

- All onsite and offsite visible utilities, such as utility poles, anchor wires/cables, street lights, vaults, boxes, fire hydrants, meters, sanitary sewer clean outs and manholes, and storm water manholes, area drains, and swales;
- Closest fire hydrant location(s) within 150 feet for commercial properties and 250 feet for residential properties;
- Existing structures and hardscape, including the driveway and apron with the calculated total area for each;
- Distance from all structures to the closest property line;
- Adjacent building lines within ten feet of any property line;
- Locations of existing trees greater than six inches in diameter with the diameter at standard height (54 inches), species, drip line, and graphical representation of the trunk size;
- Fence lines or retaining walls with the material and height noted;
- The following statement, or similar with the surveyor's signature, stamp, license number and expiration date:

"I certify that this parcel's boundary was established by me or under my supervision and is based on a field survey in conformance with the Land Surveyor's Act. All monuments are of the character and occupy the positions indicated and are sufficient to enable the survey to be retraced."

The following information should be shown on the topographic (elevation) survey for new projects and additions to the existing building footprint greater than 500 square feet:

- Building corner spot elevations
- Spot elevations and contours at appropriate intervals (determined by the surveyor's best judgement).
- Finished first floor elevations for existing structure(s);

In addition to the items listed above, the following should be shown on the topographic (elevation) survey for projects that increase the impervious area of the lot by more than 500 square feet:

- City of Menlo Park or other recorded elevation benchmark utilized to perform survey. If no benchmarks are nearby, use an easily identified point with an assumed elevation (such as zero or 100).

For projects that involve substantial improvements in the flood zone include all of the above plus:

- Elevations based on NAVD'88 datum.
- City of Menlo Park or other recorded elevation benchmark utilized to perform survey.
- Flood zone and Base Flood Elevation (BFE), if determined.
- Elevations of bottom of crawl space, bottom of floor joist and garage slab;
- If the special flood zone hazard area boundary crosses the parcel, show the boundary with dimensions at each property line;

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Firms that have performed land surveying work in Menlo Park

The list of surveyors below is provided as a courtesy only. The City does not endorse or require the use of any of the listed surveyors, nor is the list intended to exclude the selection and use of any other surveyors or qualified engineers. The City shall have no liability or responsibility for the work performed by any of the surveyors/engineering firms listed.

Ken Anderson, LS 7523
Bay Land Consulting
P.O. Box 299
Santa Clara, CA 95052
(408) 786-6700
agoodsurveyor@gmail.com

BKF
255 Shoreline Dr., Suite 200
Redwood City, CA. 94065
Phone: 650.482.6300
<http://www.bkf.com>
dlavelle@bkf.com

Brian G. Taylor, Inc.
BGT Land Surveying
270 Pelican Court
Foster City, CA 94404
650.212.1030
<http://www.bgtsurveying.com/>
llee@bgtsurveying.com

Ed Y.R. Wu, PE, LLS
WEC & Assoc. Inc.
2625 Middlefield Rd, #658
Palo Alto, CA 94306
www.weceng.com/
ed@weceng.com
650-823-6466

Freyer & Laureta
144 North San Mateo Drive
San Mateo, CA 94401
Phone: 650.344.9901
<http://www.freyerlaureta.com>
freyer@freyerlaureta.com

Kier & Wright, C.E. & L.S.
3350 Scott Boulevard, Building 22
Santa Clara, California 95054
Phone: 408.727.6665
<http://www.kierwright.com>
jvigil@kierwright.com

L. Wade Hammond, Licensed Land Surveyor
36660 Newark Blvd., Suite C
Newark, CA 94560
Phone: 510.739.1600
<http://www.wadehammondpls.com>
wade@wadehammondpls.com

Lea & Braze Engineering, Inc.
2495 Industrial Parkway West
Hayward, California 94545
Phone: 510.887.4086
<http://www.leabraze.com>
gbraze@leabraze.com

MacLeod & Associates, C.E. & L.S.
965 Center Street
San Carlos, CA 94070
Phone: 650.593.8580
dmacleod@macleodassociates.net

Michael T. Turnrose
Turnrose Land Surveying
125 East Main St. No. 4
Ripon CA 95366
650-324-3316 or 209.599.5100
miketurnrose@turnrosels.com

Renner Surveying and Engineering, Inc.
228 Lorton Ave. Suite 3
Burlingame, CA 94010
Phone: 650.685.8131
<http://www.renner-inc.com/services.html>
sweiss@renner-inc.com
erenner@renner-inc.com

Sandis Humber Jones Civil Engineers
936 East Duane Avenue
Sunnyvale, CA 94085
Phone: 650.969.6900
dbetham@sandis.net

Triad/Holmes Associates
777 Woodside Rd., Suite 2A
Redwood City, CA 94061
Phone: 650.366.0216
<http://www.thainc.com/>
sf@thainc.com

Wilsey Ham
393 Vintage Park Drive, Suite 100
Foster City, CA 94404
Phone: 650.349.2151 FosterCity@wilseyham.com