

Three surveys will be required for any new residential single-family or twin home.

First survey

The first survey will be the initial one submitted to the Engineering Division for approval of the project.

Second survey

The second survey is to establish the top of foundation elevation. This shall be submitted to the Engineering Division for verification of initial proposed height. Engineering must be given 48 hours lead time for review. This survey must be approved **prior** to starting framing of the project. If the survey has not been received by the Engineering Division and approved prior to framing, the building inspectors are instructed to issue a *Stop Work Order* until approval has been received.

If framing has commenced prior to approval and there is a problem with the elevation, it shall be the contractor's responsibility to resolve the issue(s) with the Engineering Division prior to any further work being done on the project.

Third survey

Before receiving a *Certificate of Occupancy*, the contractor shall submit a third and final as-built survey indicating grading elevations and any swales on the property to verify adequate drainage. This survey shall also be submitted to the Engineering Division prior to sodding or seeding, in case any adjustments need to be made.

Contact Information

When submitting your items to the Engineering Division, be sure to leave a daytime and cell phone number, if available, with the name of the person to contact so that the Engineering Division can respond as quickly as possible to the status of your surveys.

Erosion control

In conjunction with the survey, the Engineering Division will note where erosion control and gravel entrances shall be located. Erosion control shall be maintained at all times and checked immediately after rainfalls. Failure to maintain the fencing will result in a *Stop Work Order* being issued until it has been restored to its proper function. Any soil deposited on a public sidewalk or street because of a fence failure, shall be cleaned immediately.

For more information, contact the Engineering Division at 952-563-4533.