



Legal Survey Requirements

The purpose of this brochure is to explain the legal survey requirements to establish compliance with zoning, building and environmental requirements as well as to identify charges against property that may impact the permit process.

General Requirements

All survey plans:

- Must be sealed, signed and dated by a BC Land Surveyor (BCLS)
- Must use the Geodetic Datum
- All Survey units of measurement must be consistent with permit drawings. (Metric with Metric, Imperial with Imperial)
- Must include legal description and civic address of the property.

The originating benchmark must be referenced on the topographical survey.

Different Permit Application Types may require additional 11"x17" copies. Please refer to the Application Checklist relevant to your permit application

Building Permit Application

The following survey plans are to be submitted with a building permit application.

1. Posting Plan (must be registered at Land Title Office)

This plan is required where one or more angle points of the parcel are redefined on the ground by a post or monument, for all demolition permit applications, and for other projects at Building Divisions discretion. Submitted Posting Plans must include the Land Title Office registration number.

2. Topographical Survey Plan

The topographical survey plan shall not be more than 6 months old and shall use the existing original grades. **Manipulation of grades by filling or excavating is not acceptable.**

The following information shall be shown and located on the topographical survey plan:

- a) Encroachments (e.g., retaining walls), easements, rights-of-way, watercourses (including top of bank information), ditches, ravines, power poles, anchor lines, fire hydrants, kiosks, lamp poles, bus stop and other similar fixed objects on or adjacent to property or on boulevard or lane.
- b) Indicate existing grades at the top and bottom of all retaining walls at 3 metre (10'0") intervals.
- c) Lot dimensions and lot area as determined by field survey, posts or monuments, defining all angle points of subject lot or lots. This information should match that on the posting plan.
- d) Corner elevations of property. If a retaining wall is located on property corner, please indicate both top and bottom of wall elevations.
- e) Indicate front yard setback of the two adjacent sites on each side of the proposed building(s) as well as setbacks (based on Zoning & Development Bylaw Requirements)

- f) Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)
- g) Topographical elevations of adjacent properties to 3 meters from adjoining property line.
- h) Show footprint of all existing structures on property.
- i) Indicate slab, sill, and roof height, and exterior corner elevations of existing principal structure
- j) Locate nearest fire hydrant.
- k) Locate **all** trees on subject property, adjacent properties and city property. Include tree diameter, dripline and species. Any shared hedges must also be shown on survey.
- l) [*Eng Requirement*] Location of manholes including rims & inverts, catch basins, open channels, culverts, upstream and downstream of subject property
- m) [*Eng Requirement*] Locations and inverts of existing and proposed sewer connections at property line (to determine sewer depth and MBE)

[Contact the Engineering Department for more information - 604.527.4592]

****Site servicing design for storm and sanitary services (plan and profiles) signed and sealed by a Professional Engineer. (Please note that there is 1 1/2" of difference with the required backwater valve)****

- n) Locations and grades of existing and proposed driveway and/or culvert crossings

Spot Elevations

- o) Show spot elevations around the perimeter of the site and at a minimum of 3 metre (10'0") onto adjacent property.
 - Show spot elevations for significant elevation changes on site (greater than 1' - 0").
 - Set a temporary benchmark on site.
 - Spot elevations at the building envelope are not required.

If elevation changes of more than 10' in total length of property, contour lines at 1' intervals required to be shown

- p) Show spot elevations along both sides of driveways (proposed or existing) at property lines, curb, ditch or swale and road centerline.

Non-Encroachment Inspection (after pouring concrete)

The Non-Encroachment (NEC) survey is required after stripping form work for footings or foundations. It is recommended that the owner/building have the surveyor stake the lot corners for purposes of establishing the location of the property lines prior to placing form work.

The Non-Encroachment survey as outlined below must be submitted to the Building Department before 2:00pm the day prior to the date of inspection. No further work on site until Non-Encroachment survey has been approved by the Building Department.

Non-Encroachment Survey (prepared by BCLS)

This survey must indicate the following:

- setback;
- Corner posts of property
- overall concrete dimensions;
- corner datum geodetic elevations (heights);
- elevations of top and bottom of concrete including foundation step-downs.