



# City of Longwood

Building Division Information

## Survey Requirements

The following is an informational package outlining when a survey is required for permitting, what is required on the survey and what can be accepted when submitting your permit package.

### **Requirements:**

- All surveys must be signed, sealed and dated.
- All surveys submitted with your permit package must be recent. A recent survey is one completed within the last 5 years. (See specifics below on what can be accepted).
- There are a few different types of land/ property surveys. Depending on what you are proposing and where your property is located can determine what type, and what at minimum is required. Below is a list of different types that may be required depending upon the type of permit required. (See specifics below on what type is required for a certain permit package type).
  - A. ALTA/ACSM Survey
  - B. Boundary Survey
  - C. Construction Survey
  - D. Location Survey
  - E. Site Planning Survey
  - F. Subdivision Survey
  - G. Topographic Survey
- There are two ways a survey may be signed, sealed and dated:
  - A. Digitally: Must be submitted in a digital format in order to prove validity of digital signature.
  - B. Hard Copy, wet or raised sealed: Must be submitted in a hard copy form.

### **Permit Package Types, and what is required:**

- **Miscellaneous Permit Packages: (sheds, pools, fence, decks, driveways, etc.....)**
  - A. At minimum a boundary survey will need to be provided.
  - B. It is possible to utilize a survey that is older than 5 years for these types of permits, but it must be confirmed that no alterations have taken place on the property since the survey was completed.
- **Additions: Commercial/ Residential:**
  - A. At minimum you will need to provide a new Site Planning Survey. This will show the building pad/layout, proposed FFE, and elevations associated with the existing property.
  - B. It is acceptable to provide a Boundary Survey, as long as it is accompanied by a site plan designed by a state licensed designer. The site plan and Boundary Survey will still need to provide the applicable information. (Refer to the Plans Review requirements informational package).



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### - **New Construction: Commercial/ Residential:**

- A. At minimum you will need to provide a new Site Planning Survey. This will show the building pad/layout, proposed FFE, and elevations associated with the existing property.
- B. It is acceptable to provide a Boundary Survey, as long as it is accompanied by a site plan designed by a state licensed Engineer or Architect. The site plan and boundary survey will still need to provide the applicable information. (Refer to the Plans Review requirements informational package).

The following information must be provided on either the survey or signed and sealed site plan:

- Lot number  Address / Legal Description
- Setback lines from principal structure and any accessory structures to property boundary (minimum of eight; two on each side)
- Primary building setback lines/envelope
- Location of any fencing that is currently installed on the property, as applicable.
- A/C unit locations with setback from property line
- Gas tank or appliance location with setback from property line and distance from house. Specify size and whether in-ground or above ground.
- Driveway location with dimensions. Please indicate if existing or proposed.
- Survey type
- Existing easements: drainage, utility, etc.
- Building separations, if applicable  Location of septic systems
- Flood zone reflecting current FEMA map revision date
- Lot grading type (A, B, C, etc.)
- Elevations showing crown of the adjacent street or right-of-way, or elevation of nearest storm water inlet
- A topographic survey (spot elevations) extending a minimum of 20' beyond the property line shall be required. Lot corner elevations and break point elevations
- Drainage swales (if applicable) with profile view
- Proposed finished floor elevation

**NOTE:** All new habitable structures will be required to provide a form board survey at slab inspection. This is to verify compliance with the approved plans and stated proposed finished floor elevation.

### **FAQ's**

#### **1. Why is the survey so important?**

Answer: As part of the plans review process we will look at many elements, including location of new structure as it pertains to the base flood elevations, how much impervious surface there is on the applicant's property, whether there are going to be any adverse effects on the neighboring properties, location of easements (utility/ drainage), location of structure relative to required set-backs, and the property line. It helps to ensure that structures are built in the correct location, saving potential issues and costs further along in the building process.



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### 2. Do I really need a recent survey for a fence permit?

Answer: Yes, this is to verify the property boundary location and to make sure the fence is actually installed on your property. The Planning Department must also confirm any easements that may be located on your property, and whether a fence can or cannot be placed in such locations

### 3. I'm not sure if I have a survey already?

Answer: When you purchase your home/ property as part of the closing package there should have been a recent survey provided. It is important to keep this paperwork for the life of any structure.

### 4. What if my survey is older than 5 years?

Answer: As long as you are not building a new building or adding onto the existing structure, it is possible to utilize an older survey, but we must be able to confirm that no alterations/ additions have been made to the property since the survey was completed. Please contact the planning division for further clarification.

### 5. I have a site plan, but no survey, will that work?

Answer: Yes, as long as the site plan has been designed by a licensed professional, and properly signed, sealed and dated.

### 6. Do I have to provide a final survey once I am done constructing my new home/ building?

Answer: A final elevation certificate will only be required for new structures built in any flood zones.

### 7. What is a scalable survey?

Answer: All legally prepared surveys are done to scale. The scale is noted on the survey itself, and allows the reviewer to measure the set-backs or the size of structures accurately. If you plan on providing a hard copy of digital copy of the original survey it is imperative to copy or scan the document in its original size. If you change the size of the original survey, it will no longer be to scale, and in turn will be rejected during plans review. If you need assistance with making a copy of an original survey please bring the original to our office and we will assist in making a scalable copy.