



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 305.5(1)

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director/Chief Building Official
Effective Date: **July 3, 2000**
(Revised: September 16, 2013)
(Original Effective Date: January 29, 2004)
Regarding: **Locating Property Corners**

Due to problems we have encountered relating to inaccurate surveys and the impact that they have on a project when not discovered early, it is necessary to establish the following policy:

It is the policy of the Newport Beach Building Division that all property corners shall be located on the site by a licensed surveyor and permanent monuments set prior to any grading for new construction. These corner locations to be marked by a permanent monument showing the surveyor's license number

Proof that "Corner Record" or "Record of Survey" is submitted to the County of Orange shall be provided to the building inspector before any foundation inspection is made. This proof shall be in the form of the wet signed transmittal provided by the County of Orange when the survey was submitted, and a copy of the stamped and wet signed survey document that was submitted.