



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 302.3

To: Building Division Staff

From: Samir Ghosn
Deputy Community Development Director/Chief Building Official

Effective Date: **March 10, 2020** (*Original Effective Date: February 12, 2004*)
(*Revised: April 18, 2005 / July 12, 2007*)
(*Supersedes ADMN 305.5(1) Original Effective Date July 3, 2000*)
(*Revised: January 29, 2004 / September 16, 2013*)

Regarding: **Guidelines for Site Survey**

- A. A site survey including elevations and boundary is required for the following types of projects:
- New Construction;
 - Building addition when required by the Planning Department due to proposed height or proposed location.
- B. Addition only: Property corners along the sides of the property which adjoin a building addition are required to be monumented prior to foundation inspection.
- Exceptions:
1. Additions that are at least one foot more than required by zoning setback from an adjacent property line; or
 2. The exterior wall of the addition is in line with the existing exterior wall of the house and the length of only the new exterior wall of the addition is less than 25% of the length of the existing exterior wall on the side of the property being evaluated; or
 3. Enclosure of an existing courtyard with the exterior wall not exceeding 15 feet in length.
- C. Property line walls or fences: Property corners are required to be monumented prior to starting construction of a masonry fence within 3 feet of a property line, unless an agreement is signed by the property owner on both sides of the property line.
- D. The minimum requirements for site survey drawing are as follows:
1. Show north arrow and scale.
 2. Show location and description of all corner monuments.

3. Show and identify all property lines. Dimension length and specify bearing.
4. Show driveway, curb and gutter, and all existing site improvements (structures, walls, planters, stairs, etc.).
5. Identify all finish surface materials.
6. Provide a legend for all symbols used.
7. Locate all trees in public-right-of-way facing or within 20 feet of the subject property; power poles; utility boxes; etc.
8. Show center line of street and dimension width or $\frac{1}{2}$ width.
9. Provide an on-site benchmark elevation at one of the front property corners with relative elevations. Otherwise, for sites within a special flood hazard area or sites on any island, or the peninsula, or West Newport Beach, use precise elevations as determined from an Orange County benchmark (OCB). Provide OCB designation/identification, elevation in feet (only use NAVD88), and last year leveled.
10. Provide elevations at the following locations:
 - a. All property corners.
 - b. Around existing structure(s) at corners, including corners at jogs of exterior walls.
 - c. At interior finish floor elevations.
 - d. At bottom of all site walls. Indicate wall height.
 - e. At bottom of elevated planters. Indicate planter height.
 - f. A maximum spacing of 25' along the length and width of the property on all sides of an existing structure.
 - g. Elevation contours for sloping sites every one foot elevation change.
 - h. Three elevations equally spaced in the side yard of adjacent properties.
 - i. Three elevations along the flow line in gutter and alley adjacent to site.
 - j. "Survey reference elevation" to be used for roof elevation by architect.
- E. Property corners to be monumented by a licensed Land Surveyor or registered Civil Engineer authorized to perform surveying by the State Board of Civil Engineers and Land Surveyors (Pre-1982 with numbers prior to 33,966).
- F. Surveyor or Civil Engineer to submit a "Corner Record" or "Record of Survey" to the County Surveyor. Evidence of submittal for a "Record of Survey" to be submitted to the Building Inspector at or prior to foundation inspection.