



COMMERCIAL SURVEY REQUIREMENTS

Licensed Surveyors: These are the requirements that will assist in assuring that all of the details *required* by the City of Salina are included on the survey for a Commercial Building Permit. For questions please contact the Development Services department at 785-309-5715.

Certified Survey – A survey is required for new construction and all additions in which the footprint is modified or enlarged. The survey must contain all of the following information:

- The name, address and phone number of the surveyor or entity responsible for the survey.
- The legal description, address and square footage area of the parcel surveyed.
- North arrow, scale (graphic scale if deemed appropriate), and angles, bearings or azimuths. When bearing and azimuths are shown, the basis shall be indicated.
- All pertinent measured dimensions.
- All pertinent monuments found or set with a notation indicating which were found and which were set, and identified as to size and type.
- Where possession affects the survey, the character of observed evidence of possession and the location of such evidence in relation to the surveyed boundary lines shall be noted (i.e. – fences, drives, accessory buildings, etc.).
- Delineation must be such that gaps and overlaps are clearly shown. Gaps and overlaps shall be shown and dimensioned. Adjoining parcels identified by the title description or record reference shall be shown.
- All property lines and easements, both platted and recorded by separate instrument, shall be shown. There shall be no disclaimers on the survey to indicate otherwise or which limits the responsibility of the surveyor to determine and depict all easement locations on the survey.
- All buildings, fences, trees, driveways, porches, decks, etc. shall be shown.
- Building setback lines shall be shown.
- A certificate stating the following: The date the survey was completed in the field and that the survey was made by the surveyor or under his or her direct supervision. An original signature and seal shall accompany such certificate. All copies of the survey delivered to the client shall be signed and dated by the surveyor in blue ink. The signature and date shall be placed across the surveyor's seal.
- The site survey must be submitted within 24 months of the time it was stamped, sealed and dated.

For new buildings or substantial additions to buildings in the **Flood Fringe Zoning District**, a grid survey is also required. Substantial addition would be an increase to the area or value of the existing structure by more than 50%. A completed Elevation Certificate as provided through the Federal Emergency Management Agency National Flood Insurance Program confirming that the lowest floor of the structure as built is at or above the Base Flood Elevation, must be filed with the City of Salina Building Services Department prior to issuance of Certificate of Occupancy if the new building or substantial addition is in the flood fringe or floodway. (*Salina Code Sec. 42-63, Sec. 42-442 & setback provisions of Chapter 42 Zoning ordinances*).