



RESIDENTIAL 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, as a companion document for a Residential Building Permit. For questions please contact the Development Services department at 785-309-5715.

Certified Survey – A survey is required for new residential dwelling construction and residential additions. The survey must contain all of the following information:

- The name, address, email 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.
- 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 will also be needed. Substantial addition would be an increase to the area/footprint or to the 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 the lowest floor 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*).

In the case of egress windows installed in structures located in the Flood Fringe Zoning District, a licensed surveyor must furnish a spot elevation of the outer rim of the window well after installation to confirm that the elevation of the window well rim is not below the Base Flood Elevation.