



SURVEY POLICY
CITY OF SAN BRUNO
COMMUNITY DEVELOPMENT DEPARTMENT

Survey Policy

Purpose: To ensure all new construction and certain additions are constructed in its approved location and building height, meet required setbacks, and comply with associated building code requirements. This policy is intended to establish accurate property boundary information early in the construction process, helping to prevent encroachments into required setbacks or across property lines that could otherwise result in costly reconstruction or project delays.

Mandatory Boundary Surveys

Boundary surveys conducted by a **licensed land surveyor** are required for the following project types when new construction is proposed in proximity to minimum setbacks, easements, or the property line. Field-verified property lines are the only reliable way to confirm compliance with minimum setbacks, easements, and height or bulk limits. They reduce the risk of encroachments, costly redesigns or demolitions, title or neighbor disputes, and construction delays by ensuring that site plans and structures are accurately located on the parcel from the outset.

1. **New Construction:** All new construction projects regardless of proximity to a property line.
Additions, accessory structures with foundations, and retaining walls near a property line: Any addition, accessory structure, or retaining wall where the proposed construction is located:
 - a. Within **3 inches of a required setback or easement, or**
 - b. Within **5 feet of a property line.**

Timing: It is advised that the survey is submitted with the first Planning or Building permit application for the project. The applicant may elect to defer the survey at risk to a later submittal, but no building permit will be issued until the survey is complete and submitted.

Boundary Survey Requirements

The survey must:

- Accurately determine and mark the location of all property lines of the site.
- Identify easements, rights-of-way, and other property restrictions.
- Be stamped and signed by the licensed surveyor.
- Be recorded with the San Mateo County Recorder's Office.

Field Verification

When a boundary survey is required, the following field verification surveys will also be conducted:

1. **Pre-Foundation Layout Survey:**
 - a. A licensed land surveyor shall conduct a layout survey after grading is complete and before any excavation or formwork begins.
 - b. The survey shall verify property boundaries, building footprint, and elevation benchmarks consistent with approved civil and structural drawings.

- c. The contractor shall not begin foundation work until layout verification is approved by the project engineer or construction manager and approved to be in compliance with approved plans by a building inspector.
2. **Foundation Verification Survey:**
 - a. Prior to concrete placement, the surveyor shall verify foundation form locations and finished floor elevations.
 - b. Any deviations beyond specified tolerances shall be corrected and reverified before concrete pour authorization.

Discretionary Surveys

1. **Accessory Structures without a foundation:** Boundary surveys are recommended for accessory structures without a foundation to give the owner certainty, but are not required as the cost of reconstruction or relocation is not as significant.
2. **Property Boundary Disputes:** A boundary survey may be required if a property boundary dispute arises.
3. **Height Surveys:** A height survey conducted by a licensed surveyor may be required for new construction and additions within one foot of the maximum allowable height. This survey will determine the exact height of the proposed structure and ensure the structure complies with approved plans. Projects requiring a height survey must have the survey in hand at the time of the roof nail inspection.

Enforcement:

Building permits will not be issued without the required survey as applicable. Failure to comply with this policy may also result in additional fees, delays, redesign, or stop-work orders.

Additional Notes:

1. The property owner must bear the cost of survey(s).
2. All boundary or property line surveys must be recorded with San Mateo County to meet this policy's criteria.
3. Construction based on inaccurate plans may result in an applicant being required to demolish and reconstruct work to comply with zoning and building code requirements.
4. The City encourages property owners to communicate with adjacent neighbors and share any completed survey information to promote transparency and help prevent potential boundary or development-related disputes.