

WHEN IS A SURVEY REQUIRED?

Building Permits

For new structures or additions, accurate property line location is required so the Building Inspector can verify building setbacks would meet or exceed the minimum distance allowed per the Zoning Code. Property corner survey pins must be located and visible. For buildings close to any setback line, it may be necessary to run a string line run between surveyed corners. Typically, foundation footings may go into the setback area, but the foundation walls and exterior building wall may not extend beyond the minimum setbacks. Roof eaves may extend into the setback area a maximum of two feet.

Land Use Permits

Short Plats, Long Plats and Binding Site Plans require survey drawings. Lot Line Adjustments involving complex drawings or property descriptions, including but not limited to proposed lot reorientations, require drawings by a licensed surveyor unless otherwise waived by the Development Services director. When no change in property lines is proposed, temporary stakes must be set when existing structure(s) are located close to any minimum front, side and/or rear setback. If the property is vacant or the City determines there is no question regarding the location of existing structures, the applicant may prepare the initial drawing. Some critical area permits (including but not limited to wetlands) may require survey work to indicate locations of critical areas and their associated buffers.

Street Development Permits – Extending Water, Sewer and/or Streets

A survey is required for the extension or improvement of water or sewer lines, stormwater and/or streets within any City right-of-way.

TO FIND OUT IF A SURVEY HAS BEEN DONE: If the property owner's name and approximate year of a past survey is known, contact the Jefferson County Auditor's Office at 385-9115 or visit their office on the 2nd floor of the Courthouse, the large brick building with the clock tower at the intersection of Jefferson and Walker streets.

LICENSED SURVEYORS may be found in the phone book under "Surveyor's-Land" or "Engineers – Civil." According to Washington State law, only licensed Professional Land Surveyors licensed by the Washington Board of Registration for Professional Engineers and Land Surveyors may advertise land-surveying services. Go to the State Department of Licensing site at www.dol.wa.gov/business/engineerslandsurveyors then go to "for consumers" to look up the status of a surveyor. You may also check LSAW (Land Surveyors Association of Washington) at https://www.lsav.org/find_surveyor.asp.

To get a very general idea of your property, you may start with a recorded survey from a neighboring property, or look at fence lines and setbacks of neighboring properties. Power poles can be an indication of the street edge as they are usually located on the right of way. Aerial photos can be helpful, but are not dependable for accuracy. If you are unsure of minimum setbacks for your property, please inquire while you are still in the planning stages and before you submit any plans.

