

## Background

This survey policy has been created to protect the property rights of the owner of a property where work is being done as well as the owners of adjacent properties by ensuring that setback requirements are being enforced. These requirements apply to applicants for permits in which property lines, minimum set backs, or easements are in question. The intent of the policy is to assure that buildings and additions are properly located on lots.

*The City of San Bruno is not responsible for property line disputes between property owners and does not perform surveys.*



# Survey Requirement Policy



## Residential Permit Requirements



**City of San Bruno**

**Community Development  
Department**

***Building Division***

567 El Camino Real  
San Bruno, CA 94066  
Phone (650) 616-7074

[www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)

REVISED June 2014

## Requirements

A property line and or topographic survey will be required prior to plan approval and permit issuance when construction will take place at less than 5' of side setback or when deemed necessary for verification of information submitted on plans for new construction or additions. Only a California licensed/registered surveyor or civil engineer registered prior to January 1, 1982 may practice surveying.

### Survey types

**Property Line (Boundary) Survey** - The purpose of a property line survey is to assure that the required setbacks are complied with. The setbacks are measured from the property line to the outermost finish material of the exterior walls of the structure or proposed structure.

**Topographic Survey** – A topographic survey is needed when work will be performed on steep or sloping lots. It would detail the shape, configuration, relief, roughness or three-dimensional quality of the property.

### Survey Letter Requirements

- The letter shall be addressed or cc'd to the City of San Bruno.
- Letter to have surveyor's stamp, signature, date and site address.
- Surveyor to state method of staking or provide a map showing property lines.
- Letter to state that setbacks and forms are per plan, letter stating only the setbacks and forms are ok will not be accepted.

