

## SURVEY MONUMENTS PRE-CONSTRUCTION INFORMATION



Project name:

Location (address, area, intersection, etc.):

Resident Engineer:

Supervising Surveyor:

Contractor Company:

Contractor Superintendent:

Pre-Con Date:

WBS#

Drawing #:

Working Days:

Notice to Proceed (NTP) Date:

---

**Objective** Protect the right of all property owners, City and private, by perpetuating their survey monuments in accordance with State Law.

"Land is one of California's most precious assets, the ownership of land, and consequently the ability to define boundaries is dependant of monuments and their perpetuation." Board of Registration for Professional Engineers and Land Surveyors to all County Surveyors and City Engineers

**Law** The law is as follows:

Business and Professions Code [8771](#).

(b) When monuments exist that control the location of subdivisions, tracts, boundaries, roads, streets, or highways, or provide horizontal or vertical survey control, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying, prior to the time when any streets, highways, other rights-of-way, or easements are improved, constructed, reconstructed, maintained, resurfaced, or relocated, and a corner record or record of survey of the references shall be filed with the county surveyor.

(d) The governmental agency performing or permitting construction or maintenance work is responsible for ensuring that either the governmental agency or landowner performing the construction or maintenance work provides monument perpetuation required by this section.

In addition, refer to 2-9.1 of the 'Whitebook'.

**Survey Monuments** Survey monuments are physical evidence of a real property boundary. A monument is set by a surveyor as shown on a subdivision map, record of survey, parcel map, corner record or non-record documents. A typical monument may be a lead and disk in concrete (exhibit A), a lead and tack (exhibit B), a pipe with a disk (exhibit C), a shiner and nail (exhibit D) or a well monument with a 2.5 inch brass disk (exhibit E). See Exhibit F for typical locations of monuments. They may be in the sidewalk, middle of the street or at the actual property corner.

**Expectations** Before any construction project is commenced, it is imperative to have a surveyor, whether it is a city surveyor or a private surveyor, research and inspect the site for monuments. The monuments must be referenced.

---

**I certify the following information in this packet was presented to me at this Pre-Construction meeting as an essential condition to complying with Business and Professions Code §8771. I recognize and accept my responsibility as the prime contractor to inform subcontractor(s) about these conditions and to assure their compliance:**

---

Contractor Name (Print) & Date

---

Contractor's Signature



### A. Project Information

1	Does this project require monument perpetuation a private surveyor or city surveyor?	<b>private</b> <input type="checkbox"/>	<b>city</b> <input type="checkbox"/>
2	What is the type of project? (overlay, sewer, park, concrete, SDG&E, GJ, etc)		
3	Will the monuments be marked SAVE & requested later if they have a chance of being disturbed?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
4	Will the monuments be referenced with the initial request?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
5	Is a private surveyor doing the construction staking?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
6		<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

### B. Contractor Responsibilities

- No ground disturbance will occur until the site is inspected by a surveyor.
- The demolition limits of the site must be marked so that the surveyor knows exactly what may be disturbed and needs to be inspected.
- If the project is a private permit, the contractor is responsible for hiring a private surveyor.
- If the project is a City contract, a monument perpetuation request (attached) must be submitted to the city field survey section supervisor via the RE to schedule a city survey crew.
- The request will include the RE's name, date of request, project name, the WBS #, and the due date.
- The request will include a few days of the contractor's work.
- The request will be submitted with a 48 hour or more notice. A week's notice is best.
- The contractor must see an orange X in a circle painted on the site before demo.
- The contractor must also receive an email from the survey supervisor stating the request for monument perpetuation is complete.
- The contractor must submit a new request if any work goes beyond the original marked demo limits.
- The contractor shall NOT reference or set any monuments.

### C. Surveyor Responsibilities

- The survey supervisor will assign a crew to perpetuate monuments upon receipt of the request.
- The surveyor will be responsible for referencing any monuments that may be destroyed during the construction/improvement process.
- The surveyor will prepare a sketch of the reference points and the monument.
- When the construction is complete and accepted by the RE, the surveyor will reset the monuments.
- The surveyor shall file a record with the County Surveyor.



#### **D. RE Responsibilities**

- The RE shall ensure that construction limits are marked.
- The RE shall ensure monument perpetuation requests are submitted to the survey supervisor.
- If the project is a private permit, request proof that a private land surveyor has referenced the monument.
- The RE shall inform the surveyor when the construction is complete and accepted.
- The RE shall not close the project until all records are filed with the County Surveyor. Request the status from the survey supervisor.
- If the project is a private permit, request a copy of the record filed with County Surveyor.

#### **E. Enforcement**

- If a monument is destroyed without being referenced, the contractor shall hire a private surveyor to re-establish the monument and file a record with the County Surveyor.
- A Stop Work Notice may be issued for sites that are in non-compliance with Business and Professions Code §8771.
- The California Penal Code §605  
 Every person who either:
  1. Maliciously removes any monument erected for the purpose of designating any point in the boundary of any lot or tract of land, or a place where a subaqueous telegraph cable lies; or,
  2. Maliciously defaces or alters the marks upon any such monument; or,
  3. Maliciously cuts down or removes any tree upon which any such marks have been made for such purpose, with intent to destroy such marks;
 --Is guilty of a misdemeanor.

#### **F. Exhibits**

<b>A</b>	Survey monument – lead and disk in concrete	<b>Included</b> <input checked="" type="checkbox"/>
<b>B</b>	Survey monument – lead and tack in sidewalk	<b>Included</b> <input checked="" type="checkbox"/>
<b>C</b>	Survey monument – 2" iron pipe and disk in AC	<b>Included</b> <input checked="" type="checkbox"/>
<b>D</b>	Survey monument – pk nail and shiner in AC	<b>Included</b> <input checked="" type="checkbox"/>
<b>E</b>	M-10 survey monument with brass disk in the well in the street	<b>Included</b> <input checked="" type="checkbox"/>
<b>F</b>	Sketch of typical locations of where monuments may be	<b>Included</b> <input checked="" type="checkbox"/>

#### **G. Attachment** Monument Perpetuation Request







EXHIBIT B



EXHIBIT C



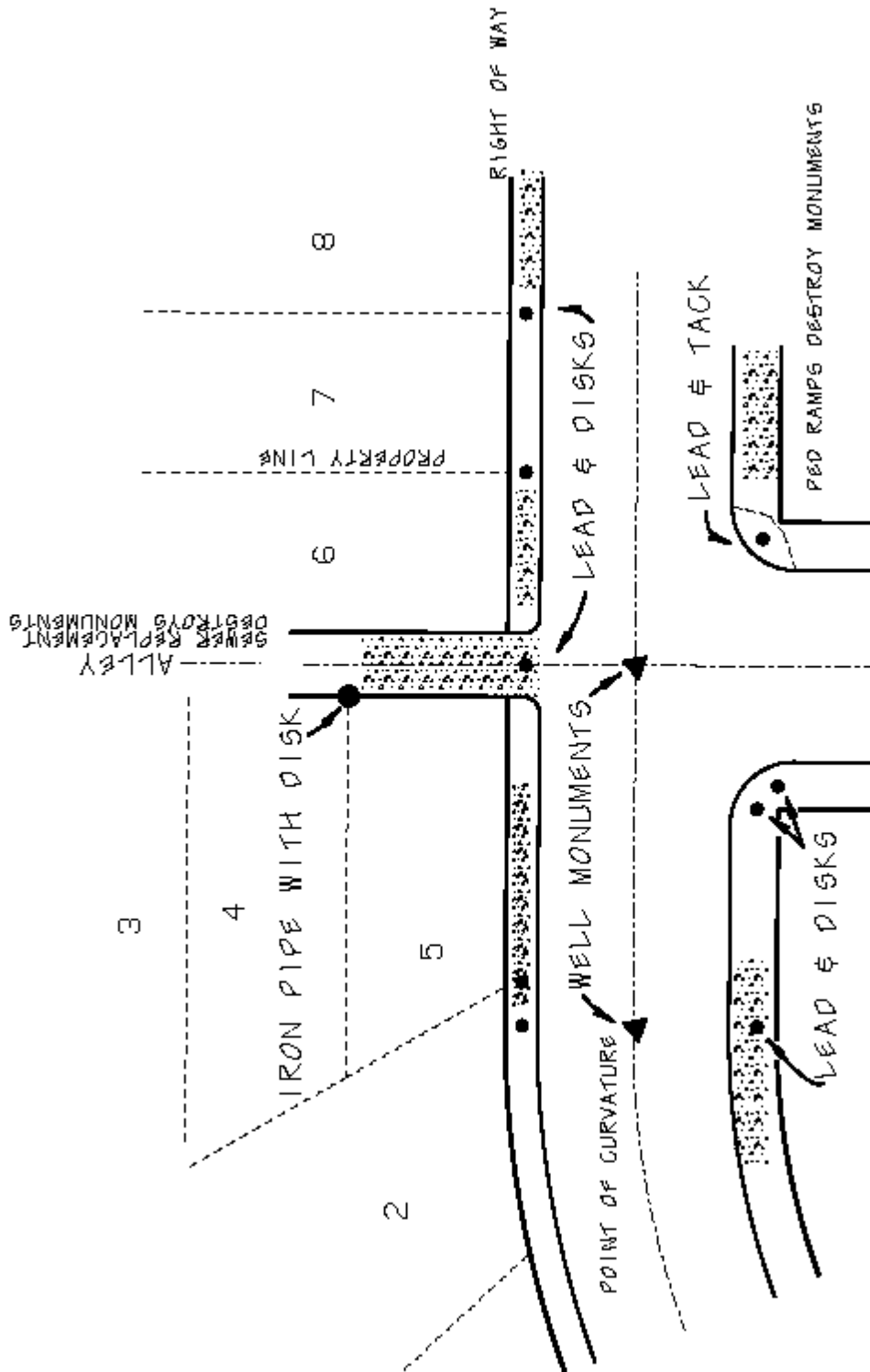




EXHIBIT E



# **SURVEY MONUMENTS PRE-CONSTRUCTION INFORMATION**



**EXHIBIT F**