

# **SURVEY AND ELEVATION CERTIFICATE REQUIREMENTS**

## **Required for all additions and New Construction.**

Survey and elevation certification required for new construction or substantial improvements in Surf City and the ETJ. Surf City Flood Damage Prevention Ordinance, Building Regulations, and Zoning Code require the following.

Before a building permit can be issued, a **preliminary elevation certificate** must be submitted if the property is in a flood zone. It will indicate Base Flood Elevation, Community Panel number, flood zone, adjacent grade elevation, and required elevation of any structure or equipment to be placed on the lot.

Before a building permit can be issued, a **preliminary survey** of the lot must be submitted. The survey has to be dated no more than 180 days prior to being submitted. The following information must be on the survey.

- 1- Physical location and dimensions of the existing and proposed structure(s), driveways (denote pervious if required by ordinance), decks, docks, and other accessory structures. Show distance from EACH property line.
- 2- All yard set backs. Draw on survey. A note or reference will not be accepted.
- 3- All corner stakes
- 4- Any Areas of Environmental Concern (Federal and state wetlands, 30' buffer and 75' AEC on Estuarine Shorelines; vegetation line, 60' setback, 255' AEC in Ocean Hazard etc.) In Estuarine Shoreline AEC provide square feet of impervious surface within 75' of high water; use drip line of structures for this calculation.
- 5- Total square footage of lot.
- 6- Zoning district
- 7- All rights of way or easements.
- 8- Adjoining property owners.
- 9- Denote trees if required by ordinance.
- 10- Show driveway to edge of pavement with width of driveway shown at property line

An elevation certificate or survey that does not contain ALL of the required information will not be accepted.

A **foundation survey** is required once piling or other foundation is installed. This survey must show all of the above information and the actual location and dimensions of the foundation as built. This foundation survey must be submitted **BEFORE PROCEEDING WITH ANY FURTHER CONSTRUCTION**. Failure to do so will result in a **STOP WORK ORDER** being issued.

Within 21 days of establishing floor level, an **under construction elevation certificate<sup>#2</sup>** must be submitted to indicate actual floor elevation. Failure to do so will result in a **STOP WORK ORDER** issued.

Prior to issuing a Certificate of Occupancy, a **final elevation certificate<sup>#3</sup>** must be submitted. This certificate will indicate finished construction and show elevations of all equipment, number of flood vents, etc. An **"As Built" survey** is also required. It must include name and address of owner, physical address of property, exact boundary lines and minimum setback lines and percentage of lot covered by roofed structure(s). All buildings and other structures on lot must be shown including eaves, utility platforms, decks and stairs. Driveways and walkways must denote materials used. Decks must be labeled as roofed or open. All of these documents must be signed by and bear the seal of a licensed NC surveyor.