



## SUBMITTAL REQUIREMENTS FOR PROJECTS INVOLVING GRADING OR FOUNDATION CONSTRUCTION

All structures must comply with setback requirements set forth in County Code Section [311-1](#) et seq. All grading must comply with the setback requirements set forth in County Code Section [331-14](#) et seq. **Applicants, owners, and owner's representatives (collectively called "applicants") shall show the building inspector all of the found survey monuments necessary to establish building setbacks.** The building inspector may waive the requirements for setback checking if it can reasonably be determined that the proposed work is well within the setback requirements. The building inspector may require a licensed land surveyor to set setback stakes near the project site if it is not feasible to run a string line between the property corners due to the distance between survey monuments and/or terrain. Applicants acknowledge that they are responsible for constructing buildings and/or performing grading on the correct site, in the correct location, and outside of all setback areas.

Conformance with setback requirements will be inspected by the building inspector during the pre-site inspection. **It is the responsibility of the applicants to locate, identify, and flag the survey monuments at the property corners (see California Civil Code Section [841](#)).** If a survey monument at the property corner cannot be found, the applicants shall hire a licensed land surveyor to locate the corner monument(s) and/or to set a replacement corner monument. Note that when a land surveyor sets a survey monument, State law requires that they prepare and file a Corner Record or a Record of Survey.

### Submittal Requirements: *(check one)*

Applicants propose to hire a licensed land surveyor to stake setbacks:

Once setbacks have been staked or corner monuments flagged for ease of locating by the building inspector, the land surveyor shall submit a copy of their staking diagram to the Humboldt County Building Department.

After permit issuance and prior to forms/setback inspection surveyor staking certification and diagram shall be submitted to HCBP for review. Staking installed by surveyor will be verified by Building Inspector at site inspection during Setback/Forms inspection.

Applicants are not proposing to hire a licensed land surveyor to stake setbacks:

As part of the building permit application package, applicants shall submit one (1) copy of the Parcel Map, Tract Map, Record of Survey, or Corner Record showing the found survey monuments, upon which they shall highlight the survey monuments found, and highlight the descriptions corresponding to the found survey monuments, and indicate if the survey monument is set at the property corner or is an offset to the property corner

*(check one)*

This information is being submitted now.

This information will be submitted at a later date (prior to the pre-site inspection).

It is the applicant's responsibility to verify that the description of the survey monument shown on the Parcel Map, Tract Map, Record of Survey, or Corner Record matches the survey monument found on the project site. **If there are discrepancies between the found survey monument and the survey monument shown on the Parcel Map, Tract Map, Record of Survey, or Corner Record, the applicants shall hire a land surveyor to identify the location of the property corner.**

Official copies of Parcel Maps, Tract Maps, and Records of Surveys are available at the County Recorder's Office (the official repository for such documents). These maps and Corner Records are available online at [www.hummaps.com](http://www.hummaps.com), [along with Corner Records](#).

**Important Note:** At the time of the on-site pre-site inspection, the building inspector will verify the following:

- That the found survey monument matches the description of those shown on the Parcel Map, Tract Map, Record of Survey, or Corner Record. If there is a discrepancy between the found survey monument and the survey monument shown on the Parcel Map, Tract Map, Record of Survey, or Corner Record, the applicants shall hire a land surveyor to identify the location of the property corner.
- That the survey monument is at the property corner or is an offset monument. Offset monuments shall be taken into consideration when establishing the setback line.
- That the setback lines are established using the horizontal projection method.

**Note regarding the protection, preservation, and perpetuation of survey monuments:**

Pursuant to California Business and Professions Code Section [8771\(d\)](#), the Building Official has designated that the applicants responsible for the construction, grading, and/or maintenance work shall provide for survey monument protection, preservation, and perpetuation. The applicants' signature on this form represents acknowledgment of this responsibility.

California Penal Code Section [605](#) requires that survey monuments be left undisturbed in the ground where they are found. If the nature of the applicants' project will (or could) result in the destruction (or disturbance) of a survey monument, the applicants must hire a licensed land surveyor prior to construction so that the land surveyor can tie out the survey monuments prior to the beginning of construction. The cost for a land surveyor to tie out survey monuments prior to construction is far cheaper than the cost to replace a destroyed (or disturbed) monument that has not been tied out and will allow any monuments destroyed (or disturbed) during construction to easily be replaced. If applicants will be excavating within three (3) feet of a monument, the County of Humboldt highly recommends that a land surveyor be hired to tie out survey monuments prior to construction beginning.

Survey monuments come in all sorts of styles and types. Those common in Humboldt County are pipes and rebar (in the ground) and spikes and nails (in pavement or concrete). Most have a tag or cap with the license number of the surveyor who set the monument.

Note that fence construction is one of the most common reasons why survey monuments at property corners are destroyed. As both fence posts and corner monuments are typically placed at property corners, conflict often arises, and monuments are often destroyed (or disturbed).

Excavating near survey monuments is one of the most common reasons survey monuments become disturbed due to the adjacent excavation compromising lateral support for the survey monument, causing the monument to shift.

If a monument is disturbed or removed from the ground, the applicant must hire a licensed land surveyor to replace it, as it is not appropriate to put a disturbed or removed monument back in the position where it is believed to have originally been located.

Planning & Building Department Application Number: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**IMPORTANT NOTE: It is the applicant's sole responsibility to accurately and clearly mark all property corners, easements, and rights-of-way, and provide a string marking those boundaries. This is a critical step that the applicant must undertake before starting any work. It is necessary to ensure that the building inspector can conduct an accurate Site Setbacks/Footings/Forms Inspection.**