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Boundary and Topographic Survey Submittal Criteria For Residential Projects

To better assist applicants in determining when a boundary and topographic survey is required for a residential development project, the Planning Division has prepared this handout. While this handout identifies common projects that would require a boundary and topographic survey, staff may require a full or partial boundary and topographic survey on a case-by-case basis, depending on the specifics of each project. Applicants for non-residential projects should check with a planner regarding survey requirements. The following should be considered general guidelines for residential projects, and applicants are encouraged to discuss specific projects with a planner before formally submitting the relevant permit application. To ensure that the boundary and topographic survey meets the City's minimum requirements, please see the *Boundary and Topographic Survey Requirements* handout for more detailed information (<http://www.menlopark.org/DocumentCenter/Home/View/246>).

Planning Commission and/or City Council Review

A boundary and topographic survey is necessary for all applications that require discretionary review (e.g. use permit, architectural control, conditional development permit, etc.) for new construction or the addition of square footage to an existing building (e.g. dwelling units, accessory buildings, etc.). Staff advises applicants to obtain a boundary and topographic survey for other projects in portions of the City with known property line discrepancies, and for projects with unusual topographic conditions.

Building Permit Only Review

For projects that do not require discretionary review by the Planning Commission and/or City Council (e.g. building permits, administrative permits, etc.), the Planning Division has identified the following criteria to determine when a boundary and topographic survey is required.

New Construction

When a new dwelling unit is proposed, a boundary and topographic survey of the entire site, identifying the site's boundaries and topography, is required. The survey must be

included in the set of plans and must meet the Planning Division's *Boundary and Topographic Survey Requirements* (see link to handout in introductory paragraph).

Additions of 500 Square Feet or Greater

If the cumulative additions to an existing structure are 500 square feet or greater, regardless of the location on the lot, a complete boundary and topographic survey of the entire site is required for the project. This is required regardless of whether the development is one or two stories. The survey is necessary in order to determine if the existing structure conforms to the zoning district and also to ensure that the proposed additions would comply with the zoning district setback and related requirements.

Addition of Square Footage within One Foot of a Required Setback (First or Second Floor)

When a proposed addition to any existing story is located within one foot of a required setback, the building permit application submittal must include a boundary and topographic survey to determine the location of the existing improvements on the lot and the property lines. This is required regardless of the size of the proposed addition, to ensure that it would comply with the required setback of the Zoning Ordinance. In some cases a full boundary and topographic survey of the entire site may not be necessary, as described in the next section.

Additions of Less Than 500 Square Feet

For additions of less than 500 square feet, a complete boundary and topographic survey of the entire site is not required. In these cases, a partial boundary and topographic survey for the site is acceptable. At a minimum, the affected sides of the existing structure and adjacent property lines are required to be surveyed to ensure that the existing walls and proposed additions would comply with the setback requirement of the Zoning Ordinance.

Interior Remodel/No Increase in Square Footage

For projects that are not adding square footage, a boundary and topographic survey is not typically required. However, depending on the scope of the remodel, associated demolition, and existing conditions on the lot, a boundary and topographic survey could be required to ensure that a nonconforming feature is not being demolished and rebuilt. In addition, if the existing structure is nonconforming to the Zoning Ordinance, the project could require a use permit. Please review the Planning Division's handout on *Nonconforming Structures* (<http://menlopark.org/DocumentCenter/Home/View/248>).

Accessory Buildings

For accessory buildings, the Planning Division has identified specific criteria. For a proposed accessory building of 500 square feet or greater in floor area, a full site boundary and topographic survey is required for the project. If the proposed accessory building is between 200 square feet and less than 500 square feet, and the structure is located within one foot of a required setback, then a partial site boundary and

topographic survey is required. At a minimum, the affected sides of the proposed accessory building and adjacent property lines are required to be surveyed to ensure that the proposed building would comply with the setback requirements of the Zoning Ordinance. Accessory buildings, designed for storage and less than 200 square feet in floor area do not require a survey; however, if the accessory building is designed as an office, play room, or other comparable use, the project will require a partial boundary and topographic survey. Accessory structures do not require a boundary and topographic survey. For more information on the distinctions between accessory buildings and accessory structures, please review the *Accessory Buildings and Structures* handout (<http://menlopark.org/DocumentCenter/Home/View/239>).

Additional Information

As stated previously, staff recommends that all applicants review their preliminary plans with a planner to determine if a boundary and topographic survey is required and also to ensure that the submittal meets all applicable Zoning Ordinance, Municipal Code, and other City requirements. Please review the survey requirement criteria matrix below for a summary of the above information.

Residential Project Survey Requirement Matrix (by Project Type)

Project Type (Dwelling Units)	Full Site Boundary and Topographic Survey	Partial Site Boundary and Topographic Survey	No Survey Required
Discretionary Application (Use Permit, Architectural Control, etc.)	X		
Building Permit Only (New Construction)	X		
Building Permit Only (Addition of 500 s.f. or Greater)	X		
Building Permit Only (Addition of Less Than 500 s.f. within One Foot of Required Setback)		X	
Building Permit Only (Interior Remodel)			X
Project Type (Accessory Buildings)	Full Site Boundary and Topographic Survey	Partial Site Boundary and Topographic Survey	No Survey Required
New or Addition of 500 s.f. or Greater	X		
New or Addition Between 200 s.f. and Less Than 500 s.f.		X	
New Less than 200 s.f. Designed as Storage or Similar Uses			X
New Less than 200 s.f. Designed as Office, Play Room, or Similar Uses		X	

*This table identifies typical criteria used to determine when a survey is required.