

TEMPLATE FOR SURVEYORS
TO VERIFY
HORIZONTAL & VERTICAL CONTROL

[Letter to be on Surveyor's letterhead showing firm name, address, phone, email.]
[For questions please call 650-330-6704]

Date _____

Building Official
City of Menlo Park
701 Laurel St
Menlo Park, CA 94025

RE: Structure Setback and Elevations
for Proposed Structure at [address]
[building permit number]

Dear Building Official:

This letter is to certify the following:

_____We have inspected and field-verified the **horizontal** locations of the concrete foundation forms [or drilled piers] for the subject property and found them to agree with the approved plan and to be completely within the building setbacks.

_____We have inspected and field-verified the **vertical** locations of the concrete foundation forms for the subject property and found them to agree with the approved plan and to be in compliance with elevation requirements.

_____Foundations were clean of loose dirt at the bottom. Any dirt, sloughed while placing steel, should be removed.

The following table shows the positions of the forms:

Approved Setback Required	Setback As Constructed	Elevation [datum]
Front _____	_____	_____
Rear _____	_____	_____
Left Side _____	_____	_____
Right Side _____	_____	_____

If property is in flood zone:

Base Flood Elevation (BFE)	_____
Top of Wall Form Elevation	_____
Home/Garage Slab Elevation	_____
Bottom of Floor Joist Elevation	_____

If you have further questions you may contact me at [phone number].

[signature]
[printed name]

[stamp]