



## VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

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## REQUIREMENTS FOR PROPERTY SURVEYS

### Survey Requirements

ALL property surveys must:

- Be to scale, accurate, and legible.
- Show all current existing conditions on and above the ground.
- Provide dimension and setback distance information for all buildings and structures located on the premises from all property lines
- Be prepared by a licensed land surveyor and must have the original seal and original signature of the surveyor.
- Additional requirements for *additions, porticos, roof over patio, tiered retaining walls, pools, sports courts, etc.*:
  - Must include topography and spot elevations [as needed to verify height setback ratio requirements](#) and compliance with steep slopes code (not required for first floor additions only)
  - Include location of all trees 5" DBH (diameter at breast height) or greater that will be affected by proposed construction
- Additional requirements for *new homes and substantially improved structures*:
  - Include location of all trees 5" DBH (diameter at breast height) or greater on the property
- A property survey is required for *all* project types, except:
  - Projects that involve no changes to the exterior shell of the building or exterior property areas

### Additional Survey Requirements

#### **Foundation surveys**

- Required for all new homes (or extensions when required by the Building Inspector)
- Must be submitted and approved prior to framing
- Must include elevation at top of foundation and location of all septic and drainage structures

#### **Final surveys**

- Required prior to the issuance of a certificate of occupancy or compliance for any construction projects that change the footprint of the structure, or at the discretion of the Building Inspector.
- Required for any projects that receive special exceptions or variances for setbacks or lot coverage from the Zoning Board of Appeals.
- Must show all setback information to all property lines, and conditions on and above the grade (including walkways, driveways, equipment, etc.)
- Up-to-date surveys are required with the submission of any application to legalize and maintain construction.