



CITY OF BRAWLEY ENGINEERING DIVISION
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INFORMATION BULLETIN - JUNE 2023

Survey Monuments on Plan Sets

The purpose of this Information Bulletin is to inform the public and to properly ensure that the City meets its legal obligation for the enforcement of survey monument perpetuation in accordance with [California's Business and Professions Code §8771](#) and [California's Streets and Highways Code §1810.5](#)

The information found in this bulletin is applicable to all private developers, utility companies, engineering and land surveying firms when contracting, constructing, permitting or approving construction that will adversely affect survey monuments; including but not limited to the following criteria/situations.

Public Improvement Projects

Survey monuments are at risk during overlay projects, slurry seal, utility group projects, sidewalk repair, ADA curb ramp projects, utility undergrounding, street lights, road widening, park projects, major buildings, storm drain replacement, traffic signals and all construction within the public right-of-way and private property.

Private Projects, Building and Right of Way Permits

Survey monuments are at risk during the construction of land development projects such as subdivisions, building construction, walls (retaining walls or otherwise),

trenching in the right of way for wet or dry utilities, driveways, encroachments into the right-of-way and curb, gutter or sidewalk repair.

Survey Monuments

Monuments can vary in size and material. Some examples may be a lead or tack set in concrete, lead and brass disk in concrete, railroad spike in asphalt, chiseled "X" in concrete, iron pipe in asphalt or dirt, cedar stake, or could be located within a concrete well monument within the right-of-way.

Documents Referenced in this Information Bulletin

- [Business and Professions Code § 8771](#)
- [Streets and Highways Code §1810.5](#)

Vertical benchmarks may be a 3" brass disk or a brass plug in the top of curb.

The determination as to whether or not something is a survey monument shall be made by a person authorized to practice land surveying.

Permanent survey monuments, both horizontal and vertical, control the location of real property. Survey monuments existing along the public rights-of-way, street centerline, actual property corners and other survey monuments are extremely important for the determination of public and private

land ownership and the location of infrastructure.

Monumentation Perpetuation Requirements

The perpetuation of survey monuments is required per California Land Surveyors Act - Sections 8771 (a-e), 8773, 8773.1, 8773.2, 8773.3 & 8773.4 and intended to protect both public and private property rights in accordance with federal and state law. The City shall perpetuate survey monuments or enforce survey monument perpetuation in accordance with state law. Monument perpetuation shall be performed with every public improvement project, all work performed by city forces and every private land development, building project or Right of Way permit within the City. The City Engineer shall, through the appointed City Land Surveyor, enforce the requirements of this regulation.

Public Improvement Projects (city projects)

- City staff preparing construction documents shall submit all preliminary plans and/or contract documents to the City Engineer's office to evaluate the needs for monument perpetuation.
- The initiating department shall require the design engineer to coordinate with a professional land surveyor to ensure the requirements of Business and Professions Code § 8771 are met.

Public Improvement Projects (city projects) Continued:

- All plans shall show existing monuments on the individual sheets and include general notes for monument identification and preservation or, include a monumentation map within the plan set showing all the monuments within the project limits.
- When using a monumentation map you must include the applicable notes for identification and preservation of monuments.
- All public works contracts that will disturb monuments shall include monument perpetuation in the scope of work.
- The surveyor, shall reference all monuments to be affected by construction. Upon completion and acceptance of new improvements, the surveyor shall reset any monuments that have been destroyed due to the construction of the project and file a Corner Record or Record of Survey with the County Surveyor.
- If a contractor disturbs or destroys a monument without notice to the surveyor, the contractor shall be responsible for the cost of re-establishing the position of the monument. A private land surveyor shall be hired for the surveying associated with re-setting the monument(s).

Post process review (city projects)

- A project is not complete and will not be closed until the Corner Record(s) or Record of Survey is filed with the County.

Land Development Projects, Building and Right of Way Encroachment Permits (Private Projects)

- The applicant or their designated design professional shall coordinate with a professional land surveyor to ensure Business and Professions Code § 8771 is adhered to.
- A private land surveyor shall research, recover and document all existing monuments prior to any disturbance, demolition or construction. A pre-construction Corner Record or Record of Survey shall be filed with the County Surveyor and a copy given to the Community Development Services or Public Works Engineering staff issuing the permit. The surveyor shall also sign the monument preservation certificate.
- All private improvement plans, grading plans, construction plans and building plans shall show existing monuments. A separate monument sheet may be included in the plan set for clarity purposes. All plans need to include applicable notes for identification and preservation of monuments.
- A private land surveyor shall, upon completion of new improvements, reset any monuments that have been destroyed due to the construction of the project and must file a post-construction Corner Record or Record of Survey with the County Surveyor.

- A hold will be placed on the final inspection for all right of way encroachment permits and other types of permits that affect survey monuments. When city surveyors receive confirmation of the filing of the post-construction Corner Record or Record of Survey from the private surveyor, the hold will be released and final inspection can be performed.

Post process review (Private projects)

- A project will not be accepted until all Corner Records or Records of Survey are filed with the County Surveyor by the private surveyor and submitted to the City Engineer for review. Upon acceptance, any hold associated with the monument acceptance of the project will be cleared.
- The applicant or their contractor shall notify the Engineering Inspector or Building Inspector when the monuments have been replaced and a post-construction corner record has been filed prior to final sign-off. The Engineering Inspector or Building Inspector will then contact the city permitting office to clear the hold related to monument acceptance.

FOR ADDITIONAL INFORMATION
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