



Survey – When It Is Required

The following permits require a survey prepared by a Professional Land Surveyor licensed by the Washington Board of Registration for Professional Engineers and Land Surveyors.

Building Permits

For new structures or additions, location of property lines is required for the Building Inspector to verify that the building is set back the minimum distance allowed on the property per the Zoning Code. The property corner survey pins must be located and visible. This is especially important for buildings close to any setback line, in which case it may be necessary to have a string line run between corners. Typically the footings may go into the setback area, but the foundation walls and exterior building wall cannot extend beyond the minimum setbacks. Roof eaves may extend a maximum of two feet into the setback area.

Land Use Permits – Lot Line Adjustments, Short/Long Plats, Critical Area Permits, Binding Site Plans, and some Lots of Record

Any land use permit that changes the location of a property line requires a survey. Even when no change in property lines is proposed, temporary stakes must be set when existing structure(s) are located close to any minimum setback (front, side and/or rear). If the property is vacant or the City determines there is no question regarding the location of existing structures, the applicant may prepare the initial drawing. Otherwise, a surveyor must prepare the initial drawing. The City will prepare a land use document stating as a condition of approval a survey is recorded at the same time the "Statement of Intent" document (prepared by the City and signed by the property owners) is recorded.

Street Development Permits – Extending Water, Sewer and/or Streets

A street (i.e. right-of-way) survey is required if you are doing work in the City right-of-way for water, sewer, stormwater and/or street extensions or improvements.

TO FIND OUT IF A SURVEY HAS BEEN DONE: If you know the owner's name and approximate year of a past survey, check with the Jefferson County Auditor's Office on the 2nd floor of the Courthouse building (the Jefferson/Walker Street brick building with the clock tower), or call them at 385-9115.

IF YOU NEED A SURVEYOR, look in the phone book under "Surveyor's-Land" or "Engineers – Civil." According to Washington State law, only licensed Professional Land Surveyors may advertise land-surveying services. Go to the State site at <https://fortress.wa.gov/dol/dolprod/bpLicenseQuery/> "land surveyors" for a list and status of all Land Surveyors licensed in the State of Washington.

To get a very general idea of your property, you may start with a recorded survey from a neighboring property, or look at fence lines and setbacks of neighboring properties. Power poles are almost always located on the right of way, so they can be an indication of the edge of the street. Aerial photos can be helpful, but are not dependable for accuracy. If you are not sure what the minimum setbacks are for your property's zoning, please ask while you are still in the planning stages and before you submit any plans.