



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

701 Laurel Street
Menlo Park, CA 94025
phone: (650) 330-6702
fax: (650) 327-1653
planning@menlopark.org
<http://www.menlopark.org>

LAND SURVEY REQUIREMENTS

The following requirements have been prepared for the submittal of land surveys as part of development applications that require Planning Commission review (e.g., Use Permit, Variance). Surveys, which need to be prepared by a licensed land surveyor or a qualified licensed civil engineer, are required for all development permit applications that involve the addition of square footage to an existing building or new construction. The following information regarding existing features should be provided/shown on the survey:

- The assessor's parcel number and street address;
- Vicinity map that clearly identifies the relationship of the project site to the adjacent streets and parcels;
- North arrow, graphic scale, and legend (if applicable);
- Adjacent street name(s) with right-of-way width;
- Centerline(s) of the right-of-way for adjacent street(s);
- Bearing and distance information for all property lines/boundaries;
- Recorded lot/block/map data, or if unmapped, the recorded deed document number;
- Traverse closure calculations including gross and net lot areas;
- Referenced City of Menlo Park or other recorded benchmark utilized to perform survey;
- Dimensions from the nearest adjacent property line to the right-of-way centerline and gutter flow line;
- Existing street frontage improvements including sidewalk, curb type, and curb cuts with dimensions;
- Attach a title report inclusive of a legal description (dated within 90 days of the application submittal);
- All existing easements of record;
- Building setback lines;
- All onsite and offsite visible utilities, such as utility poles, anchor wires/cables, vaults, boxes, meters, sanitary sewer clean outs and manholes, and storm water manholes, area drains, and swales;
- Closest fire hydrant location(s) within 150 feet for commercial properties and 250 feet for residential properties;
- Building corner spot elevations and finished first floor elevations for existing structure(s);
- Existing structures and hardscape, including the driveway and apron, with the calculated total area for each and distance from all structures to the closest property line;
- All adjacent building lines within ten feet of any property line;
- Locations of all existing trees greater than 6 inches in diameter with the diameter at standard height (54 inches), species, drip line, and graphical representation of the trunk size;
- Fence lines or retaining walls with the material and height noted;
- Flood zone information. Additionally, if applicable, the special flood zone hazard area boundary with dimensions at each property line;
- Full parcel topographic survey for proposed construction or addition to the existing building footprint greater than 500 square feet. Survey to include all the items listed above, spots, and contours at appropriate intervals (determined by the surveyor's best judgement).

Firms that have performed land surveying work in Menlo Park

Bay Land Consulting
2136 The Alameda, Suite 1E
San Jose, CA 95126
Phone: 408.296.6000
www.baylandconsulting.com
ken@ah-land.com

BKF
255 Shoreline Dr., Suite 200
Redwood City, CA. 94065
Phone: 650.482.6300
<http://www.bkf.com>
dlavelle@bkf.com

Brian G. Taylor, Inc.
BGT Land Surveying
270 Pelican Court
Foster City, CA 94404
650.212.1030
<http://www.bgtsurveying.com/>
lee@bgtsurveying.com

Ed Y.R. Wu, PE, LLS
WEC & Assoc. Inc.
2625 Middlefield Rd, #658
Palo Alto, CA 94306
www.weceng.com/
ed@weceng.com
650-823-6466

Freyer & Laureta
144 North San Mateo Drive
San Mateo, CA 94401
Phone: 650.344.9901
<http://www.freyerlaureta.com>
freyer@freyerlaureta.com

Kier & Wright, C.E. & L.S.
3350 Scott Boulevard, Building 22
Santa Clara, California 95054
Phone: 408.727.6665
<http://www.kierwright.com>
jvigil@kierwright.com

L. Wade Hammond, Licensed Land Surveyor
36660 Newark Blvd., Suite D
Newark, CA 94560
Phone: 510.739.1600
wadehammond@comcast.net

Lea & Braze Engineering, Inc.
2495 Industrial Parkway West
Hayward, California 94545
Phone: 510.887.4086
<http://www.leabraze.com>
gbraze@leabraze.com

MacLeod & Associates, C.E. & L.S.
965 Center Street
San Carlos, CA 94070
Phone: 650.593.8580
dmacleod@macleodassociates.net

Michael T. Turnrose
Turnrose Land Surveying
PO Box 5648
Redwood City, CA 94063
650-324-3316
MikeLS7454@verizon.net

Renner Surveying and Engineering, Inc.
228 Lorton Ave. Suite 3
Burlingame, CA 94010
Phone: 650.685.8131
<http://www.renner-inc.com/services.html>
sweiss@renner-inc.com
erenner@renner-inc.com

Sandis Humber Jones Civil Engineers
605 Castro St
Mountain View, CA, 94041-2011
Phone: 650.969.6900
dbetham@sandis.net

Scott Hoffman
Bay Land Consulting
2136 The Alameda
San Jose, CA 95126
408-296-6000
www.baylandconsulting.com/

Smith, Randlett, Foulk & Stock, Inc., C.E. & L.S.
1735 E Bayshore Rd Ste 6A
Redwood City, CA 94063
Phone: 650.368.1137
www.srfs.com
smithrfs@sbcglobal.net

Triad/Holmes Associates
777 Woodside Rd., Suite 2A
Redwood City, CA 94061
Phone: 650.366.0216
<http://www.thainc.com/>
sf@thainc.com

Wilsey Ham
393 Vintage Park Drive, Suite 100
Foster City, CA 94404
Phone: 650.349.2151
FosterCity@wilseyham.com

The above list of surveyors is provided as a courtesy only. The City does not require the use of one of the listed surveyors, nor is the list intended to serve to exclude the selection and use of any other surveyors or qualified engineers not included in the list. The City shall have no liability or responsibility for the work performed by any of the surveyors/engineering firms listed.

v:\handouts\approved\survey requirements.doc