

## CONSTRUCTION PLANS SUBMITTAL CHECK LIST

### SURVEY QUICK CHECK LIST

*See City of Oakland Amendments to the California Model Building Codes Section 15.04.140*

A combined map or separate maps of a boundary survey, including easement locations, and a topographic survey shall be submitted with all applications for a building permit for a new structure and as otherwise required by the Building Official. One electronic copy in an approved format and two non-electronic copies of the map or maps shall be submitted on approved media (compact disk, heavy bond paper, etc.) which shall bear the seal and wet signature of the Surveyor in Responsible Charge. The surveys shall have been performed (or recertified) not more than three years prior to the date of the permit application. The surveys shall be drawn to a scale of not less than one inch equals ten (10) feet. The boundary survey shall be retraceable independent of the monuments or other markers that have been set during the survey.

For Accessory Dwelling Unit (ADU) or Accessory Structure as defined in CRC Chapter 2, only items with asterisk (\*) are required.

#### The following information shall be included on the map or maps:

OK	NEEDED	
<input type="checkbox"/>	<input type="checkbox"/>	1* The boundary lines of the subject property with their courses and lengths.
<input type="checkbox"/>	<input type="checkbox"/>	2* Identification of and ties to the local, nearby, and permanent monuments.
<input type="checkbox"/>	<input type="checkbox"/>	3* A Basis of Survey statement that identifies how the boundary lines for the site have been developed.
<input type="checkbox"/>	<input type="checkbox"/>	4* A Basis of Bearings statement that identifies how the bearings for the boundary lines have been derived.
<input type="checkbox"/>	<input type="checkbox"/>	5* Identification of the locations and type of monuments or other makers set by the Surveyor in Responsible Charge with the elevations above and below City of Oakland datum or Port of Oakland datum, as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	6 The record distance along the public right-of-way line from a side property line to the nearest intersecting street.
<input type="checkbox"/>	<input type="checkbox"/>	7* The distance and direction from a frontage corner of the site to the nearest existing fire hydrant.
<input type="checkbox"/>	<input type="checkbox"/>	8 Contour lines of the existing ground surface elevations with an interval spacing not more than five feet.
<input type="checkbox"/>	<input type="checkbox"/>	9 Grades and contours shall extend to the centerline of improved streets and to the opposite side of the public right-of-way on unimproved streets and to a minimum of ten (10) feet beyond the side and rear property lines
<input type="checkbox"/>	<input type="checkbox"/>	10* The location of all existing buildings or other pertinent structures (retaining walls, arbors, etc.) on the property.
<input type="checkbox"/>	<input type="checkbox"/>	11* The locations of existing public and private infrastructure improvements, including curbs, sidewalks, pavement, sewers, conduits, waterways, and culverts, either on or affecting the property and any proposed easements required in connection therewith.
<input type="checkbox"/>	<input type="checkbox"/>	12* The location, nature, and record information, of all public and private easements of record located on or directly affecting the site.
<input type="checkbox"/>	<input type="checkbox"/>	13 The location and width of existing driveways, referenced to any existing driveways within fifty (50) feet, with an indication of the percentage gradient of the existing driveway.
<input type="checkbox"/>	<input type="checkbox"/>	14 The location of traffic signal poles, street lighting standards, fire hydrants, sidewalk boxes, street trees, signs, pull boxes, parking meters or parking pay stations, utility poles, City Monuments and/or bench marks, and any other utilities or fixed objects within fifty (50) feet of a proposed driveway that may interfere with access to the property.
<input type="checkbox"/>	<input type="checkbox"/>	15 The location at the approximate center of the base and the diameter at breast height of all protected trees as required by Chapter 12.36 of the Oakland Municipal Code.
<input type="checkbox"/>	<input type="checkbox"/>	16* A North arrow, the date that the field survey was performed, the area of the site, the scale of the plat, and a title block which includes the legal description of the site.
<input type="checkbox"/>	<input type="checkbox"/>	17 Existing horizontal or vertical curves within three hundred (300) feet of a proposed driveway.
<input type="checkbox"/>	<input type="checkbox"/>	18 The location of existing crosswalks and bus stops within one hundred (100) feet of a proposed driveway.
<input type="checkbox"/>	<input type="checkbox"/>	19* Any additional information necessary to obtain compliance with this Code or related State laws and local ordinances as determined by the Building Official, including, but not limited to: a. boundary closure and area calculations (2 copies, sealed and signed by the surveyor); b. evidence of compliance with State laws relating to mandatory filing of corner record(s) or a record of survey.
<input type="checkbox"/>	<input type="checkbox"/>	20* A (surveyor) statement signed by the Surveyor in Responsible Charge for the boundary survey map and/or topographic survey map.
<input type="checkbox"/>	<input type="checkbox"/>	21* Public Advisory.

## CONSTRUCTION PLANS SUBMITTAL CHECK LIST

### **SITE PLAN QUICK CHECK LIST**    *See City of Oakland Amendments to the California Model Building Codes Section 15.04.140*

All applications for a building permit for a new building, or as otherwise required by the Building Official, shall be accompanied by a Plot Plan which has been certified within three years prior to date of permit application. The plot plan shall be based upon and show all information that is required to be shown upon the boundary survey and topographic survey maps of subject site. Four wet signed and sealed copies of the plot plan shall be submitted with the permit application. Scale of the plot plan shall be no smaller than one inch equals ten (10) feet.

For Accessory Dwelling Unit (ADU) or Accessory Structure as defined in CRC Chapter 2, only items with asterisk (\*) are required.

#### **The following information shall be included on the Plot Plan:**

OK	NEEDED		
<input type="checkbox"/>	<input type="checkbox"/>	1*	All relevant data from boundary survey and topographic survey.
<input type="checkbox"/>	<input type="checkbox"/>	2*	Locations of the proposed building and other structures and improvements with proper references to every existing building and other structure and improvement on the property. Existing buildings and other structures and improvements indicated on the survey and that will be (or have been since the survey was prepared) demolished should be indicated as such on the plot plan.
<input type="checkbox"/>	<input type="checkbox"/>	3	Design of all off-street parking and loading facilities, including parking stall size, angle of parking, aisle width, interior circulation and proposed grades. If a parking structure is being constructed, a reference to this should be made on the plot plan.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location and dimensions of ground level usable open space as required by the Planning Code.
<input type="checkbox"/>	<input type="checkbox"/>	5	Indication of landscaping and screening as required by the Planning Code.
<input type="checkbox"/>	<input type="checkbox"/>	6	Indication as to which protected trees, if any, as defined in Chapter 12.36 of the Oakland Municipal Code may be removed or damaged by proposed construction.
<input type="checkbox"/>	<input type="checkbox"/>	7	The proposed street grades along the property line contiguous to the street in not less than three places, where property shown on plat abuts on an unimproved street.
<input type="checkbox"/>	<input type="checkbox"/>	8*	The location, ties to boundary monuments, and elevations of all proposed improvements, including parking pads, garages, buildings, interior floors, decks, retaining walls, exterior stairways, and driveways.
<input type="checkbox"/>	<input type="checkbox"/>	9*	The location of the proposed building sewer connecting the proposed improvements to the main sewer with the flow line elevation shown at the main sewer connections.
<input type="checkbox"/>	<input type="checkbox"/>	10	The location, width, and grades of proposed driveways, properly referenced to any existing driveways, poles, signs, hydrants, or any fixed objects within fifty (50) feet, that may interfere with access to the property.
<input type="checkbox"/>	<input type="checkbox"/>	11	All proposed grades, elevations, and contours based upon City of Oakland datum or Port of Oakland datum, as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	12	All proposed contour lines at not more than five foot intervals, which contours shall extend over the portion of the public right-of-way proposed to be improved.
<input type="checkbox"/>	<input type="checkbox"/>	13	Where roof rain leaders cannot drain to the street or where storm water runoff is concentrated, an acceptable drainage plan prepared by a registered design professional is required.
<input type="checkbox"/>	<input type="checkbox"/>	14*	Any additional information necessary to obtain compliance with this Code or related State laws or local ordinances as determined by the Building Official.
<input type="checkbox"/>	<input type="checkbox"/>	15*	A Designer's Statement.

## **BOUNDARY AND TOPOGRAPHIC SURVEYOR STATEMENT**

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the California Land Surveyors' Act at the request of

\_\_\_\_\_ *Insert owner or agent's name* \_\_\_\_\_, on \_\_\_\_\_ *date* \_\_\_\_\_.

I hereby state that all existing grades and contours are based upon City of Oakland/Port of Oakland (*select one*) datum.

I hereby further state that to the best of my knowledge all provisions of applicable state laws and local ordinances have been fully satisfied.

I hereby further state that the parcel(s) designated by my survey and shown on this map is (are) the same as that shown on (*select the applicable statement from the following*)

- that (those) certain deed(s), recorded date \_\_\_\_\_, insert recording information: series, O.R., etc. \_\_\_\_\_, in the Office of the Alameda County Recorder, and identified on the current equalized assessment roll of the Alameda County Assessor as Parcel No.: *insert APN*
- that certain Map entitled: map name \_\_\_\_\_, filed on date \_\_\_\_\_, in Book of Maps \_\_\_\_\_, pages \_\_\_\_\_, in the Office of the Alameda County Recorder.
- Parcel Map Waiver Map, recorded date \_\_\_\_\_, insert recording information: series, O.R., etc. \_\_\_\_\_, in the Office of the Alameda County Recorder.

I hereby further state that in accordance with the California Land Surveyors' Act the performance of this survey (*select the applicable statement from the following choices*)

- does not require a Corner Record or Record of Survey to be filed.
- requires that a Corner Record be filed and I will file (*or have filed*) a corner record within the time limits prescribed by State Law. Once filed by the County Surveyor in official records I will provide a copy to the City Surveyor's office.
- requires that a Record of Survey be filed with the Alameda County Surveyor, and I will (*or have*) file(*d*) same within the time limits prescribed by State Law. If, in the course of such filing, changes are necessary to the Record of Survey that reflect upon the survey submitted to the City of Oakland, I will promptly submit a corrected copy of said survey to the City.

I hereby acknowledge that this survey shall be a public record and may be available for inspection and distribution to the general public.

\_\_\_\_\_ (Signature) \_\_\_\_\_

Date \_\_\_\_\_

R.C.E/P.L.S \_\_\_\_\_ (number) \_\_\_\_\_

Expires \_\_\_\_\_

*For use when the boundary survey (and/or easement determination) is not performed by, or under the responsible charge of, the surveyor who is responsible for the topographic survey*

### **BOUNDARY SURVEY STATEMENT**

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the California Land Surveyors' Act at the request of

\_\_\_\_\_ *Insert owner or agent's name* \_\_\_\_\_, on \_\_\_\_\_ *date* \_\_\_\_\_.

I hereby further state that, to the best of my knowledge, all provisions of applicable state laws and local ordinances have been fully satisfied.

I hereby further state that in accordance with the California Land Surveyors' Act the performance of this survey (*select the applicable statement from the following choices*)

- does not require a Corner Record or Record of Survey to be filed.
- requires that a Corner Record be filed and I will file (*or have filed*) a corner record within the time limits prescribed by State Law. Once filed by the County Surveyor in official records I will provide a copy to the City Surveyor's office.
- requires that a Record of Survey be filed with the Alameda County Surveyor, and I will (*or have*) file(*d*) same within the time limits prescribed by State Law. If, in the course of such filing, changes are necessary to the Record of Survey that reflect upon the survey submitted to the City of Oakland, I will promptly submit a corrected copy of said survey to the City.

I hereby acknowledge that this survey shall be a public record and may be available for inspection and distribution to the general public.

\_\_\_\_\_ (Signature) \_\_\_\_\_

Date \_\_\_\_\_

R.C.E/P.L.S \_\_\_\_\_ (number) \_\_\_\_\_

Expires \_\_\_\_\_

### **TOPOGRAPHIC SURVEY STATEMENT**

This map correctly represents a topographic survey made by me or under my direction in conformance with the requirements of the California Land Surveyors' Act at the request of

\_\_\_\_\_ *Insert owner or agent's name* \_\_\_\_\_, on \_\_\_\_\_ *date* \_\_\_\_\_.

I hereby state that the property boundary shown upon this map is based upon a survey performed by *insert name and license number of surveyor performing the boundary work*, on *date*, 20\_\_.

I hereby state that all existing grades and contours are based upon *City of Oakland/Port of Oakland (select one)* datum.

I hereby further state that, to the best of my knowledge, all provisions of applicable state laws and local ordinances have been fully satisfied.

I hereby acknowledge that this survey shall be a public record and may be available for inspection and distribution to the general public.

\_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

R.C.E/P.L.S \_\_\_\_\_ (number)

Expires \_\_\_\_\_

### **PUBLIC ADVISORY**

This map is based on private surveys performed by licensed professionals and will not be updated or corrected by the City of Oakland after its filing. No warranty, either expressed or implied, is made by the City of Oakland that this map and the survey information on which it is based is correct, accurate, and current, nor that the City will retain for public inspection any related information which may be subsequently submitted to the City, including alleged or actual discrepancies, inaccuracies, deficiencies, and errors.

## **DESIGNER'S STATEMENT**

This plot plan correctly represents a plot plan made by me or under my direction.

I hereby state that to the best of my knowledge all provisions of applicable State laws and local ordinances have been fully satisfied.

I hereby further state that all proposed grades, elevations and contours are based upon a survey by (name and license no. of surveyor) dated (date of survey) that was indicated thereon by the surveyor thereof as being based upon City of Oakland datum.

*(OR, if applicable):*

I hereby further state that all proposed grades, elevations and contours are based upon a survey by (name and license no. of surveyor) dated (date of survey) and a topographic survey by (name and license no. of surveyor) dated (date of survey) that were indicated thereon by the surveyors thereof as being based upon City of Oakland/Port of Oakland *(select one)* datum.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

Title: \_\_\_\_\_

License Number: \_\_\_\_\_  
*(number)*

Expires \_\_\_\_\_