



**Survey Monuments on Plan Sets**  
CITY OF EL CENTRO ENGINEERING DIVISION  
1275 W. MAIN STREET, EL CENTRO CA 92243  
CALL (760) 337-5182  
FOR ADDITIONAL INFORMATION

**INFORMATION  
BULLETIN**  
  
**006**  
  
**FEBRUARY 2020**

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 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 the general Note “A” as shown on Sheet 3 of 4 of this information bulletin (unless included in the contract specifications) 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 note on the plan set. See Note “C” on Sheet 4 of 4 of this information bulletin.
- 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 Note “B” as shown on Sheet 3 of 4 of this information bulletin.
- 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.

**Note “A” - Public Improvement Projects (city project) Note:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY MONUMENTATION AND/OR BENCHMARKS WHICH WILL BE DISTURBED OR DESTROYED BY CONSTRUCTION. SUCH POINTS SHALL BE REFERENCED AND REPLACED WITH APPROPRIATE MONUMENTATION BY A LICENSED LAND SURVEYOR OR A REGISTERED CIVIL ENGINEER AUTHORIZED TO PRACTICE LAND SURVEYING. A CORNER RECORD OR RECORD OF SURVEY, AS APPROPRIATE, SHALL BE FILED BY THE LICENSED LAND SURVEYOR OR CIVIL ENGINEER AS REQUIRED BY THE PROFESSIONAL LAND SURVEYORS ACT (BUSINESS AND PROFESSIONS CODE SECTION 8771).

**Note “B” - Land Development Projects, Building, Grading and Right of Way Encroachment Permits:**

THE PERMITTEE SHALL BE RESPONSIBLE FOR THE COST OF REPLACING ALL SURVEY MONUMENTS DESTROYED BY CONSTRUCTION. IF A VERTICAL CONTROL MONUMENT IS TO BE DISTURBED OR DESTROYED, THE CITY ENGINEER’S OFFICE SHALL BE NOTIFIED IN WRITING AT LEAST 7 DAYS PRIOR TO DEMOLITION/CONSTRUCTION.

THE TYPE OF CONSTRUCTION PROPOSED WILL NOT AFFECT ANY SURVEY MONUMENTS (this line is for projects that are proposing no demolition, trenching, associated with a CIP, etc.)

\_\_\_\_\_  
NAME DATE

PRIOR TO PERMIT ISSUANCE, THE PERMITTEE SHALL RETAIN THE SERVICE OF A PROFESSIONAL LAND SURVEYOR OR CIVIL ENGINEER AUTHORIZED TO PRACTICE LAND SURVEYING WHO WILL BE RESPONSIBLE FOR MONUMENT PRESERVATION AND SHALL PROVIDE A CORNER RECORD OR RECORD OF SURVEY TO THE COUNTY SURVEYOR AS REQUIRED BY THE PROFESSIONAL LAND SURVEYORS ACT, IF APPLICABLE. (SECTION 8771 OF THE BUSINESS AND PROFESSIONS CODE OF THE STATE OF CALIFORNIA)

**I HAVE INSPECTED THE SITE AND DETERMINED THAT:**

- NO SURVEY MONUMENTS WERE FOUND WITHIN THE LIMITS OF WORK
- SURVEY MONUMENTS EXISTING IN OR NEAR LIMITS OF WORK WILL BE PROTECTED IN PLACE
- SURVEY MONUMENTS HAVE BEEN TIED OUT AND A FINAL OR PARCEL MAP WILL BE FILED (No Corner Record or Record of Survey will be required)
- OTHER AGENCY SURVEY MONUMENT (Corner Record or Record of Survey may not be required). Agency has been notified of possible monument destruction and a letter provided to City.
- A PRE-CONSTRUCTION CORNER RECORD (OR RECORD OF SURVEY) FOR SURVEY MONUMENTS FOUND WITHIN THE LIMITS OF WORK HAS BEEN FILED.

CORNER RECORD# \_\_\_\_\_ OR RECORD OF SURVEY# \_\_\_\_\_

\_\_\_\_\_  
NAME P.L.S. XXXX / R.C.E. XXXXX DATE

**Post Construction Corner Record (As-Built item)**

POST CONSTRUCTION CORNER RECORD FOR SURVEY MONUMENTS DESTROYED DURING CONSTRUCTION AND REPLACED AFTER CONSTRUCTION.

CORNER RECORD# \_\_\_\_\_ OR RECORD OF SURVEY# \_\_\_\_\_

\_\_\_\_\_  
NAME P.L.S. XXXX/ R.C.E. XXXXX DATE




**NOTE “C” - TO BE PLACED ON A MONUMENTATION MAP—  
Capital Improvement Program (CIP) Projects and Public Improvement Projects**

THIS MAP WAS CREATED FROM A PARCEL LAYER AND DOES NOT DEPICT THE ACTUAL LOCATION OF THE PROPERTY LINES. NO BOUNDARY ANALYSIS WAS PERFORMED. THE SURVEY MONUMENTS HAVE BEEN LOCATED BY SURVEY GRADE MEASUREMENTS, AND ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY.

A LICENSED LAND SURVEYOR SHALL BE RETAINED TO REPLACE SUCH MONUMENTS WITH APPROPRIATE MONUMENTS. WHEN SETTING SURVEY MONUMENTS USED FOR RE-ESTABLISHMENT OF THE DISTURBED CONTROLLING SURVEY MONUMENTS AS REQUIRED BY SECTION 8771 OF THE BUSINESS AND PROFESSIONS CODE OF THE STATE OF CALIFORNIA, A CORNER RECORD OR RECORD OF SURVEY, AS APPROPRIATE, SHALL BE FILED WITH THE COUNTY SURVEYOR.

IF ANY HORIZONTAL OR VERTICAL CONTROL IS TO BE DISTURBED OR DESTROYED, THE RETAINED LICENSED LAND SURVEYOR SHALL BE NOTIFIED IN WRITING PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF REPLACING ANY HORIZONTAL CONTROL AND VERTICAL CONTROL BENCHMARKS DESTROYED BY THE CONSTRUCTION. THE FILING OF A CORNER RECORD OR RECORD OF SURVEY, AS APPROPRIATE SHALL BE FILED WITH COUNTY SURVEYOR. A COPY OF THE FILED DOCUMENT SHALL BE FURNISHED TO THE CITY OF EL CENTRO’S CITY ENGINEER.

LEGEND

	LOCATION OF EXISTING SURVEY MONUMENT
	LOCATION OF EXISTING MONUMENT WELL
	MAP NUMBER