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	Process Narrative		Proposed	PN-#####	00/00/00
<i>Document Name:</i>	PERPETUATION OF SURVEY MONUMENTS FOR ALL PUBLIC IMPROVEMENT AND LAND DEVELOPMENT PROJECTS			<i>Page:</i>	1 of 5
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PURPOSE:

The purpose of this PN is to document the City’s standard policies with respect to the responsibilities of perpetuating survey monuments.

The City is responsible for the perpetuation of survey monuments and/or the enforcement of survey monument perpetuation in accordance with [California’s Business and Professions Code §8771 \(b\)](#) and [California’s Streets and Highways Code §1810.5](#). The perpetuation of survey monuments is required and intended to protect both public and private property rights in accordance with federal and state law.

Public Improvement Projects. Survey monuments are at risk during overlay projects, slurry seals, utility group projects, sidewalk repair, ADA curb ramp projects, SDG&E 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.


Land Development Projects/Right of Way Permits. Survey monuments are at risk during the construction of land development projects such as subdivisions, buildings, retaining walls, utilities, driveways, encroachments into the right-of-way and sidewalk repair.

SCOPE:

This PN covers permanent survey monuments, both record and non-record. It does not cover construction staking. It also does not cover all the City contractors’ responsibilities as those are covered in the City’s Standard Specifications for Public Works.

DEFINITION(S):

“**Permanent Survey Monuments**”, both horizontal and vertical, control the location of real property. Right-of-way, street centerline, property monuments, and other survey monuments are extremely important for the determination of public and private land ownership. Monuments can vary in size and material. Examples may be a brass disk in concrete, railroad spike in asphalt, tack in lead in concrete, chiseled X in concrete, iron pipe in asphalt or dirt, cedar stake, or concrete monuments in wells. Vertical benchmarks may be a 3” brass disk or a brass plug in the curb. The determination as to whether or not something is a monument shall be made by a person authorized to practice land surveying.

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RESOURCE REQUIREMENTS:

Under the direction of the City Engineer, the Field Engineering Division, Field Survey Section (Field Surveys) shall assure conformance with statutory requirements for the preservation of survey monuments. The City Engineer shall, through Appointing Authorities, enforce the requirements of this regulation.


PROCESS:

Monument perpetuation shall be performed with every public improvement project, all work performed by City forces and every private land development project or Right of Way permit within the City.

Public Improvement Projects.

- a. Public Works Department – Engineering and Capital Projects Division; Public Utilities Department – Metropolitan Wastewater Division and Water Division; Transportation & Storm Water Department – Storm Water Division and Streets Division, and Park & Recreation Department shall submit all preliminary plans or contract documents to Field Surveys to evaluate the needs for monument perpetuation.
- b. The initiating department shall require the design engineer to coordinate with a professional land surveyor or Field Surveys to ensure the requirements of Business and Professions Code § 8771 (b) are met.
- c. All construction plans shall show existing monuments and include the following general note (unless included in the specifications):

“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

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THE REGISTERED CIVIL ENGINEER AS REQUIRED BY THE LAND SURVEYOR’S ACT (BUSINESS AND PROFESSIONS CODE 8771)”

- d. All public works contracts that will possibly disturb monuments shall include monument perpetuation in the scope of work.
- e. The contracted surveyor, whether City or private, shall reference all monuments to be effected. Upon completion and acceptance of new improvements, the surveyor shall reset sufficient monuments and file a Corner Record or Record of Survey with the County Surveyor.
- f. If a contractor disturbs/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 may be hired or Field Surveys may be compensated for the surveying cost.

Land Development Projects/Right of Way Permits.

- a. Development Services Department shall require the design engineer to coordinate with a professional land surveyor to ensure Business and Professions Code § 8771 (b) is adhered to.
- b. A private land surveyor shall research, recover and document all existing monuments prior to any disturbance/demolition/construction. A Corner Record or Record of Survey shall be filed with the County Surveyor.
- c. All improvement plans, grading plans and construction plans shall show existing monuments and include the following general 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 THE REGISTERED CIVIL

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ENGINEER AS REQUIRED BY THE LAND SURVEYOR’S ACT
(BUSINESS AND PROFESSIONS CODE 8771)”

A separate Monument Sheet may be included in the plans for clarity purposes.

- d. A private land surveyor shall, upon completion of new improvements, reset sufficient monuments and file a Corner Record or Record of Survey with the County Surveyor.


POST PROCESS REVIEW:

Public Improvement Projects. A project is not complete and shall be not be closed until all Corner Records or Records of Survey are filed with the County. The Resident Engineer shall be responsible for coordinating with Field Surveys.

Land Development Projects/Right of Way Permits. Field Surveys will determine if the final monumentation requirement is satisfied. Subsequently, they shall clear the monuments for the acceptance of the project. A project shall not be accepted until all Corner Records or Records of Survey are filed with the County Surveyor by the private surveyor. The Resident Engineer shall be responsible for coordinating with Field Surveys.

ATTACHMENTS:

- (1) [California Business and Professions Code §8771\(b\)](#)
- (2) [California Streets and Highways Code §1810.5](#)

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FOR INTERNAL CONTROLS USE ONLY

RISKS ASSOCIATED WITH THIS PROCESS:

Identify risks associated with this process.

INTERNAL CONTROL POINTS:

Control Legend:

Control Category	P D	Preventive Detective
Control Method	M A	Manual Automated
Control Type	C A V R	Completeness Accuracy Validity Restricted Access

Manual Key Controls:

System Key Controls:

FINANCIAL STATEMENT ASSERTIONS:

1. Existence or Occurrence
2. Completeness
3. Valuation and Allocation
4. Rights and Obligations
5. Presentation and Disclosure