



**Department of Community Development
Building Division**

4800 West 92nd Avenue Westminster, Colorado 80031
For Information call (303) 658-2075 Fax (303) 706-3922

CITY INDIVIDUAL LOT SURVEY PROGRAM

The review and inspection of individual lot horizontal dimensioning, grading, and drainage for single family detached homes, duplexes, and Townhome properties will consist of review and inspection at three steps during the permitting & construction process. Those three steps are described in more detail as follows:

Site/ Plot Plan Review (Prior to permit issuance):

- Applicant shall submit a hard copy site/ plot plan along with the building permit submittal package to the Building Division. This site plan must contain the required information as listed on the Residential Lot Survey Standards Checklist. Concurrent with the hard copy submission, a digital copy must also be electronically submitted.
- The Building Division will deliver the submitted site/plot plan to the City's outside consultant.
- The outside consultant will review the submitted site/plot plan and verify it meets the submittal requirements and complies with the overall development approval and other established standards.
- The outside consultant will transmit the completed checklist to the Building Division with approval and/or comments within two (2) working days of receipt.

Site Survey/Foundation Form Check:

- The contractor's survey firm will conduct a site inspection and survey of the foundation forms. The inspection shall be performed prior to the placement of wall/ grade beam/ PT slab concrete.
- This survey will verify that the in -place elements comply with those listed on the City foundation survey certification form and are within the allowed tolerances.
- If the in-place elements comply with the City's standards, as determined by the contractor's survey firm, the contractor can proceed with placement of the foundation concrete.
- An executed City foundation survey certification form is to be provided to the City.
- The City will then review and approve the survey. If the survey is approved, a release will be put into the City's permitting software system, which will allow the contractor to obtain further City inspections.
- If the Contractor's survey firm cannot execute the City's certification form, due to issues in the field, the City is to be notified and provided all relevant information regarding the out of compliance issue. **Foundation concrete is NOT to be placed until the issue is resolved.**

Final As-Built ILC / Grade Certificate Review:

- An as-built survey is to be performed that produces an ILC / grading cert meeting the City's requirements. The as-built grading survey is to be performed after soil amendment, soil till, and final grading has been done.
- **The final as-built ILC & drainage certificate submitted to the City must bear the seal of a state-licensed land surveyor. The as-built survey documents must be accompanied by a sealed City Certification Form.**
- Should the survey firm not be able to execute the City certification form, the as-built ILC and as-built grade certificate are to be submitted to the City along with an explanation as to what items do not comply with the City standards. A review of the documents by the City Engineering Division will then be required.
- **Final inspections will not be passed until the as-built ILC, grade certificate, and City certification form have been received by the City, checked for completeness, and approved by the City.**