



Edwin M. Lee, Mayor  
Mohammed Nuru, Director

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**DPW Order No: 182647**

**ESTABLISHING GUIDELINES FOR THE PROTECTION AND PRESERVATION OF SURVEY MONUMENTS WITHIN THE CITY AND COUNTY OF SAN FRANCISCO.**

- I. **PURPOSE:** The State of California Business and Professions Code, Sections 8725 and 8771, and Streets and Highways Code, Sections 732 and 732.5 govern and protect the setting of survey monuments which provide horizontal and vertical survey control for subdivisions, tracts, boundaries, roads, streets or highways. This Department of Public Works (DPW) Order provides detailed information and guidelines for the protection and preservation of survey monuments within the City and County of San Francisco.
  
- II. **GENERAL INFORMATION:**
  1. All survey monuments shall be located, referenced and/or re-set by the office of the City & County Surveyor or under the direction of a licensed land surveyor or a pre-1982 registered civil engineer prior to the construction, reconstruction, maintenance, resurfacing of public rights-of-way.
  2. Many references to monuments or monument lines exist in the form of marks at building corners, granite curbs, fire hydrants, manhole/utility covers, etc. The City's primary goal and concern is to protect and preserve those City monuments marked with brass survey markers or similar markers, as noted on the City's Monument Mapping System. Monuments can exist in monument wells or they can be inserted directly into sidewalks and/or other permanent locations.
  3. Other monuments may exist, including those set by federal agencies; e.g. USGS, U.S. Army, U.S. Navy; private surveyors for subdivisions, et al. These monuments must also be preserved where they are located.
  
- II. **PROCESS.** Prior to the construction, reconstruction, maintenance, resurfacing of public rights-of-way or any excavation work within ten (10) feet of an existing survey monument, a Corner Record or Record of Survey shall be filed with the County Surveyor.
  1. An applicant may request the County Surveyor to perform this task; if the County Surveyor agrees, the applicant shall provide/submit the following:
    - A. A letter addressed/email to the County Surveyor's office identifying the applicant's and/or contractor's name, contact information (address, phone, e-mail), and location of the monument(s) affected.



- B. A copy of the permit allowing construction if the work is associated with a private job, or a job billing number if the construction is associated with a City job.
- C. A fee of \$3,100 per monument which shall include all before and after survey services, and the creation and filing of the Corner Records.
- D. The County Surveyor shall require a minimum of two (2) weeks notice prior to performing this task, and shall complete all survey services prior to construction starting

2. **An applicant may hire a private surveyor to perform this task.**

- A. All fees shall be negotiated between the applicant and private surveyor.
- B. The private surveyor shall meet with the County Surveyor to get all detailed information prior to starting construction.
- C. A pre-construction Corner Record or Record of Survey shall be filed prior to starting construction.
- D. Within one (1) month after construction is completed, a post-construction Corner Record or Record of Survey shall be filed.
- E. If (C) or (D) above are not created to the specifications set by the County Surveyor or within the specified time period, the applicant(s) shall be held responsible and a minimum fee of \$10,000 per monument shall be required for the County Surveyor to reestablish the monument.

6/3/2014

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**X** Bruce R. Storrs

Storrs, Bruce  
City and County Surveyor

**X** Mohammed Nuru

Nuru, Mohammed  
Director, DPW

