

BOROUGH OF BAY HEAD

Department of Construction, Planning & Zoning

AS-BUILT SURVEYS REQUIRED

03/15/2022

It is necessary to ensure that all construction under permits issued by Bay Head Borough comply with the approved permit documents. As-built surveys and the related documentation described below is, therefore, required as a condition of all permits issued. As-built surveys shall document the following information at the time of the survey. As-built surveys shall be prepared by a New Jersey Licensed Land Surveyor.

- 1. Foundation/Pilings** – an as-built survey is required upon completion of all foundations/pile banding to demonstrate horizontal and vertical (FEMA elevation) placement of structures in relation to the approved plot plan.
- 2. Certificate of Occupancy** – A detailed as-built survey shall accompany any request for a Certificate of Occupancy (*including Temporary*) for all permitted construction as follows:

The survey shall identify all horizontal dimensions and vertical elevations shown on the approved plot plan including (*but not limited to*) setbacks; dimensions of each closest corner of each structure to the property line; building heights; building eave, chimney and bay window projection dimensions; spot elevations at same location shown on plot plan; location and elevation of all drainage structures (accessible from the surface), retaining walls, pools, cabanas, outdoor kitchen areas, decks, utility platforms; type of surface of all driveways, walkways, decks; grading details of any handicapped ramp constructed within the public right-of-way.

The following are exceptions to requiring an as-built survey by a New Jersey Licensed Land Surveyor:

- Underground drainage shown on the approved plot plan shall be documented. A detailed sketch shall be provided by the applicant or its agent demonstrating the physical locations of the underground drainage; depth below grade; pipe installation and pipe type; drainage structures and their locations; and fabric installation. The sketch shall be supplemented with photographs taken of the construction. This documentation shall be accompanied by a signed statement of the Permittee: "I hereby certify this underground drainage was constructed in accordance with the approved plot plan as documented hereby". This information shall accompany any request for Certificate of Occupancy.
- Equipment Platforms when adjacent to a structure that is shown on a recent survey of the property showing dimensions to the property lines. The applicant or its agent shall provide a copy of the recent survey and a separate sketch showing the dimensions from each platform corner to the closest structure and one dimension from a platform corner to the nearest structure corner.
- Decks when constricted as part of an individual permit (e.g. not approved as part of a dwelling construction pool permit or pool permit).
- Temporary structures shall be installed in strict accordance with the permit issued for such structures, however, there is no requirement for as-built information to be provided.