



CITY OF ATLANTIC BEACH

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PRE-CONSTRUCTION, FORM BOARD, AND FINAL POST- CONSTRUCTION SURVEYS REQUIRED BULLETIN

Per COAB, Section 24-66(a), a PRE-CONSTRUCTION TOPOGRAPHICAL SURVEY and a POSTCONSTRUCTION TOPOGRAPHICAL SURVEY are required for any new development.

Sec. 24-68 - Stormwater, drainage, storage and treatment requirements.

(a) *Topography and grading.* All lots and development sites shall be constructed and graded in such a manner so that the stormwater drains to the adjacent street, an existing natural element used to convey stormwater (see [section 22-303](#), definitions: Stormwater management system), or a city drainage structure after meeting onsite storage requirements, as set forth within this section. The city shall be provided with a pre-construction topographical survey prior to the issuance of a development permit and a post-construction topographical survey prior to the issuance of a certificate of occupancy. Elevations in all topographic surveys will be referenced to NAVD 1988. Said surveys shall be prepared by a licensed Florida surveyor, and the requirement for either or both surveys may be waived by the director of public works if determined to be unnecessary.

1. A pre-construction topographical survey must be provided with the building permit application for any new development over 250 square feet.
2. A site survey, showing Finished Floor Elevation (FFE), Building Restriction Lines (BRL), and distances to property lines must be on site for the *Slab Inspection*, where the proposed structures are less than 0.5 feet from any BRL.

NOTE: A Form Board Elevation Certificate, signed by a licensed surveyor, may suffice, where the proposed structures are greater than 0.5 feet from all BRLs. (Blank Form Board Certificates are provided by the City)

3. A final post-construction topographical survey must be provided before the *Final Inspections* can be scheduled.

The surveys must be original document; prepared by a licensed surveyor; signed, sealed, and dated; drawn to scale; and should be of sufficient size and clarity to indicate the location, nature, and extent of the new work and the existing structures on the site. The surveys must also show the locations and dimensions of the following: all impervious surfaces, pavers (new and previously existing, not removed by construction), setbacks, distances from lot lines, finished floor elevation, street address, site drainage patterns, and established finished grades. Where on-site stormwater retention is required, elevations must be shown to fully define the retention areas.

All elevations should reference NAVD 1988 and the elevation and location of the benchmark for the survey should be indicated.

If the structure is located in a flood zone, please provide finish floor elevations for all floor levels, including garages, enclosures, and habitable spaces. Additionally, a preliminary FEMA Elevation Certificate is required before the slab is poured and a final Elevation Certificate is required before final C.O. inspection, per FEMA and NFIP Guidelines.

Other features to be shown include flood zone boundary lines, base flood elevations (BFE), flood ways, the Coastal Construction Control Line (CCCL), all easements, storm water retention areas, all storm water requirements of COAB, Land Development Regulations, Section 24-66 and any other development features.

All fill dirt must be approved by Public Works before delivery.

The pre-construction, form board, and final post-construction surveys are important documents for ensuring adequate drainage throughout neighborhoods, code compliance, and archiving this information in the permanent record. We appreciate your cooperation in this matter.