



FINAL SURVEY CHECKLIST FOR SINGLE FAMILY RESIDENTIAL NEW CONSTRUCTION OR ADDITION/RENOVATION

Rev: 6 | Revision Date: 01/11/2024 | I.D. Number: FSCFSFRNCOAR

DEVELOPMENT SERVICES DEPARTMENT-ENGINEERING (ROW) REQUIREMENTS

The following are required to be submitted to DSD Engineering, via upload to the Master Building Permit, through [LauderBuild](#) Platform, for review and approval **prior to issuance of Certificate of Occupancy. A passed Engineering FINAL Inspection is required for Final Survey Approval.** All requirements must be satisfied: **PLEASE UPLOAD THE FOLLOWING CHECKLIST WITH THE FINAL SURVEY:**

1. Upload **electronic PDF of final survey**, signed and sealed by a professional licensed surveyor meeting the following conditions:

- a. **Survey for addition/renovation** shall be adequately identified or indicate the new addition/alteration completed under the approved master permit. The surveyor must **highlight on the survey the exact location of the addition work** as part of the CAD file. Please use any AutoCAD line type to identify the location such as dashed lines, hatching, etc. Handwritten information, sticker or copies will NOT be accepted.
- b. **Survey must show elevations** at a maximum every 25 feet to determine stormwater runoff is contained onsite. Elevations are also required for detailing retention of stormwater runoff (including: right-of-way frontage, swale areas and catch basins).
- c. The final survey **shall show all easement dedications and all rights-of-way dedications**. Please show all the utilities in the public right-of-way and within easements or the end of the publicly owned portion of the utility such as; meter and backflow preventer, cleanout, etc.)
- d. Final Survey for Single Family Residences (SFR) **must show all right-of-way improvements**, such as water, sewer & stormwater connections and easement provided to the City for Final Survey approval.
- e. Prior to Final Survey approval, projects shall be cleared through obtaining a **Final Engineering Approved Inspection** for the permit. [Schedule Online](#) or call (weekdays *between 8 a.m. and 1:30 p.m.*) to (954) 828-6520. Please ensure that the right-of-way is in good condition and stormwater runoff remains onsite. The new construction shall have no drainage impacts to adjacent properties, surrounding rights-of-way, stormwater facilities, and neighboring water bodies prior to scheduling the inspection.
- f. **Proper close-out of all engineering permits and all permits related to the engineering review and inspection** such as; plumbing storm drainage, building driveway permit, building pavers permit, etc.

2. As applicable, provide the **recorded right-of-way or easement** documentation for the property prior to Final Survey approval (certified legal description and/or survey sketch with description):

- a. If applicable, a current Opinion of Title, and Joinder, Consent, and Partial Release of Mortgages/Lien holders. Note that all easement documents shall be appropriately coordinated with exhibit labels as applicable and dedication documents shall correlate exactly as to type and uses with any sketches or descriptions (i.e. do not submit a utility easement document with a sidewalk and utility sketch of description). Coordination and approval shall be done through the City of Fort Lauderdale DSD Engineering staff. Refer to: [Dedication Public Rights-of-Way and Easement information](#)

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**