



TOWN OF CUTLER BAY  
Department of Community Development  
Building Division  
(305) 234-4262

## NOTICE OF SURVEY REQUIREMENTS

The Cutler Bay Town Council recently adopted Ordinance 21-06 amending Section 3-42 of the Land Development Regulations to require submission of recent property boundary surveys as part of building permit applications and submission of property boundary and topographic surveys prior to closing out permits. These requirements are summarized below:

### Pre-Construction Survey Required

For any project that will change the footprint of a structure, increase impervious area, alter setbacks or install fences, applicants are required to provide a survey that is less than 6-months old. If a survey is older than 6-months but less than 3-years, the property owner will have to provide a signed affidavit attesting that the survey is accurate and no changes were made since the time of the survey.

The survey has to include the following information at a minimum:

- Property boundaries
- Existing easements and servitudes
- Existing paved areas and impermeable surfaces
- All existing structures and setbacks, including sheds, accessory buildings, swimming pools, pool decks, screen enclosures.
- Existing fence lines

### Post-Construction Survey Required

At the completion of the project, the property owner is required to submit an as-built survey of the property to document that the project was built in accordance with the approved plans. This survey must include everything required on the initial survey with the appropriate changes to reflect what was changed during the course of the project.

### Topographic Survey Required

For any project which changes the drainage pattern of a property, including exterior alterations to buildings, installation of slabs, construction of pools or creations of berms, swales, or other drainage devices, a post-construction topographic survey must be provided to the town prior to the issuance of final approval or Certificate of Occupancy/Completion.

**REQUIREMENTS WILL BE FULLY ENFORCED BEGINNING ON  
MONDAY, AUGUST 23, 2021.**