



## CITY OF CHARLOTTESVILLE

To: Builders of 1 & 2 Family Dwellings  
From: Neighborhood Development Services  
Date: September 3, 2010  
Ref: **Survey submission before Certificate of Occupancy is issued**

# IMPORTANT NOTICE

## AS-BUILT SURVEY REQUIREMENT

Effective January 1, 2010, the City of Charlottesville will require an as-built survey before issuing a certificate of occupancy on new one and two family dwellings and townhouses. This survey must show all structures within the property including decks, stairs and accessory structures with dimensions to property boundaries included. Also include dimensions of off-street parking area/driveways and all easement locations if any. The as-built drawing shall represent a post construction survey showing the project as constructed and shall not be a pre-construction plan of proposed improvement locations.

Engineering, new construction and zoning staff will coordinate all appropriate reviews prior to final approval of Certificates of Occupancy. We will verify that structures built conform to the approved plans submitted to obtain the building permit. A digital copy of the survey is preferred and can be submitted in CAD as an attachment to [feedbacksurvey@charlottesville.org](mailto:feedbacksurvey@charlottesville.org)

The link for the City As-Built Guidelines checklist is

<http://www.charlottesville.org/home/showdocument?id=31544>

If you have any questions, please contact the Department of Neighborhood Development Services at 434-970-3182