



**City and County of San Francisco**

Public Works · Project Delivery · Subdivision and Mapping and Surveys

Office of the City and County Surveyor

49 South Van Ness, Avenue, 9<sup>th</sup> Floor · San Francisco, CA 94103

[Monument.Preservation@sfdpw.org](mailto:Monument.Preservation@sfdpw.org)



## Application for Survey Monument Referencing

BY OFFICE OF THE CITY AND COUNTY SURVEYOR OF SAN FRANCISCO

Required for all monuments which fall within 20 feet of the limits of construction area

**Per state law, this application does not grant permission to remove, disturb, destroy or cover any monuments. If any monuments are covered, disturbed, destroyed or removed any costs incurred will be in addition to the initial application fee and may vary due to time and methods required. Please refer to Monument Referencing Guidelines for more information.**

**Many of the survey monuments in existence are not in the online CCSF database “Monumental” or on more traditional City monument maps. Some of these monuments may not be visible or found without additional research. This does not relieve the permittee or applicant of responsibility for preservation of survey monuments.**

Monument Referencing requests with full payment must be completed and submitted a minimum of 2 weeks prior to the start date of construction. Payment must clear and accounting must approve before any Monument Referencing can occur. Payment accounting often takes longer than two weeks, thus, it is advised the monument preservation process begin well in advance of the two weeks prior to construction time line.

The following items must be received prior to processing the request. Send items 1-3 in digital format to [Monument.Preservation@sfdpw.org](mailto:Monument.Preservation@sfdpw.org)

1. All Applicants must complete at least Page 2 of the Application. (City Agencies must complete Page 1 and 2).
2. CCSF approved construction/improvement plans
3. Payment in full of \_\_\_\_\_ (per monument)

**Private Contractors**

Make payment to: **SF Public Works**

Mail or submit check with either a copy of the completed application or CCSF-issued invoice to: **Office of the City and County Surveyor**

**49 South Van Ness, 9<sup>th</sup> Floor**

**San Francisco, CA 94103**

**Attention Subdivision and Mapping and Monument Preservation**

\* Payment will be accepted only in the form of cashier's check, certified check or money order.

**DPW Bureaus ONLY**

Funding Job Order No. (JO#):	
Project Manager Contact:	
JO Accountant Contact:	
MPTS Job Number	

**All Other City Agencies**

Email funding information to:	<a href="mailto:Monument.Preservation@sfdpw.org">Monument.Preservation@sfdpw.org</a>
Project Manager Contact:	
Accountant Contact:	

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Person to be contacted concerning this project			
Applicant:			
Company:			
Address:			
Phone number:		E-Mail:	
Firm or contractor responsible for construction			
Contractor:			
Company:			
Address:			
Phone number:		E-Mail:	
Construction details			
Nature of work:			
Start date:			
End date:			
Permit Number:			

Applicant / Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_

List location and number of monuments to be referenced:

Intersection or Address	MID	Designation	Street Corner	Number of Monuments

\_\_\_\_\_ Total number of monuments x \_\_\_\_\_ (see page 1 for payment details) = \$ \_\_\_\_\_