



## Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

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Hours: Monday – Friday, 8:00 am - 4:30 pm

### Town of Vienna Wall Check Survey Checklist

*This checklist is meant to serve as a guideline for wall check surveys submitted within the Town of Vienna. Compliance with this checklist does not guarantee approval. More information may be requested in addition to information requested in this checklist. Applicants are responsible for ensuring they are compliant with all relevant Town, County, and State requirements.*

*Last Revised 2-26-2020*

Requirements		Complied (Yes/No)
<b>General</b>		
1	Engineer's or Surveyor's statement and seal.	
2	Graphic scale and north arrow.	
3	All dimensions shown in feet and decimals of a foot to the closest 0.01 of a foot; all bearings in degrees, minutes and the nearest ten seconds.	
4	Name of project.	
5	Address of building.	
6	Project file number (if non-SFD infill lot).	
7	Subject property parcel number and parcel numbers of addresses of adjoining lots.	
8	Right-of-way name abutting the subject property and right-of-way width.	
9	Locations of set property corners.	
<b>Site Elements</b>		
10	Boundary of site as shown on the final plat of record.	
11	Location of foundation walls, with dimensions.	
12	Dimensions of setbacks from foundation to property lines.	
13	Minimum zoning setback lines.	
<b>Elevation Information</b>		
14	Elevation of top of foundation wall.	
15	Elevation of basement floor.	
16	Elevation of the actual or projected first floor elevation base on approved architectural plan.	
17	Elevation of the first floor as show on the approved civil plans.	
<b>Easements</b>		
18	Show all easements and provide Deed Book and Page Number for existing sanitary, storm, access, and other utility easements	