



## GOVERNMENT OF BERMUDA

Ministry of Home Affairs

### Department of Planning

## A Guide to Surveys

The preparation of accurate and comprehensive surveys is critical to the planning application and development process in order to ensure the accuracy of drawings submitted with planning applications, allow for a fully informed assessment of the application to be made and ensure that a proposal can be realistically implemented whilst protecting developers against additional costs later in the process. The purpose of this Guidance Note is to provide clarity and consistency by setting out when surveys are required, what must be included on a survey and which type of survey will be needed.

### When is a Survey Required?

A survey will typically be required for all planning applications for development (“DAP1 applications”) and subdivision (“DAP2 applications”). The requirement for a survey may occasionally be waived, however written confirmation of such must be obtained from the Department of Planning prior to the application being made. In addition, depending on the scope of the project, a partial survey of the area of the proposed development rather than the entire site may suffice in some instances.

**Applications are likely to be rejected upon receipt if they do not include an appropriate survey or written confirmation from the Department that a survey is not required.**

Proposals for which the requirement for a survey may be waived are listed below. However, this is an indicative list and there will be occasions, based on site conditions, applicable policies and the particular nature of a proposal, where a survey will be required for these types of projects.

- Alterations where no additions/structures are proposed (e.g. roof mounted solar panels) which do not result in an increase in the number of units
- Changes of use which do not result in an intensification in the use of the site and where no additions are proposed
- Minor additions on areas with no significant variance in topography which clearly adhere to applicable policies in respect of site coverage, hard surfacing and minimum setbacks

Dame Lois Browne-Evans Building, 58 Court Street, Hamilton HM 12, Bermuda

Phone: (441) 295-5151 Fax: (441) 295-4100

General Enquires: (441) 297-7756 Development Management: (441) 297-7810 Building Control: (441) 297-7755

Forward Planning: (441) 297-7778 Building Inspection Requests 24-Hr. Line (441) 297-7828

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## **What Must a Survey Include?**

In all cases, a survey submitted with a planning application must be an original **unaltered** digital (PDF) version produced by a registered surveyor on the surveyor's title block. The survey must be up to date so that it accurately reflects on-site conditions at the time the application is made and must include the following:

- The surveyor's digital stamp inclusive of the date on which the survey was produced
- All source data
- A scale bar
- The boundaries of the application site edged in red, the length of each boundary in feet and the area of the application site in square feet (for DAP2 applications both imperial and metric dimensions must be included)
- All legal rights of way / easements associated with the application site illustrated by a consistent colour scheme, typically:
  - Yellow = rights of way enjoyed by the applicant
  - Green = encumbered rights of way (i.e. rights of way over the application site for other properties)
- The precise location of all existing buildings and other structures, utilities (including any tanks, cess pits and wells), rock cuts and walls on or within 15 feet of the application site\*
- All existing trees and/or tree lines, hedges, and any other specimen vegetation, including all protected species, on or within 15 feet of the application site\*
- All Base Zones, Conservation Areas and Protection Areas on or within 15 feet of the application site\*

\* It is accepted that surveyors may be unable to gain access to privately owned areas outside of an application site or cannot make an accurate measurement of such a feature from within the application site. In such case, the Department will exercise flexibility in requiring features within 15 feet of the site to be surveyed.

For the avoidance of doubt, neither a deed plan nor a registered final plan of subdivision will be accepted in place of a survey given that they do not provide the requisite level of detail based on all factors which must be considered by a surveyor. For instance, it may be unclear whether a deed plan is the most recent for the site or whether a plan of subdivision has been conveyed; it is beyond the remit of the Department of Planning to make these assessments.

In cases where you are unclear whether a survey is required, it is recommended that you seek advice from the Department of Planning prior to submitting an application.

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## **What are the Different Types of Survey?**

There are three types of surveys which are submitted with planning applications; a basic site survey, a topographical survey and a marine survey.

A **basic site survey** is required on sites which are broadly flat or where there is no significant variance in topography in the location affected by the application and where no re-grading is proposed.

A **topographical survey** is required for topographically challenging sites and/or where re-grading is proposed. These surveys must include all details set out above in addition to the surveyed contours of the site based on field work at typically one foot horizontal intervals using Bermuda 2000 National Grid (BNG2000) elevations, where feasible.

A **marine survey** is required for applications proposing docks or floating docks where the applicant is required to demonstrate that the dock is required to gain access to a specified depth of water at low tide. A marine survey may also be required for an application proposing a foreshore revetment in order to establish an appropriate extent and design of such a scheme. In all cases, hydrographic details at appropriate intervals and locations relative to the proposal must be plotted and depth measurements must be taken at mean low tide. Such surveys must include the precise location of the high water mark and identify any protected species, including corals, within proximity. The submitted survey must include final calculated marine datum using Bermuda 2000 National Grid (BNG2000) elevations in such calculations, where feasible.

## **Setting Out**

Setting out involves having particular features of a survey physically marked on site by a registered surveyor. This would typically be the boundaries of a lot and, in the case of marine development, it is recommended that the location of a dock / floating dock be marked out along the high water mark and in the water where the dock is proposed prior to the application being submitted; confirmation that this has been done should be included with the application. A request for setting out will typically be made on a case by case basis depending on the physical characteristics of a site and nature of a proposed development or may be required by a condition of planning permission.