



**CITY OF GREENACRES  
DEVELOPMENT AND NEIGHBORHOOD SERVICES DEPARTMENT  
POLICY AND PROCEDURE**

**POLICY #** PDO-010  
**ISSUED:** 9/17/2021  
**EFFECTIVE:** 10/1/2021

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**SUBJECT:** Surveys Older than One Year

**CROSS REFERENCE:** Chapter 16, Article II, Division 1, Section 32 City Code

**PURPOSE:** The purpose of this policy is to establish criteria when surveys older than one year will be permitted.

According to the City of Greenacres Zoning Code: Each application for a building permit pertaining to a principal structure or addition shall be accompanied by a survey bearing an original seal prepared within the last one (1) year and copies of a site and development plan. For all other building permits, a survey bearing a seal prepared in excess of one (1) year prior to the permit request is acceptable, provided that such survey accurately depicts the property and is acceptable to the planning and engineering director.

- POLICY:**
1. Surveys required for a principal structure or addition building permit shall be no older than one (1) year.
  2. Surveys for all other building permits shall be no older than one (1) year unless the following conditions are met:
    - a. The older survey accurately depicts the property conditions as it exists of the building permit submittal.
    - b. The older survey is not written over where the property conditions cannot be visually observed and/or City comments cannot be clearly marked.
    - c. The value of the Building Permit is less than two thousand dollars (\$2,000).

**PROCEDURE:** The Neighborhood and Development Services Department will only accept one (1) year old surveys unless in accordance with the requirements of this policy.

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**REVISED:**

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Kara L. Irwin-Ferris  
**Development and Neighborhood Services Director**