

What is a Hub and Tack?

A 'Hub and Tack' is a foundation survey that shows the exact distance of new structure to the property lines and size of structure. Because property and easement lines are not easily identifiable, this survey is required to ensure proper setbacks to the property lines, public and private easements, and other public properties. The surveyor goes into the field and places wooden hubs on the ground and once the hub is driven into the ground, a metal tack is placed at the top of the hub to give a pinpoint location. After foundation forms are up, the hub and tack can be performed and then a digital copy would be signed by a licensed surveyor.

Setback- A distance from a property line within which construction of permanent structures is limited or prohibited

Hub- Two inch piece of wood

Tack- A nail that is placed inside of a hub

When do you need a Hub and Tack survey completed?

The following require a Hub and Tack survey to be performed *prior to the issuance* of a Building Permit:

- All new residential homes and commercial construction;
- Any addition that is located within 10 feet of a required front and rear yard setback and within 5 feet of a required side yard setback
- An accessory structure or ADU when it is within 10 feet of a front, rear, or side yard setback
- Any structure located within 10 feet of Water Resource Area setback
- Any structure located within 10 feet of a public/private easement
- Verifying compliance with Water Resource Area or Habitat Conservation Areas

Hub and Tack Process:

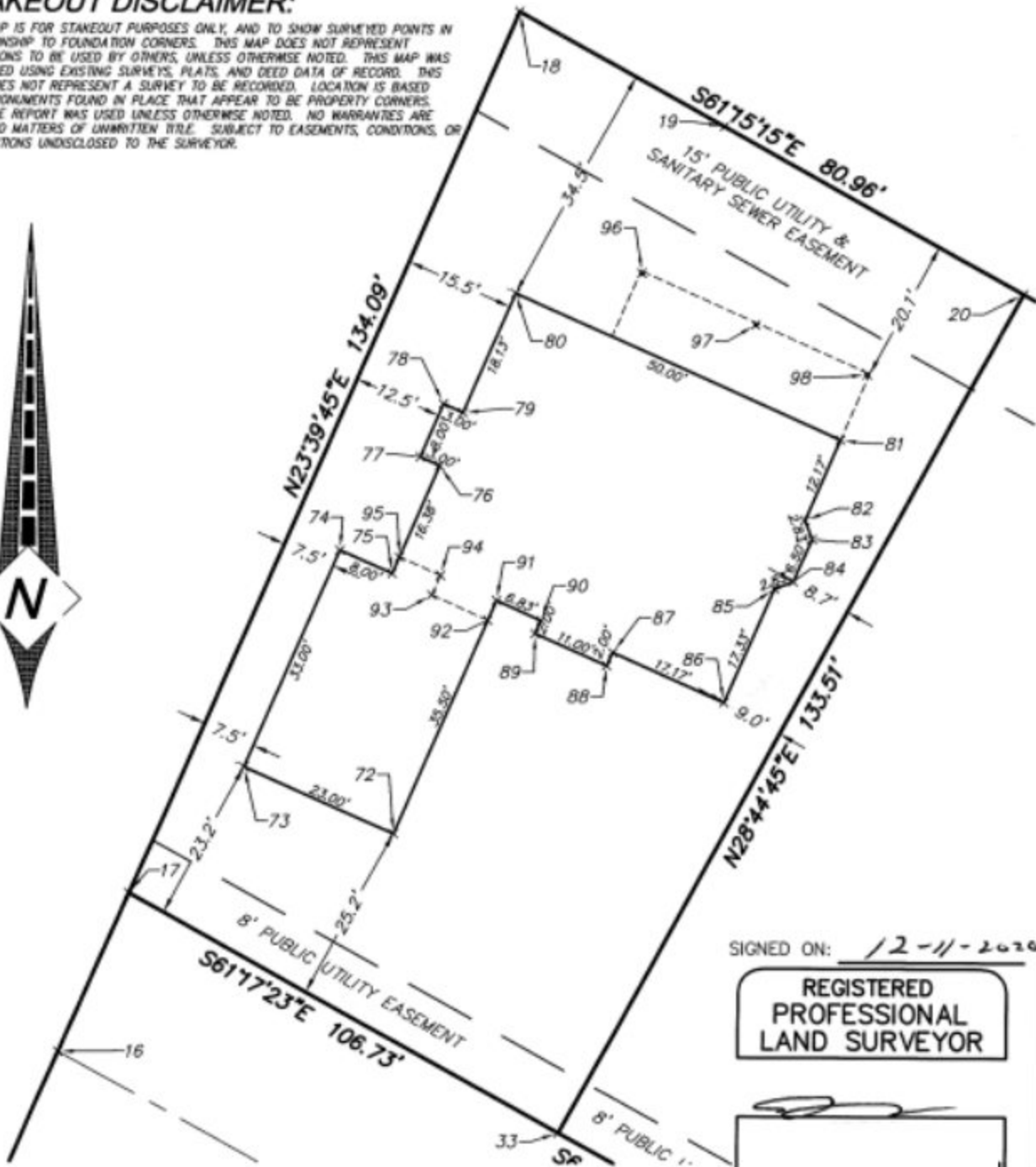
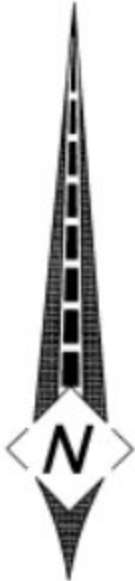
- Step 1.** Verify that your permit has been conditionally approved by the Building, Planning and Engineering (if applicable) Departments contingent on a hub and tack survey. Please contact the Building Inspector/Plan Checker.
- Step 2.** Contact a licensed professional surveyor to perform the hub and tack.
- Step 3.** Have your surveyor mark the corners of the structure with the hubs showing where your footings will be. You can dig them at this point, but no other work can be done until your permit is approved and issued.
- Step 4.** Submit the hub and tack survey to us electronically for review and approval *before* the footings can be poured.
- Step 5.** Once the Building Permit is issued, call for your footing inspection and the assigned Building Inspector will perform a site visit and inspect the footings prior to having the concrete poured.

What does a hub and tack look like?

Please see the example on the back of the page. As you can see, this hub and tack shows an addition to the rear of the home in a dashed line. The areas with the "x's" denote where the hubs and tacks were placed. The setback distances are denoted from the building to the property lines.

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SIGNED ON: 12-11-2020

REGISTERED
PROFESSIONAL
LAND SURVEYOR

[Handwritten Signature]

RENEWS: DECEMBER 31, 2021