



Building, Planning, and Zoning Dept.

133 W. 8th Street
P.O. Box 112
Russell, Ks 67665

**\$20.00 fee. Form must be
Completed and paid for
prior to building official
locating property boundary.**

Property Boundary Locate Request

Applicant Name: _____

Property Address: _____

Phone #: _____

Email Address: _____

Reason for Request _____

Disclaimer: The applicant acknowledges that the City of Russell offers property line location services as a convenience to citizens. Such location service is not an exact measurement, and any reliance on those measurements will be at the applicant’s sole risk and expense. Applicant agrees to hold the City, its officers, and employees harmless from any loss, liability, claim, damage, or expenses resulting from such location services. If you are involved in a lot line dispute a legal survey is the only document that can accurately show your property boundaries. There is more information on the back side of this form regarding surveys. You can request a list of surveyors from the building official if you need to provide legal evidence of your boundary.

Applicant Signature: _____ **Date:** _____

This portion is completed by Building official

Date Filed: _____ **Completed:** _____
Received By: _____

City Staff Review- The undersigned have reviewed this application.

Building Official: _____ **Date:** _____



Building, Planning, and Zoning Dept.

133 W. 8th Street

P.O. Box 112

Russell, KS 67665

Building Official: Roger Sells

Phone: 785-483-6311

Fax: 785-483-4397

Email: roger@russellcity.org

Property/Survey Pin Facts

Is the City of Russell responsible for marking my property lines?

No. Property line locates are done as service to aid homeowners with small scale building projects. Property lines/pins located by the City are in no way a legal survey and should not be used in property disputes.

What is a survey pin?

When land is surveyed, metal pins, also known as "irons" or "monuments", mark the corners of the lot. These marks are typically a metal rod (often times rebar), approximately 1/2 inch in diameter and 12-24 inches long. Newer pins may have plastic caps on top or have the tip painted a bright color.

Where are they located?

When survey pins are originally set, they are placed level to the ground at the corners of the original lot boundaries. After many years, the pins may become buried due to landscaping and grade changes. Most are buried a few inches deep; some may be as deep as a foot.

What if I cannot find my survey pin?

It may have been removed or relocated by previous owners. The pin may also be buried beneath paved paths, driveways, hedges, etc.

Does finding my survey pin guarantee the location of my property line?

Possibly. Only a licensed land surveyor can determine your actual property line. Sometimes, survey pins have been moved or removed. It is also possible that the original lot has been subdivided and new survey pins have been added.

When would I need a survey?

You may need a survey for new home construction, building addition, garage, or other major projects. Home improvement contractors typically expect the homeowner to assume the responsibility for locating the lot lines. You may also need a survey to provide legal evidence if you are involved in a lot line dispute. A survey is the only document that can accurately show your property boundaries.

How do I get my lot surveyed?

A typical residential lot survey costs approximately \$700 to \$900. Several survey companies are located in the surrounding area. Contact information for a licensed land surveyor can be obtained through the City Building Official's Office or in the Yellowbook under "Surveyors-Land."