



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York Department of Design and Construction  
Division of Infrastructure Bureau of Construction

SCOP..... : 00 - 007G

CATEGORY : Construction  
Subcategory : Monuments

Keywords ..... : Survey Monuments

**SUBJECT: Borough Survey Monuments -  
Protection and Installation**

Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 of 1

**APPROVED**

*[Signature]* 8/10/00  
Assistant Commissioner - John Pusz, P.E.

Issue Date..... : July 27, 2000

Prior to the start of construction, the Resident Engineer must ensure that the Borough President's Topographical Unit has been notified of the project limits and has provided DDC with a listing of all existing Borough survey monuments in the project area. The Resident Engineer shall inspect the monuments and notify the Borough President's Topographical Unit of any discrepancies. The contractor is required to either preserve or replace all existing survey monuments affected by the construction.

For contracts containing items for the installation of survey monuments, the Resident Engineer must ask the Borough President's Topographical Unit if the installation of any additional survey monuments in the project area is necessary, and ensure that any monuments requested are installed as part of the project.

Within one month of Substantial Completion, the Resident Engineer must obtain a survey from the contractor indicating any survey monuments installed or replaced as part of the project, and transmit this survey to the Borough President's Topographical Unit as well as DDC's Topographical Unit - 5th Floor 30-30 Thomson Ave.