

City of Tampa Survey Section (CTSS)

Frequently asked questions (FAQ)

Q: Will the CTSS survey my property?

A: No, the City of Tampa cannot survey private property. There are instances where, during the course of completing a survey assignment as part of a City of Tampa project, your property may fall within the scope of the survey assignment. However, while you may certainly obtain a copy of that survey, it may not solve your particular needs or requirements. You should hire a private surveying and mapping company licensed by the State of Florida. The various local professionals can be found by an internet search or phone directory.

Q: I need to know where my boundaries are, can the CTSS help me?

A. Generally, as stated above, you will need to hire a private surveying and mapping company to provide you with professional surveying services. You may, however, contact CTSS for information regarding city boundaries, and rights of way that may affect your property, and obtain any maps that may exist that delineate those common boundaries.

Q: I want to put up a fence and need to know where my property line is, can the CTSS help me?

A. See above

Q: I need to know who owns the property next to me; does the CTSS have this information?

A. No, we would find out this information from the Hillsborough County Property Appraisers office. This system is open to the Public and is an excellent research tool.

Q: My neighbor removed my survey stakes, is this against surveying law?

- A. Listed below are the statutes covering survey monuments. CTSS is not a law enforcement group, and as disturbing survey monuments may be criminal, you should contact an attorney or the City of Tampa Police Department.

Number 1 covers platted subdivisions;

Number 2 covers restored Public Land Survey Corners;

1. Florida Statute: 177.121 Misdemeanor to molest monument or deface or destroy map or plat.—It is a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, for any person to molest any monuments established according to this part or to deface or destroy any map or plat placed on public record.
2. Florida Statute: 177.510 Penalty for disturbing monuments.—Any person who willfully modifies, defaces, disturbs, removes, or destroys any monument or reference monument placed, or corner record filed, under the authority of this act without first obtaining written permission from the department is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

Q: I require a site plan (Plot plan) for my property; can I get one from the CTSS?

- A: If there was ever a site plan done for your specific property, the CTSS would not have a record of that plan. The building permitting department may keep plot plans for some sites, but you would have to contact them for that information.

Q: I need a copy of a survey for my property; can I get one from the CTSS?

- A. The CTSS does have nor keep copies of private surveys. You would have to contact the private surveying and mapping company that did your original survey (you should have received a copy of it when you closed on your property). If you did not have a survey done when you purchased your property, it would be extremely difficult to find any previous work, or obtain such if you did find the original surveyor.

Q: What is the difference between a Surveyor's report, a Plot Plan and a Boundary Survey?

A: A surveyor's report is a written document that may include a sketch that outlines what the intent of the survey was, the methods used to make the survey, and the results of that survey. Not all surveys have reports, not all reports have sketches (maps).

A Plot plan is a drawing generally made by a Surveyor, Architect, Planner or Engineer depicting a proposed building or building addition to a property for the purpose of obtaining a building permit(s). It includes information as required by the building permit department, and depends on the conditions, locations and desired improvements.

A boundary survey is a certified survey made for the purpose of defining the property boundaries and identifying evidence of that boundaries location e.g. fences, hedges, tree lines, shrubs, walls, buildings, etc. A boundary survey will always have a sketch (map) but may not have an attached report. Both the surveyor's report, and boundary survey can ONLY be performed by a Florida licensed surveyor and mapper.

Q: I need a flood elevation certificate for my property, will the CTSS do this?

A. No, you must hire a private professional surveyor and mapper to do this for you. See the first question above.

Q: A flood elevation certificate was done when my home was built, can I get a copy from the CTSS?

A. CTSS does not maintain copies of elevation certificates on private property. If you know one was done, then the professional surveyor and mapper that completed the certificate should have a record of that certificate. You should contact that professional for any copies.

Q: Where can I find information on easements?

A. Your Title Policy, the record plat of your subdivision (if you live in a recorded subdivision), and/or the engineering sections of the various city departments. The City of Tampa Right of Way section may also have information on easements 813- 274-3100, Option 2

Q: I have a problem with drainage on my property, can the CTSS help me?

A. No, the City of Tampa Transportation and Stormwater Services department may be able to help you if the drainage issue is because of a City facility, street, or project. Otherwise you will have to contact a private surveyor and mapper and/or private professional engineer. 813-274-3101

Q: I need information on storm water facilities; does the CTSS have this information?

A. No, the City of Tampa Transportation and Stormwater Services department should be able to help you. 813-274-3101

Q: I need information on Rights of Way; does the CTSS have this information?

A. We will provide you with whatever information we have. Otherwise we will direct you to the City of Tampa Right of Way section at 813- 274-3100, Option 2.

Q: I am looking for Highway Plans, does the CTSS have these?

A. Not generally. You should contact the City of Tampa Transportation and Stormwater Services department (813-274-8333) if it is a City road, or if you are not sure. They may or may not have plans depending on when the road was built. You may also contact the Florida Department of Transportation, District 7, office in Tampa, 813-975-6000.