



Certificate of Survey/Site Plan Requirements

What is the purpose of a survey or site plan?

To determine if the addition of a proposed new structure or modification of an existing structure will comply with local zoning regulations.

When is a survey or site plan needed?

A survey is typically required for new home construction. Site plans are sufficient in most cases for additions, detached accessory buildings and garages, decks, fences, retaining walls, and other exterior projects.

What kind of information is required on a survey or site plan?

Prior to submitting a site plan or survey for review, please ensure that all items that are checked below are included on the survey or site plan. If it is not included, the plan will be sent back to the permit applicant for revisions which **will delay** the plan review process.

Required Information	Survey	Site Plan
Address of Property or Full Legal Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Street name and all adjacent street names.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Benchmark and location of benchmark, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Complete name, address, and phone number of engineering/surveying firm.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minnesota Registered Surveyor number and signature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lot dimensions and distance, including front, side yard, and rear yard setbacks from proposed new structure.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed location, type and size of new structures.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance from all easements of record.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance from wetlands and wetland delineation, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location type, and size of ALL existing structures and buildings on the property.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location, dimension, and percentage of ALL impervious surfaces (i.e. sidewalks, asphalt, class-5 gravel, accessory buildings, etc.) if under 5 acres.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance to septic tanks.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance to drainfield.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Required Information	Survey	Site Plan
Location and distance to well.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identify location of alternate drainfield site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grade Elevations which must include the following: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Existing and proposed elevations at each lot corner. <input checked="" type="checkbox"/> Crown of street at each lot line extended, or top of curb/edge. <input checked="" type="checkbox"/> Existing and proposed elevations at all major corners of proposed structure. <input checked="" type="checkbox"/> Proposed lowest floor (per approved grading plan). <input checked="" type="checkbox"/> Proposed garage floor. <input checked="" type="checkbox"/> Proposed top of foundation. <input checked="" type="checkbox"/> The top and toe of all other slopes. <input checked="" type="checkbox"/> The proposed mid-point or proposed critical point along each property line, if applicable. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Soil borings showing Lowest Floor Elevation in relation to mottled soil.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List of symbols (i.e. north arrow, drainage arrow).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identification of scale (i.e. 30 ' = one inch)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conservation Easement, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flood Zone, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ordinary High Water Level (OHWL), if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Width of driveway at the right of way line.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide a note that indicates the septic sites are to be marked and protected prior to and during all construction activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>