

## 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?

Required Information	Survey	Site Plan
Address of Property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal property description: lot, block, subdivision name.	<input checked="" type="checkbox"/>	<input 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 built or moved on the property.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance from drainage, utility easements or wetlands to the proposed structures and wetland delineation, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location type, and size of <b>ALL</b> existing structures and buildings on the property.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location, dimension, and percentages of all impervious surfaces including sidewalks, asphalt, class-5 gravel areas, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Building coverage percentage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Location and distance to septic tanks, drain field, alternate drain field site and well. Primary and secondary sites shown per grading plan. Final design and location determined by licensed septic designer and shown on final septic plan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location of stakes established by the surveyor along each side lot line at the proposed front and rear building line. Once the stakes are established by the surveyor they shall be the responsibility of the permit applicant to keep them maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grade Elevations which must include the following: <input checked="" type="checkbox"/> <b>Existing</b> and <b>proposed</b> 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"/> <b>Existing</b> and <b>proposed</b> 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 depth to mottled soil at the building site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List of symbols, north arrow, drainage arrow and scale.	<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"/>
Location of primary and secondary septic drain field, if applicable - as shown on grading plan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Well location, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Width of driveway at right of way line.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Any easements of record (public or private).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>