

Certificate of Survey Requirements

An original copy of the Certificate of Survey from a MN licensed surveyor is required for all new structures, including expansions of existing buildings. The Building Official may, for accessory structures or minor additions (decks, porches, attached garages), waive the Certificate of Survey submittal requirements in favor of an approved site plan indicating the location of existing and proposed structures in relation to lot lines.

A. The certificate of survey shall reference and be based on an approved grading plan and shall include at a minimum the following information:

1. Legal description of the property and address
2. Scale, north arrow, and property boundaries
3. Location, by dimension, of all existing structures and utilities on the lot, and the nearest corners of existing structures on adjoining lots
4. Location, by dimension, of all proposed structures. Identify type of the proposed building, such as rambler, lookout, walkout, etc. Show proposed driveway & significant structural features such as garage, deck, retaining walls, and entryways including patio doors, walkouts, & low basement windows.
 - All entryways shall be a minimum of 18” above the centerline of the street in front of the entry, and 24” above the 100 year flood elevation in locations where flood elevations have been established.
5. Location of all watercourses, lakes, streams, wetlands, ponds, etc. The normal water level, ordinary high water elevation, & 100 year flood plain elevation shall be identified, along with existing water elevation at the time of the survey.
6. Indicate proposed direction of surface water drainage by arrows
 - Show drainage courses across the lot & their effect on adjacent properties. Include the effects of downstream drainage courses on the lot in question when such swales convey runoff from multiple lots - these major swales shall have a minimum grade of 2%.
 - There shall be no grades flatter than 1%.
 - **When grades are less than 2% a certificate of grading, from a registered land surveyor stating that they have surveyed the lot and determined that it contains no grades flatter than 1% & that it conforms to the approved grading plan, will be required prior to issuance of a certificate of occupancy.**
 - If runoff is directed to any area other than the fronting street, final disposal of storm water shall be shown.
 - There shall be a minimum 6” slope away from the structure within the first 10’
7. Elevations must be shown at the following locations:
 - Existing and proposed finished grade at each lot corner
 - Existing and proposed finished grade at all major corners of structures; both on the lot & on adjoining lots
 - Street centerline & gutterline at each side lot line extended, and at the center of the driveway extended
 - Proposed garage floor
 - Proposed basement/lowest floor

- Proposed top of foundation (front and rear)
 - All entryways; including walkouts & low basement windows (lowest opening)
 - Existing and proposed along each side lot at the proposed front building line
 - Emergency overflow locations & spot elevations along common drainage swales, based on the approved grading plan
 - Spot elevations a distance of 100' beyond the property limits to identify off-site drainage considerations
8. Location and description of all easements and right-of-way
 9. Location of curb & gutter or edge of traveled roadway; including top of curb or edge of bituminous elevations at the extension of side lot lines, the mid-point of the lot, and the existing or proposed driveway location
 10. Note the percent driveway grade
 11. On-site sewage treatment system location and potable well location, if applicable
 12. Locations of proposed silt fence and existing developer installed erosion control measures on the lot.
 - An erosion control escrow must be posted prior to issuance of a permit, the amount of which is listed in the annual rates and fees adopted by the City Council. This requirement may be waived for single family residences and townhomes up to a 12 unit building if the subdivision has a Stage 1 surety on file with the City & the developer provides written authorization covering erosion control under their Stage 1 surety. A copy of the authorization must be filed with the permit.
 - 13. An as-built certificate of survey (elevation certification) is required following the installation of the footings and foundation to confirm conformance with proposed structure elevations and setbacks.**
 14. Additional information as requested by the City Engineer

Please note! Surveys that do not include the above information or are not in compliance with the approved grading plan may be rejected and sent back for revision. If significant differences exist from the approved grading plan, a new grading plan may be required.

- B. Survey benchmarks shall be identified on certificate of survey – Benchmark must be referenced from the nearest hydrant to proposed structure.
- C. Field hubs shall be placed on site by a licensed surveyor to show top of foundation elevation and setbacks.

Review of Certificate of Survey

The Planning Division will review the Certificate of Survey to ensure compliance with required information to be provided, and development, subdivision, and zoning requirements. The proposed lot grading will be reviewed by our City's Engineering Department to verify compliance with the approved development grading plan and City grading standards.