

Survey Requirements for Permit Applications

Each permit application for a new building or addition shall be accompanied by a survey of the property and information on the location and dimensions of existing and proposed buildings, locations of easements crossing the property, encroachments, and any other information which shall be necessary to ensure conformance with the City ordinances and include the following:

- All existing buildings with dimensions of each and the distance measured from the lot lines and from any wetlands or wetland buffers (when applicable) to the nearest point of each building.
- All proposed buildings with dimensions of each and distance measured from the lot lines and from any wetlands or wetland buffers (when applicable) to the nearest point of each building.
- Elevations to sea level datum of the center line of the nearest street at points where the sideline of proposed buildings extended to intersect said street.
- Proposed elevations to sea level datum of the top of foundation, garage floor, lowest floor, and lowest opening.
- The approved lowest floor minimum elevation shall be no less than criteria listed below as determined by the City Stormwater Management Plan and/or the Federal Flood Insurance Map, and/or Watershed District rules, subject to approval by the City Engineer:
 - Four feet above groundwater elevations in the area
 - Two feet above known historic high groundwater elevation
 - One foot above the 100-year high water elevation
- The minimum building opening elevation shall be three feet above the 100-year high water elevation of stormwater management facilities. However, if three feet is a hardship, two feet will be acceptable if the City Engineer determines it fulfills the City's Stormwater Management Plan.
- Existing and proposed elevations to sea level datum of grade at each property corner and within five feet of foundation on all sides of proposed buildings.
- Proposed slope or grade of ground for not less than 25 feet in front of and in back of foundation and topographical information at two-foot contours depicting (existing and proposed) elevation within 15 feet of all sides of the building foundation or to the property line, whichever is greater. Water runoff shall be properly channeled by use of swale or other approved means to storm drains, pond areas or other public facilities subject to the review and approval of the City Engineer.
- Elevation to sea level of sanitary sewer main, if existing, at point of connection.
- All existing utilities, easements, drainageways, waterways, ponds, and wetlands on or within the property, including the location and elevation of all emergency overflows.
- Proposed locations of water and sanitary sewer service lines.
- For single- and two-family dwellings, the location of an attached or detached garage, containing at least two parking stalls, could be built in addition to the dwelling within ordinance setback standards.

- Certification that the building, proposed site grading, and erosion control measures are in accordance with the City-wide storm water drainage plans and/or grading plans approved by the City Engineer for the specific development or subdivision.
- Certification that permanent iron monuments are in place at each lot corner.
- Indication that permanent iron monuments are placed on each side of the lot a distance from the front lot line equivalent to the proposed front building setback line. In the event the distance from the sideline to the proposed building is greater than 30 feet, stakes shall be placed on the front building line a distance not to exceed 30 feet from the proposed building.
- Location of existing buildings on adjacent properties, within 25 feet of the lot lines, to include top of foundation elevation and distance to front and side lot lines.
- Location of all current buildings and proposed additions, driveways, decks, porches, patios, stairways, sidewalks, cantilevers, fireplaces, sheds, bay and bow windows with current and proposed hardcover calculations.
- Location and elevation of all sanitary and storm sewer manholes, hydrants, and catch basins.
- The locations of all proposed driveways, curb cuts, and retaining walls, including proposed driveway slope and height of retaining wall. Indication, with arrows, the direction of proposed surface drainage in accordance with the City-wide storm water drainage plans and/or grading plans approved by the City Engineer for the specific development or subdivision.
- For properties that abut lakes and/or ponds, indicated by contour line, the ordinary high-water level (OHWL) elevation and distance to the nearest point of the proposed building.
- Proof that proposed building is located on parcel of land abutting a street or highway that has been approved by the City, and otherwise meets the requirements of Minnesota Statutes Section 462.358, as amended.
- Location of erosion control devices, including any permanent or temporary erosion control measures shown on an approved grading plan.
- If the lot is subject to the City's wetland buffer regulations, indicate the location of the designated wetland buffer area as shown on the approved grading plan, together with the location of permanently installed wetland buffer monument signage.
- Location of all required and existing stormwater management features, such as infiltration/filtration basins (rain gardens), underground storage or similar.
- For properties located within a shoreland management overlay district, provide total percentage of impervious surface area coverage on the survey and the requirements of 1201.03 subd.2.u. of the City's Zoning Regulations
- If the lot is subject (New House) to the City's tree preservation regulations, indicate the construction zone and areas of tree removal and tree preservation.
- For single- and two-family dwellings on a survey or a landscape plan, indicate the location, size, and species of the required tree replacements based on Chapter 1103 of the City's Tree Preservation Plan.