

CERTIFICATE OF SURVEY & PLOT PLAN REQUIREMENTS

A certificate of survey is required for all new construction projects and those requiring a building permit. Exception: Swimming Pool/Fence/Sign permit applications may submit a plot plan if the survey stakes are in place.

A plot plan is required for reconstruction projects and those requiring a general permit. However the Building Inspector may require a survey at his discretion if there is a need based on the proposed project.

SURVEY & PLOT PLAN CHECKLIST

- Legal description of property
- Scale (for example 1 inch = 20 feet)
- North arrow
- Benchmark information
- Locations of iron monuments
- Existing elevation data
- Proposed elevation data at building corners and side, front & rear yard areas
- Proposed and existing structures
- Dimensions of structures
- Setback distances to all property lines from proposed and existing structures
- All easements and respective dimensions of easements on subject property
- Arrows showing surface drainage patterns
- Street right-of-way location
- Proposed location and width of driveway
- Proposed garage floor elevation
- Proposed low floor elevation
- Proposed top of block elevation
- All measurements are to be to the hundredth of a foot (i.e. 92.63)
- If abutting a water body or outlet show elevation of respective water body
- Type of building (i.e. split level, walkout, rambler)
- Water and sewer service lines
- Drain tile placement

Additional items required only on a certificate of survey

- Date of survey
- Surveyor's signature
- Surveyor's registration number in the State of Minnesota
- Brand Lake Highlands Survey must include driveways, sidewalks, patios and other impervious surfaces and the total amount (in square feet) of impervious surface.