



A Guide to **Certified Survey**

A certificate of survey is required for all planning applications, including subdivisions, conditional use permits, interim use permits, variances, site plans, zoning amendments and any other type of planning application where the City Planner or City Administrator deems it necessary to process the application.

The Certified Survey shall be attested to by a Registered Land Surveyor duly qualified by registration as required by Section 326.02, Minnesota Statutes. The Certified Survey shall be current within one year and shall provide the following:

1. Scale of drawing.
2. Legal Description.
3. Dimensions of lots and north point.
4. Date of preparation and any revisions thereto.
5. Signature and title of the person who prepared the drawing with registration number or professional certification number.
6. Topography in 2-foot contour intervals within the subject property and to a distance of 100 feet beyond the boundary lines of the property.
7. Dimensions of front, rear and side yards.
8. Indicate "buildable area." (That portion of the lot on which buildings or structures are functionally possible and permitted to be located by regulation. Buildable areas do not include protected wetlands, non-buildable floodplain area, setback areas, public waters, easements or other similarly restricted areas.)
9. The gross and net acreage of the plat, computed to one-tenth of an acre.
10. Location and size of all existing buildings on the lot.
11. The location of all recorded and platted easements.
12. The location, width and name of all existing street, public ways, parks and other public lands, railroads, utility rights-of-way, and corporate lines within the subject property and to a distance of 100 feet beyond the boundary lines of the property.
13. Location and size of all existing sewers, watermains, culverts and other underground facilities (both public and private) within the subject property and to a distance of 100 feet beyond the boundary lines of the property. Data such as rim and invert elevations, locations of catch basins and manholes, and fire hydrants shall also be provided.
14. Grade elevations.
15. Existing drainage patterns and the location of any known draitiles.
16. Floodplain and shoreland district boundaries.

17. Existing watercourses, wetlands (a complete wetland delineation and report is required), marshes, wooded areas, rock outcrops, power transmission poles and lines, fences, and other significant features within the subject property and to a distance of 100 feet beyond the boundary lines.

This handout is intended to provide a *summary* of the Certified Survey requirements as outlined in Section 930 of the City Code. If you have any questions about these requirements, please contact City Hall to speak with the City Planner.