

Variance Survey Requirements

When surveys are required, they must be prepared by a registered land surveyor licensed in the Minnesota and include the following information:

- north arrow
- for single family residential properties, a clearly drawn scale of 1 inch = 30 feet
- illustration key showing symbols for all information pertaining to lot and building design, including grades, easements, lot and block, set backs, etc
- subject property's legal description, boundary lines, lot and block numbers, lot lines, right-of-way lines, and all recorded easements
- street names
- clearly shown flood elevations and locations, if the property is within or adjacent to a 100-year floodplain (flood control policy requires that all damageable property and all floor elevations be located a minimum of 1 foot above flood plain elevation)
- location of all existing and proposed buildings, structures, paved areas and other man made features (structures are considered, but not limited to, homes, garages, decks, porches, sheds, gazebos, swimming pools, and fences)
- location of any buildings on adjacent properties relative to the side(s) where the construction will take place.
- all existing and proposed building and structure setbacks (if the property is in a Shoreland Overlay District, as defined in City Code Section 113-149, shoreland setbacks and the Ordinary High Water Mark (OHWM) must also be shown)

The survey shall be provided on paper at a minimum size of 8 x 11. If the survey is larger than 11 x 17, the applicant will supply seven copies.

As-Built Survey

For construction of a new home or building, a certified As-Built Survey verifying the information indicated on the proposed survey shall be submitted before a Certificate of Occupancy can be issued.

Additional information may need to be shown on the survey and As-Built Survey to satisfy requirements of other permits. Contact the Engineering Division in City Hall (763-593-8030) for information about the following permits:

- Grading, Drainage and Erosion Control
- Right-of-Way
- Tree Preservation