CITY OF MINNETRISTA
BUILDING PERMIT SURVEY REQUIREMENTS

1. All surveys shall be certified by a Minnesota registered surveyor, and shall include the following items:
   - Benchmarks
   - Lot Lines
   - Actual Elevations for Garage Floor, Basement Floor, and Foundation Top
   - Lowest Floor Elevation
   - Floodplain, Floodway Delineations, Ordinary High Water Level, Wetlands, Wetland Buffers, Watercourses, Reservoirs, Ponds, and other bodies of water
   - Existing and Proposed topographic character of land showing contours at 2-foot intervals
   - Hardcover Calculations - percentage and square footage of structures, driveway and parking areas, retaining walls, etc.
   - Wells and neighboring wells if new drain field is installed
   - Septic System and Drain Field or sanitary sewer connection
   - All significant trees if project is located in a subdivision with a tree preservation plan
   - Percolation Test and Soil Boring Holes
   - All Easements (Roadway, Utility, Conservation, etc)
   - Scale and North Arrow
   - Street Names
   - PID Number and Site Address
   - Legal Description
   - Parcel Size in Acres and Square Feet
   - Zoning Classification
   - Existing and proposed elevations for lot corners and side yard lot lines, spot elevations in yard
   - Adjacent lots labeled Vacant or spot elevations at the corners of an existing house labeled as "Existing Home/House"
   - Sidewalk locations and elevations if existing. Show location and label as proposed sidewalk if a sidewalk is yet to be constructed
   - Rim elevations on catch basins
   - Driveway location and grade
   - Include utility boxes/peds if in close proximity to lot
   - Water Service location, also MH's, CB's, Hyd's if close to lot
   - If retaining wall is on property, include top and bottom wall elevations. Retaining walls 4' and higher require plans to be submitted by a licensed structural engineer.
   - Signature of Surveyor and Date of Preparation

2. A certified land survey shall indicate that permanent iron monuments are in place at each lot corner.

3. Offset stakes shall also be placed on each side lot a distance from the front lot line equivalent to the building setback line. In the event the distance of the side line is greater than 30 feet, stakes shall be placed on the front building line a distance not to exceed 30 feet from the building side lines.

4. All proposed buildings with dimensions of each building and reference dimensions measured perpendicular from the front, side and rear lot lines to the nearest point of each building.

5. Except for written authorization from the planning department, surveys shall establish the top of foundation and garage floor of all structures to be a minimum of 18 inches above the crown of the street.

6. The location of all proposed decks, porches, driveways, curb cuts and other accessory structures need to be indicated on the survey.

7. Indicate with arrows the direction of proposed surface drainage.

8. For property adjacent to lakes, ponds, streams or flowages, indicate the established high water elevation as approved by the City Engineer. The lowest floor must be a minimum of 3 feet above the highest known water level or not less than 1 foot above the 100-year high water level. In addition, all lowest floors must be a minimum of 3 feet above the highest known water table elevation.

9. Survey elevations, drainage and house design must match approved grading development plan.

10. Location of drain tile stubs with invert elevation.

11. Maximum driveway slope is 10% above grade (minimum is 2 percent).

12. A Foundation As-Built Survey must be submitted and approved prior to approval to back-fill the foundation. You must submit this to the City of Minnetrista prior to approval to back-fill!

13. A Final, As-Built Grading Survey must be submitted and approved prior to a Certificate of Occupancy being granted for a new home.

14. Please call (952) 446-1660 to schedule a curb stop inspection after the final grade is complete to verify that the curb stop is at grade and operational.