

Permit #	FORM #4 (email this completed form to greenwoodpermits@minnetonkamn.gov)
Receipt #	



Building Survey Checklist

If you prefer to complete this form electronically, it is available at greenwoodmn.com.

Property Owner(s)	
Property Address	

Person completing this form: ☐ Property Owner ☐ Builder / Architect

Survey Requirements (section 300.15). Every application for a building permit must be accompanied by a certified site survey (excluding interior remodels, re-roofs, re-siding, and general maintenance). Because the survey will be used to determine whether an application is in conformance with city code, it will be the responsibility of the applicant to ensure information provided on the survey corresponds to submitted building plans. An issued building permit and / or land alteration permit will authorize only land alterations identified on a survey. An original signature is required on the certificate of survey. The survey shall provide the following information unless otherwise approved and initialed by the zoning administrator:

- ☐ Graphic scale of not less than 1 inch to 30 feet and north arrow.
- ☐ Legal description of property.
- ☐ Dimensions and bearing of front, rear, and side property lines.
- ☐ Parcel size in acres and square feet.
- ☐ Location and dimensions of all the existing improvements, including but not limited to; buildings, structures, retaining walls or timbers, riprap, seawall, steps, parking areas, driveways, storage areas, utilities, and wells; including but not limited to sanitary and storm manholes, hydrants, catch basins, power poles, phone boxes, fences, and any encroachments.
- ☐ Location and dimension of all proposed buildings and structures.
- ☐ Location of building corners on adjacent properties.
- ☐ Outside dimensions of proposed structure(s) including decks, porches, retaining walls (include elevations at bottom of footing and top of wall), stoops, stairs, cantilevers, fireplaces, bay and bow windows, egress window wells.
- ☐ Impervious surface calculations – existing and proposed - % and square footage.
- ☐ "Building pad" setbacks on the survey according to the ordinance provisions and show the closest distance between the building and front lot lines(s), side lot line(s) and rear lot line(s), ordinary high water level (OHWL- elevation of 929.4 feet above sea level), 50ft lake setback, bluff toe / top lines, 30ft bluff setback, and shoreline improvements, including but not limited to riprap, seawall, or retaining timber.
- ☐ Distance between principal buildings and accessory buildings and structures, and shoreline improvements.
- ☐ Delineate all wetland, OHWL of lakes, easements, driveways.
- ☐ Location of all easements of record including but not limited to tree preservation, wetland conservation, cross-access, etc.
- ☐ Topographic contours at 2-foot intervals of existing and proposed elevations.
- ☐ Lowest floor level, first floor elevation, top of block, and garage slab.
- ☐ Indication of direction of surface water drainage by arrows – existing and proposed.
- ☐ Tree removal, tree preservation plan.
- ☐ Grading permit information as described in section 1140.19. **Grading involving more than 1 foot in any 300 square foot area requires a CUP.**
- ☐ All significant trees as described in section 1140.80.
- ☐ Wetland boundaries with OHWL and 100-year flood elevation if applicable.
- ☐ Driveway grade.
- ☐ Wetland buffer areas and wetland or lake setback dimensions.
- ☐ Location and type of erosion and sediment control measures to be installed by permit holder.

Additional Survey Requirements for Construction Site Management Plans (projects \$10,000+)

- ☐ Location of soil stockpiling.
- ☐ Location of temporary toilet.
- ☐ Location of dumpster.
- ☐ Location of on-site and / or street parking plan for construction workers.

Additional Survey Requirements for Building Volume Calculations (projects with area more than 20% of 1st floor of the principal structure).

- ☐ Building Perimeter Grade. The average of all elevation measurements taken off the finished grade or surface of the ground, sidewalk or paving around the perimeter of a building or structure at (a) points 5 feet distant and perpendicular to the building perimeter commencing at the most northerly corner thereof and thence clockwise at similarly situated points every 10 feet around the building perimeter, (b) the point of highest grade within 5 feet of the building perimeter and (c) the point of lowest grade within 5 feet of the building perimeter.

As-Built Documents. The zoning administrator may require additional surveys or measurements to verify compliance with the ordinances throughout the duration of the project. Additional surveys and measurements may include, but are not limited to, foundation survey, impervious surface survey, grading survey, volume calculation, and structure height verification. The city will withhold the certificate of occupancy for any project in which additional documents have been requested and not provided until such time the requested documents have been submitted and approved by the zoning administrator.

Form Updated 12.29.23