



When Do I need a Certificate of Survey?

In most cases, if you are going to apply for a building permit for a ***new structure*** or an ***addition to a structure that changes its footprint***, you will need a ***Registered Certificate of Survey***. In some cases your project may be exempt from this requirement. However, all other Building Permit Applications must include a ***Registered Certificate of Survey***.

Becker Township Building Code, Section 6, is attached and provides specific information in regards to the Certificate of Survey Requirement.

If you have questions after reading the Becker Township Building Code Ordinance please contact us at 763-261-4302. Keep in mind that your application for a building permit cannot be considered until it is complete.

SECTION 6. CERTIFICATE OF SURVEY REQUIREMENT.

All applications for building permits for properties in which a new structure is being built or an addition is being added that changes an existing building footprint, with the exception of Subd. 1 below, must be accompanied with a registered certificate of survey including all of the information contained in Subd. 2 below.

Subd. 1. Exemptions.

The following building permit applications shall be exempt from the above certificate of survey requirements.

- A. Structures that are constructed to allow for the passage of storm water, and does not change the site topography or drainage patterns, including but not limited to decks, gazebos, and driveways, provided all of the required setbacks are met.
- B. Residential buildings on five (5) acres or more where the property lines can be clearly identified and the setbacks clearly met as determined by the Zoning Administrator or Building Official.
- C. Residential building addition provided the following:
 1. The project does not change the site topography, drainage patterns, or force drainage onto adjoining properties
 2. The site is not located within the 100-year floodplain
 3. The building addition complies with all zoning district setbacks, and easements of record.
 4. In place of a registered survey, a detailed site plan showing the following items must be submitted with the building permit application.
 - a. Scale of drawing, north arrow, and a legal description of the property, Dimensions of all lot lines, and all easement of record, names of all abutting streets. location of all existing and proposed buildings, accessory structures, and future garage and deck locations on the lot, Outside dimensions of the existing structure and proposed addition including decks, porches, stairways, fireplaces, bay and bow windows.
 - f. If necessary, should the proposed addition be set close to an apparent lot line, and the Building Official and/or Zoning Administrator is not able to determine the setback, the applicant is responsible (via property corners or a registered land surveyor) to prove the exact location of the existing lot line, and that the structure will not encroach within the required setback area.
- D. Accessory structures on lots where the property line is clearly identified and the setback requirements are clearly met as determined by the Zoning Administrator or Building Official.
- E. Accessory structures not requiring a building permit but required to meet setback requirements shall require submittal of a detailed site plan showing the following items in place of a registered survey.
 1. Scale of drawing, north arrow, and a legal description of the property, Dimensions of all lot lines, and all easement of record, Names of all abutting streets, Location and dimensions of all existing and proposed buildings, accessory structures, and future garage and deck locations on the lot, Outside dimensions of the proposed accessory structure
 2. If necessary, should the proposed structure be set close to an apparent lot line, and the Building Official and/or Zoning Administrator is not able to determine the setback, the applicant is responsible (via property corners or a registered land surveyor) to prove the exact location of the existing lot line, and that the structure will not encroach within the required setback area. Or the structure must be moved to a location that is clearly outside the required setback area.

Subd. 2. Survey Requirements.

All registered certificate of surveys shall meet the following requirements.

- A. All surveys must be certified by a Minnesota Registered Land Surveyor. Civil Engineers may certify topographic surveys.
- B. Scale of drawing, north arrow, and a legal description of the property must be included on the survey.
- C. Dimensions of all lot lines and all easements of record must be clearly shown on the survey.
- D. Location of all utilities as shown on the recorded plat must be clearly shown on the survey.
- E. Names of all abutting streets must be clearly shown on the survey.
- F. Location of all existing and proposed buildings, accessory structures and future garage and deck locations on the lot must be clearly shown on the survey.
- G. Outside dimensions of the proposed structure, including decks, porches, stairways, fireplaces, bay and bow windows must be clearly shown on the survey. The Outside dimensions of the proposed structure shall be staked on the lot for the building official to inspect. The maintenance of these stakes, once established by the surveyor, shall be the responsibility of the building permit applicant.
- H. Location of stakes established by the surveyor along each side lot line shall be clearly shown on the survey. The maintenance of these stakes, once established by the surveyor shall be the responsibility of the building permit applicant.
- I. Grade elevations of the following points shall be clearly indicated on the survey.
 1. Each lot corner (both existing and proposed elevations), Center of existing or proposed street at each lot line extended and at the driveway, Proposed grades around buildings, the driveway, retaining walls and walkout, if included
 2. Proposed floor elevations; basement, top of foundation and garage. Such elevations may be based on assumed data but shall be tied by the surveyor to a specified benchmark, if there is a known N.G.V.D. within a one-half mile distance. In either case, a benchmark description shall be given on the drawing.
- J. The proposed disposal of drainage and surface water, indicating direction of surface water drainage by arrows. This must concur with any existing subdivision drainage plan.
- K. The garage must be noted along with the driveway position and percent slope on the survey.
- L. Any existing wetlands, ponds, streams and lakes shall be clearly shown on the survey. For ponds and lakes, the normal water level and the 100-year flood elevation must be indicated on the survey.
- M. Location of sewer and water connections must be clearly identified on the survey.
 1. If stubs for city water and sewer are available at the lot, the location, size and elevation shall be shown on the survey, If stubs are not available at the lot, should survey to determine elevation of inverts to nearest manholes up and down stream of the proposed building and show proposed location on the survey, In the case of private septic systems and wells, location of each shall be shown on the plan as approximate and septic system drain field laid out on the plan with proposed elevations.

Subd. 3. Post Construction Verification:

After construction activity has occurred, a survey identifying locations of structures shown on the site plan shall be required. Said survey shall also verify elevations on the site to demonstrate proper drainage of the lot has been achieved in accordance with the specific lot site requirements, as required in Section 4.03, Subdivision 2, A. The final approval or certificate of occupancy shall be withheld until such verification is given.