



## Certificate of Survey Exemption Form

If you are building a new home a certificate of survey or Site Staking Certificate is required before the building permit will be issued. A Post Construction Verification survey shall also be required (As-Built survey). It is recommended you review [Building Code Ordinance](#) regarding certificates of survey and post construction verification. If you are not building a new single family residence, please review the following to see if you qualify for a Certificate of Survey exemption.

Certificate of Survey shall be required unless the following statements can be met. If ALL of the following statements are true then a DETAILED SITE PLAN may be submitted in place of the survey. If any of the following statements are not true a survey is REQUIRED.

- Does not change the site topography.
- Does not force drainage onto adjoining properties.
- Site is not located within the 100-year floodplain.
- Accessory Structure complies with all zoning district setbacks and easements of record.

If the above are true, fill out the Certificate of Survey Exemption Certification Below:

### Certification of Exemption from Certificate of Survey

if applicable, submit this page properly signed AND detailed site plan you're permit application

Site Information Parcel Identification Number: 05-□□□-□□□□

Address: \_\_\_\_\_

No address? Subdivision, Lot and Block: \_\_\_\_\_

Permit No.
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I \_\_\_\_\_ (property owner or contractor name), do swear that I am the said  
 \_\_\_\_\_ (property owner or contractor) of the parcel located at  
 \_\_\_\_\_ (property address) and that the proposed structures, as submitted  
 herein via required documentation, will not change site topography, drainage patterns or force drainage onto  
 adjoining properties now or in the future. In addition, I do swear that the proposed site is not located within  
 the 100-year floodplain and complies with all easements of record.

Sign appropriate line below. Only one of the lines (Property Owner or Contractor) must be signed and dated. Whomever is responsible for completing the permitted work as submitted must sign the appropriate line below.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

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## Certificate of Survey's/Staking Certificates

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A Certificate of Survey must show all the following information and be certified by a Minnesota Registered Land Surveyor. Civil Engineers may certify topographic surveys. All of the following information is **REQUIRED to be shown on survey!**

- Scale of drawing
- North Arrow
- Legal Description of the property
- Dimensions of all lot lines
- Dimensions of all easements of record
- Location of all utilities (as shown on the recorded plat)
- Names of all abutting streets
- Location of all existing and proposed buildings, accessory structures and future garage and deck locations
- Outside dimensions of the proposed structure (including decks, porches, stairways, fireplaces, and bay and bow windows)
- Outside dimensions of the proposed structure must be staked on the lot for the building official to inspect.
  - Stakes become the responsibility of the building permit applicant once established by the surveyor.
- Location of stakes established by the surveyor along each side lot line
  - Maintenance of these stakes becomes the responsibility of the building permit applicant once established by the surveyor
- Grade elevations of each lot corner (both existing and proposed elevations)
- Grade elevations of the center of existing or proposed street at each lot line extended and at the driveway.
- Grade elevations of proposed grades around buildings
- Grade elevations of any proposed driveway (new temporary or permanent), adjacent ditch flow line elevations on each side of driveway for at least 10' and culvert invert elevations.
- Grade elevations of the proposed grades around retaining walls and walkout (if applicable)
- Proposed floor elevations: (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.
- Basement
- Top of foundation
- Garage
- Proposed disposal of drainage and surface water, indicating direction of surface water drainage by arrows.
  - This must concur with any existing subdivision drainage plan
- Garage noted along with driveway position and percent slope
- Existing wetlands, ponds, streams and lakes
- For ponds and lakes, the normal water level and the 100-year flood elevation must be indicated on the survey.
- Location of sewer and water connections
- 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 of 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.



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## Detailed Site Plans

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A Detailed Site Plan must show all the following information

- Scale of Drawing
- North Arrow
- Legal Description of the property
- Names of all abutting streets
- Location and dimensions of all existing and proposed buildings
- Dimensions of all lot lines, and all easement of record
- Location and dimensions of all existing and proposed accessory structures
- Location and dimensions of all existing and future garages and deck locations
- Outside dimensions of the existing accessory structure
- Outside dimensions of the proposed additions (including decks, porches, stairways, fireplaces, bay and bow windows).
- (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 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.

You may use the Beacon website to submit a site plan. The City of Becker Permit Page has a short instructional video. Beacon is also a location to find your parcel identification number. <https://beacon.schneidercorp.com>.

## Detailed Site Plan Example

Create your Site Plan. A site plan is a drawing of a property as seen from above and must include the following. A sample is shown below.:

- Scale of drawing
- North Arrow
- Legal Description of the property
- Names of abutting streets
- Location and outside dimensions of all existing and proposed buildings
- Location and outside dimensions of all existing and proposed accessory structures
- Location and outside dimensions of all existing and proposed garages and decks
- Outside dimensions of the proposed additions (decks/porches/stairs/fireplaces/windows/etc.)

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 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.

Label all dimensions in feet. Show all existing buildings and structures as a solid line and all additions as a dashed line.

Include the address, property owner and parcel ID on the site plan.

Show drainage, utility or other easements.

### Example Site Plan

