



BUILDING INSPECTION DIVISION

7700 Market Boulevard, P.O. Box 147

Chanhassen, Minnesota 55317

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CERTIFICATE OF SURVEY REQUIREMENTS

Reference Sec. 7-19 of Chanhassen City Code

The building official may require that plans and specifications, required by the Minnesota State Building Code, include a survey of the lot upon which the proposed building or construction is to be done, prepared, and attested by a registered surveyor. An original signature is required on the certificate of survey. The survey shall provide the following information unless otherwise approved by the administrative authority:

1. Scale of drawing and north arrow
2. Legal description of property
3. Dimensions and bearing of front, rear, and side property lines
4. Front, rear, and side yard setback dimensions of all proposed structures
5. Location of all existing structures on the property, boulevards, streets, and right-of-way, including but not limited to sanitary and storm manholes, hydrants, catch basins, power poles, phone boxes, fences, and any encroachments
6. 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
7. Location of a benchmark stake established by the surveyor at the front setback line within 20 feet of the proposed structure. Maintenance of the benchmark stake once established by the surveyor shall be the responsibility of the permit applicant
8. Location of stakes established by the surveyor on side property lines at:
 - a. Front setback line
 - b. Front building line

c. Rear building line

The maintenance of these stakes, once established by the surveyor, shall be the responsibility of the permit applicant.

9. Location of first floor elevation of buildings on adjacent lots. Vacant adjacent lots shall be labeled as such
10. Location of all easements of record, including but not limited to tree preservation, wetland conservation, cross-access, etc.
11. Existing and proposed elevations at the following locations:
 - a. Each lot corner
 - b. Top of curb or centerline of roadway at each lot line extension
 - c. Center of proposed driveway at curb
 - d. Grade at corners of proposed structure
 - e. Lowest floor level, top of block, garage slab
12. Indication of direction of surface water drainage by arrows
13. Tree removal, tree preservation, and grading plan, if required by the development contract
14. Wetland boundaries with ordinary high-water level and 100-year flood elevation if applicable
15. Driveway grade (minimum—0.50 percent, maximum—ten percent)
16. All trees in excess of six inches in diameter (diameter measured at four feet above grade)
17. All custom-graded lots and lots deviating from the approved grading plan shall require an as-built survey submitted to the city prior to issuing a certificate of occupancy
18. Wetland buffer areas and wetland or lake setback dimensions

19. Other information as required by the city
20. Location and type of erosion and sediment control measures to be installed by permit holder
21. Calculation of the amount and percentage of the lot coverage for the lot or parcel broken out by impervious surfaces and pervious pavement, if present.

Sec. 7-21. As-built grading survey.

Prior to the issuance of a certificate of occupancy, an as-built grading survey is required. An as-built grading survey is defined as a lot survey showing the elevations of the lot after construction of the building structure and prior to sodding the lot. In lieu of an as-built grading survey, the building official may issue a certificate of occupancy provided that a the escrow fee established pursuant to the ordinance adopting fees has been submitted. The escrow fee shall be returned to the permit applicant, without interest, upon successful completion and submission to the city of all of the following:

1. An as-built grading survey, signed by a licensed engineer or land surveyor and certified that the grades and elevations are in conformance with the city-approved grading plan and that permanent iron monuments are in place at each lot corner.
2. City staff review of the submitted as-built grading survey to assure that all final grades match the approved grading plan for the development, to within a tolerance of 0.2 feet.