

The Minnesota State Building Code requires that the construction documents submitted with the application for permit be accompanied by a site plan, drawn to scale, showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades, and the proposed finished grades. The State Building Code requires that the site plan shall be drawn according to an accurate boundary line survey.

Minnesota State Building Code requires a Site Plan based on a Legal Boundary Survey.

New Principal Buildings, Large Additions, and Accessory Structures

Site plans showing locations for new principal buildings and accessory buildings, including detached garages, must be based on a survey drawing showing monumentation placed by a surveyor marking the boundaries of the lot on the ground. *Surveyed monumentation must be located in the field, by the applicant, in order to be useful for layout of structures and in order for inspectors to verify that buildings are constructed in accordance with approved plans.* Surveys should show any buildings or easements on the property. Survey requirements are for commercial and residential buildings and their associated accessory buildings or structures (retaining walls, monument signs, etc.).

The surveyed monumentation must be located at the site AND the corresponding survey drawing and site plan must be submitted with the permit application. If either the monumentation or the survey drawing are not available, the lot must be surveyed by a MN licensed surveyor, monumentation placed, and a certified survey drawing prepared and submitted at the time of permit application.

Decks and Small Additions Attached to Existing 1 or 2 Family Dwellings

When approved by code officials, a survey may not be warranted for small additions and decks attached to existing 1 or 2 family dwellings if all the following conditions are met:

- Existing surveyed monumentation is located or the property owner locates the property boundaries based on accurate measurements from identifiable known surveyed markers.
- The method used to identify property boundaries is clearly shown on the submitted site plan.
- The method used to identify property boundaries can be easily recreated in the field by the inspector.
- Distances from required setbacks are sufficient to accommodate a reasonable margin of error, ensuring all setback requirements are met.

Shoreland and Floodplain Construction

Additions and new buildings in certain shoreland and/or the flood plain areas require two surveys. The first is to identify the boundaries and elevations of the lot. This information is then used to plan the construction of the building. The lowest finished floor needs to meet elevation standards developed by the DNR & other government entities. The second survey is done after construction to certify the elevation of the lowest finished floor of the building meets shoreland and/or floodplain criteria after construction is complete. The Elevation Certificate is required for the final inspection, Certificate of Occupancy, and by the National Flood Insurance Program.

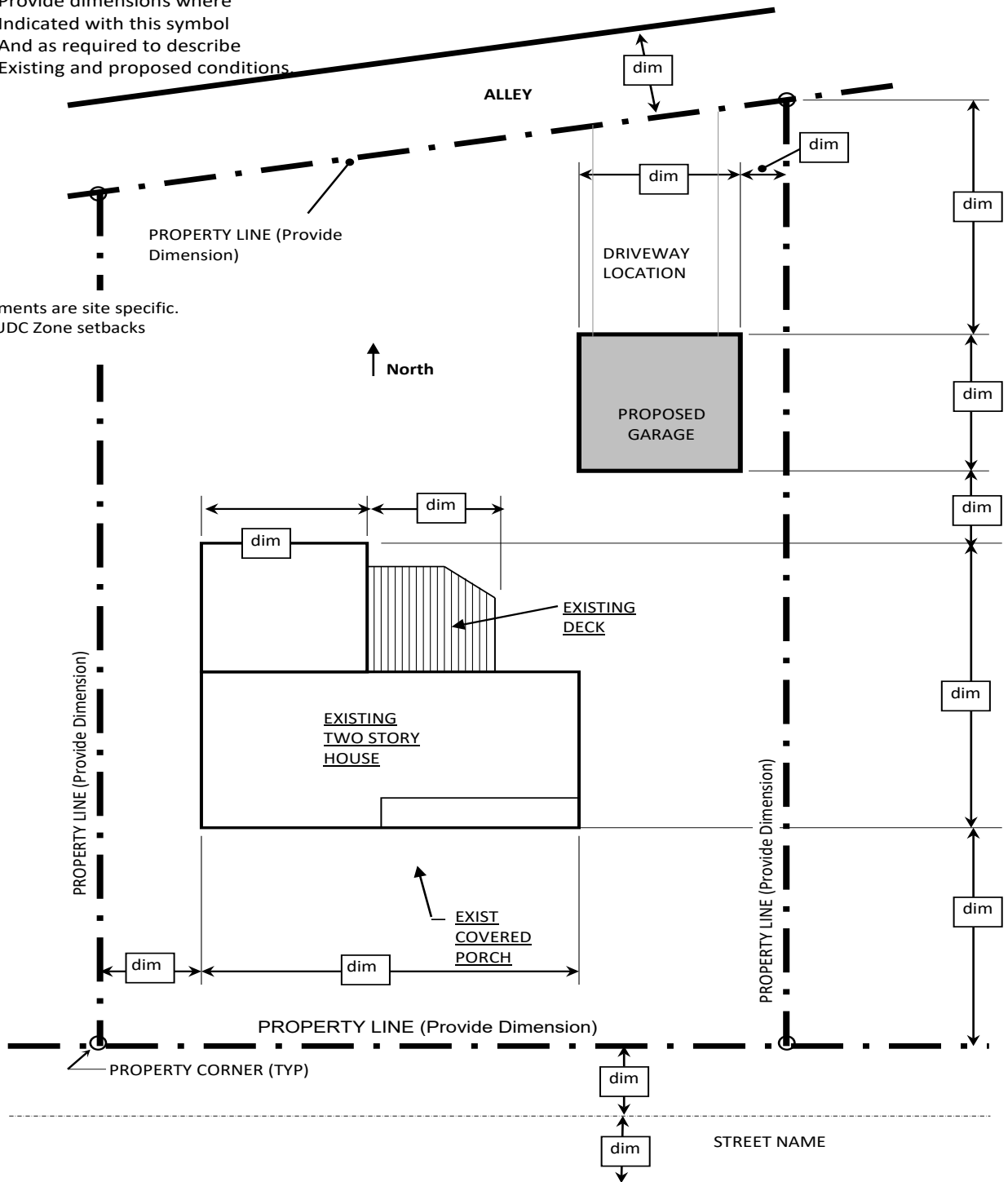
Sample Site Plan

Don't use this sheet-create your own drawing.

SCALE: 1" = _____ FEET

dim Provide dimensions where indicated with this symbol and as required to describe existing and proposed conditions.

Setback requirements are site specific. Show required UDC Zone setbacks



Note: See Site Plan Instruction Sheet for items required to be shown on the Site Plan

Site Plan Instructions

Minnesota State Building Code requires a Site Plan based on a Legal Boundary Survey.

This can be in the form of a new survey, found survey pins with supporting plat document or a survey done for a neighboring property owner which located the pins separating your property from your neighbors.

If the footprint of the building will not be changed, the site plan must be drawn to scale and must include the following:

These items are needed for window wells & similar items

- Dimensions of lot - Property lines must be consistent with the legal description of the property
- All existing buildings on the lot, their exterior dimensions, and distances to property lines
- All projections and accessory structures (decks, garages, sheds, etc.)
- New window wells – Location and dimensions
- The legal description of the property
- Scale
- North arrow

If the footprint of the building will be changed, in addition to the above:

These items are needed for any addition or new buildings

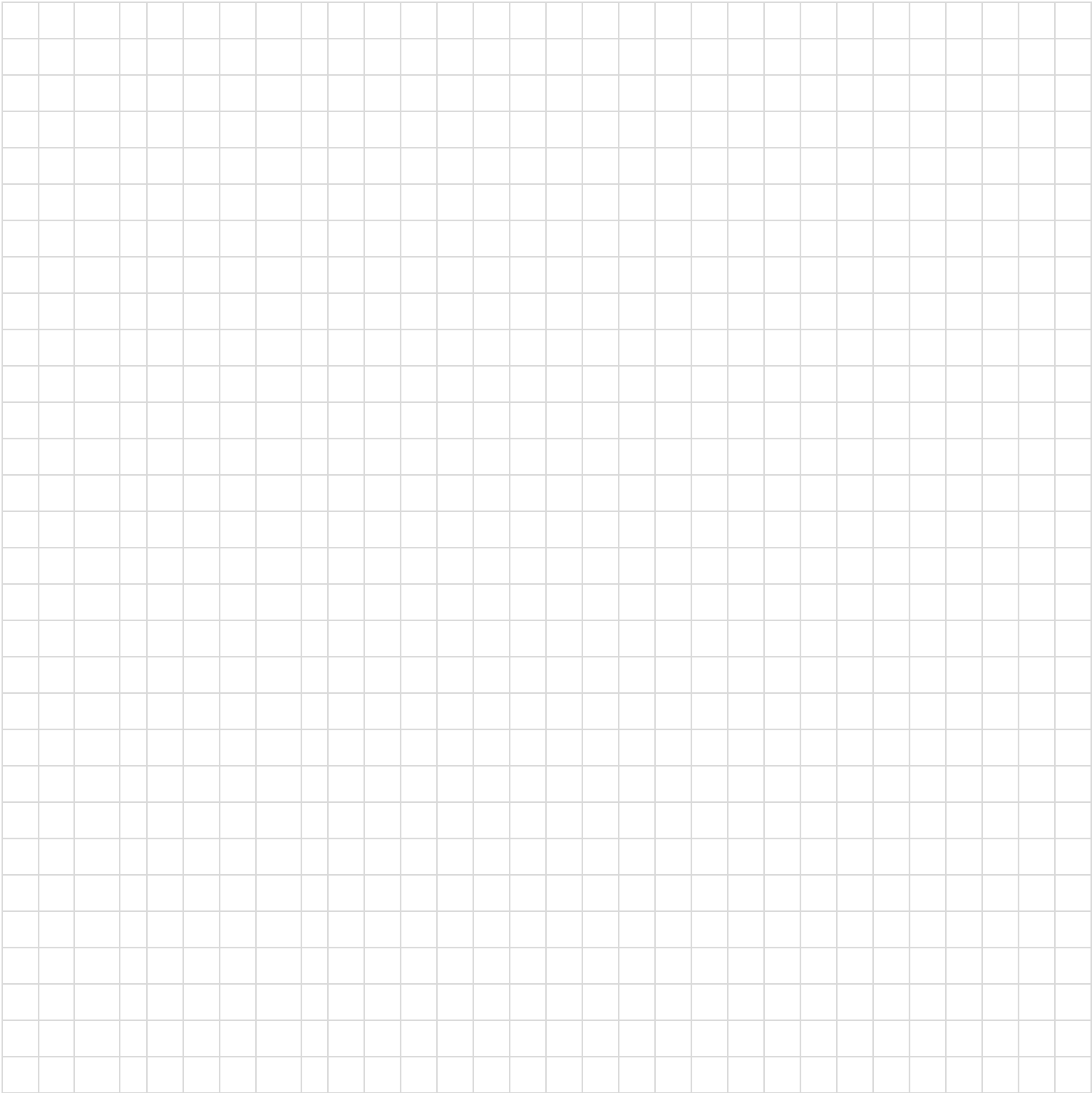
- Dimensions of lot and survey monuments on which the site plan is based (ex: found property corner pins placed according to a recorded survey or plat)
- Complete exterior dimensions of all proposed structures, projections, and additions as well as their dimensions to all property lines
- Adjacent streets or alleys with right-of-way widths shown, if known
- Any known easements on the property (existing utility or access) with dimensions
- Existing and proposed drainage patterns - Use contour lines or arrows to indicate direction that water would flow
- Setback distances (front, rear, and side) required by applicable codes
- Indicate the location of any utilities in the vicinity of the proposed work
- Attach all prior Planning Commission or Council approvals related to the site if applicable

Other information may be required for certain sites and will be requested during the plan review process.

Commercial and 3+ Multi Family projects require these additional elements in addition to the above:

- Life Safety Elements - Fire hydrant locations, fire truck access, building address, Knox Box location
- Accessible Elements - Accessible route, accessible entrance, accessible parking with loading zones and signage
- UDC Compliance Elements - Downcast lighting Information, bike rack (if applicable), parking & tree screening

This is not a complete list of requirements. Please work with your Design Professional to determine all items that may be needed.



Show North Arrow & Pins

RESIDENTIAL SITE PLAN PAPER

Use Pen & Ruler

<p>Site Address: _____</p> <p>Owner's Name: _____</p> <p>This Site Plan is an accurate and complete representation of the footprint(s) of all existing and proposed structure(s) and their location(s) on the subject property.</p>	<p>Plat / Parcel No.</p> <p>_____</p> <p>Grid is ¼" per square</p> <p>Scale: 1" = _____ Feet</p> <p>Date: _____</p>
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