



8301 Valley Creek Road • Woodbury, MN 55125-3300 • woodburymn.gov
(651) 714-3543 • TDD (651) 714-3568 • building@woodburymn.gov

Residential Building Permit Survey Requirements

One signed certificate of survey, drawn and printed to scale, including:

- a. Survey shall be signed by a surveyor licensed in the State of Minnesota.
- b. Survey shall be drawn and submitted for approval with a max. Scale of 1 inch= 50 feet.
- c. Survey shall include legal description and property address.
- d. Survey shall indicate proposed house type (walkout, lookout, rambler or split-level). Proposed elevations shall meet the general guidelines of the approved final grading plan.
- e. Proposed lowest opening elevation, proposed garage floor elevation, and proposed lowest floor elevation.
- f. Erosion control BMP's (best management practices) shall be indicated on the survey and meet the general guideline as outlined in the approved Erosion Control plan for site and meet current City code and policies. (I.e. rock construction entrance & perimeter sediment control required on each lot.)
- g. Survey shall reflect all public drainage and utility easements and their dimensions.
- h. Survey shall reflect all proposed and existing buildings, retaining walls, fences, etc.
- i. Survey shall reflect existing grade elevations at all property corners, proposed and existing house corners, proposed offset, ex. swales and/or grades breaks, ex. curb and sidewalk, etc.
- j. Survey shall include proposed elevations at lot corners, ground elevation at front, side and rear of building, grade breaks, lowest floor , top of block, and garage floor elevations, centerline of swales, proposed back of curb, sidewalk and trail (if not constructed).
- k. Proposed driveway elevations shall reflect a min. of **3%** and a max. **10%** slope (measure to the back of sidewalk if applicable).
- l. Survey shall reflect all existing and proposed public utilities with rim elevation, including service locations.
- m. Proposed grades shall reflect a **25 foot** usable backyard with grades not exceeding **10%** or be greater than **3:1 slope**.
- n. Proposed grades shall reflect a minimum grade of **2%** on all side and rear yard swales or current City code.
- o. Proposed drainage swales shall be located within the public drainage & utility easement as indicated on final plat.
- p. Proposed ground elevations shall reflect a minimum of **0.5 foot** of separation within the first **10 feet** from ground adjacent to building to side, rear and front yard.
- q. Survey shall reflect all adjacent water bodies with normal and high water elevations.
- r. Proposed lowest ground elevation adjacent to lowest opening shall reflect **1.5 feet** of separation from Emergency Overflow (EOF) or current City ordinance. When an emergency overflow cannot be provided for a storm water structure, the basin is considered landlocked.
- s. The proposed lowest ground elevation adjacent to a structure shall be at least **3 feet** above the 100-year, 24-hour elevation of the water body or above the elevation resulting from a storm 25 percent larger than the 100-year, 24- hour event, whichever is greater. Refer to approved final grading plan.
- t. It is prohibited to block drainage in drainage facilities, drainage ways, drainage easements, drainage areas, emergency overflows or modify the drainage to be non-compliant with the approved development or grading plans. Drainage facilities shall be open and unobstructed at all times. Activities or encroachments that prevent or inhibit the intended use of easements are prohibited per current City Code.
- u. It is prohibited for any person without written consent of the city to place, deposit, store, display, install, construct, alter, maintain or conduct any of the following on city parks or public property per current City Code.
- v. All surveys shall be initialed and dated by the Engineering department reviewer then submitted to Community Development for review and approval.
- w. All surveys shall have home setbacks measured and called out clearly on the plan. This includes: front yard setbacks measured from property line to nearest portion of the home, house and garage setbacks from nearest portion of the home, and rear setbacks from primary home structure- porch structure- and deck structure.
- x. Building dimensions including cantilevers, bay windows, decks, and porches.
- y. High water level for adjacent ponds, wetlands, and other water features.
- z. Existing elevations of adjacent buildings and lot corners.