

City Code, Chapter 7A: Appendix B
SURVEY REQUIREMENTS FOR ZONING PERMIT AND BUILDING PERMIT APPLICATIONS

**SURVEY REQUIREMENTS FOR ZONING PERMIT
AND BUILDING PERMIT APPLICATIONS**

GENERAL RULE: An original Certificate of Surveyor, in the form shown below, must be attached to the survey and submitted to the Zoning Administrator in the original applications for a Zoning Permit and a Building Permit.

LIMITED EXCEPTIONS TO THE GENERAL RULE: For Building Permits for additions, accessory buildings, swimming pools, decks, patios, and similar secondary construction, on property where there is an existing building, dwelling or principal structure, some or all of the survey requirements may be waived by the joint action of the Zoning Administrator and the Building Inspector, if, in their judgment, it can be ascertained by reference to data already on file with the City and/or by a inspection of the property that the proposed construction will comply with the elevation requirements, construction requirements, site plan requirements, individual sewage treatment system requirements, and setback requirements of this City Code.

The survey must contain complete depictions, descriptions, and data for all of the following items.

1. The record legal description of the Lot.
2. The acreage of the Lot and the acreage of any public road transversing it.
3. All drainage and utility easements, and all other easements, recorded or unrecorded (pipeline easement, electric transmission easement, private driveway easement, etc.).
4. The Lot's frontage on a public road.
5. The exact size, area, location and elevation of the Buildable Area(s) and Driveway(s), with sufficient supporting data and cross-section drawings to show the elevation relationships of the Buildable Area(s) and Driveway(s), the footings and lowest floor to the High Water Table and to the 100-Year Flood Plain (as those terms are defined in the City Code). (NOTE: See the note below regarding elevation markers.)
6. The setback lines described in the City Code.
7. The exact size and location of existing Buildings on the Lot, if any.
8. The proposed site plan for construction of new buildings and improvements, including the exact location and dimensions of the proposed Building(s) or Alteration.
9. The location and elevation of the high water mark of all wetlands or other line of demarcation between any wetlands and uplands and the setback line from the high water mark on the Lot so that a determination can be made that the proposed development will be in compliance with Chapter 7C of this City Code and in compliance with the Minnesota Wetlands Conservation Act of 1991. Wetlands delineations shall conform to the following requirements.
 - a. Field measurements shall be taken to each stake set by a wetlands evaluator.
 - b. The locations of the wetlands delineation stakes, as depicted on the survey drawing, shall conform to the field measurements taken by the surveyor.
 - c. The depiction of the wetlands delineation stakes shall include sufficient distance and angle data to allow independent verification of the location of the stakes.
 - d. The depiction of the boundary of a wetland shall be by connecting lines between the wetlands delineation stakes.
 - e. The certificate of the survey shall include certification as to the location of and the accurate depiction of the wetlands delineation stakes.
10. The acreage of all impervious surfaces, existing and proposed. (Impervious surfaces includes all Buildings, bituminous and concrete Driveways and parking areas, patios, decks and similar improvements which cover the ground. If Development is proposed which will create

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impervious surfaces of one acre or more, on-site water retention facilities must be provided in accordance with watershed district or watershed management organization plans and standards and the City's local water management plan and ordinances. The proposed location of retention facilities must be included in the site plan on the survey.

11. The exact location and identification of test sites (soil borings and percolation tests) provided by the site Evaluator for determination of the location of the Individual Sewage Treatment System, in accordance with Chapter 14 of the City Code.

ELEVATION MARKERS: Semi-permanent elevation markings are required to be placed on the construction site to aid City officials in their determination that the elevation requirements of this Code have been met. It is advisable for the surveyor to place durable markers, e.g., 6 feet or 8 feet of steel fence posts, with finish elevations marked on each post, at each corner of the Buildable Area(s), at two opposite corners or ends of the drain field area(s), and at least one post adjacent to each segment of the Driveway(s). If the elevation markings are not present upon the completion of construction, either the Building Inspector or the Zoning Administrator shall have the authority to require an additional survey to verify that the construction elevation requirements of this Code have been met. (From Code Section 7A-818.)

NOTE TO DEVELOPERS: If your development also involves subdividing the land, please take note of the Survey Requirement of Chapter 8 of the City Code. For plats, see the text of Chapter 8. For minor subdivisions (by metes and bounds description), see Chapter 8, Appendix B.

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STATE OF MINNESOTA)
) SS. CERTIFICATE OF SURVEYOR
COUNTY OF _____)

(Name of Surveyor) _____, being first duly sworn on oath states and certifies to the Columbus City Council, Anoka County, Minnesota, that he/she is a licensed land surveyor under the laws of the State of Minnesota, Minnesota License No. _____, and:

1. That this survey was prepared by me or under my direct supervision.
2. That the property description was taken from an Abstract of Title certified to that description as of _____, 19____, at _____: _____.m. by (Name of abstract company) _____.
3. That this survey was made on the ground and is a true and accurate representation of said real property.
4. That for said described property, this survey correctly shows: the location of all existing drainage and utility easements; the location of all recorded easements; the size and location of all existing buildings, major structures and major improvements; the acreage of the Lot and the acreage of any public road transversing it; the exact size, area, location and elevation of the Buildable Area(s) of future Buildable Area(s), setbacks, and Driveway(s), as defined and required by the Columbus City code; the exact radius or distance of any portion of a Buildable Area to the 100-Year Flood Plain; and, the exact distance of any portion of a Buildable Area to the 100-Year flood Plain; and, the exact size, location and area of all impervious surfaces and water retention facilities, existing and proposed, as the same are defined by the Columbus City Code and by State Statute.
5. That all stated elevations are in relation to the same elevation benchmark shown thereon.
6. That all measurements to the 100-Year Flood Plain are in reference to the 100-Year Flood Plain as established by U.S.D.H.U.D. Flood Insurance Rate Maps (1-16-80) for City of Columbus.
7. That there are no recorded or visible encroachments onto adjoining properties, streets or alleys by any of said buildings, structures or improvements except as shown thereon.
8. that there are no visible rights or way or easements on said described property except as shown on said survey.
9. That there are no party walls or visible encroachments on said described property by buildings, structures or other improvements situated on adjoining property, except as shown on survey.
10. That the locations and elevations of the high water mark of all wetlands or other line of demarcation between any wetlands and uplands and the setback line from the high water mark are based upon field measurements, made by me or under my direct supervision, to wetlands identification or delineation stakes set by (name of wetlands evaluator) _____. The existing topography and drainage patters are accurately reflected on this survey. The proposed changes to the land and to the drainage patters are shown on the attached Excavation, Filling, and Drainage Plan; and these proposed changes will not lower, alter, or fill a Wetland, except as shown.
11. That the identification umbers of test sites (soil borings and percolation tests), as shown on this survey, are the same as indicated in the report prepared by (name of Site Evaluator) _____, dated _____.
12. That all drawings, writings, data, and legends on this survey are true and accurate to the best of my knowledge.

(signature of surveyor)

Subscribed and sworn to before me this

_____ day of _____, _____

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

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Appendix B was added to Chapter 7A by Ord. No. 92-2, effective April 17, 1992.

Appendix B was amended by Ord. No. 92-4, effective August 28, 1992.

Appendix B was modified as to wetlands delineations by motion of the Town Board on August 25, 1993

Appendix B was modified as to Surveyor's Certificates by Res. No. 93-20, effective November 22, 1993.

Appendix B was amended by Ord. No. 07-02, effective March 1, 2007.

Appendix B was amended by Ord. No. 09-03, effective March 5, 2009.

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