

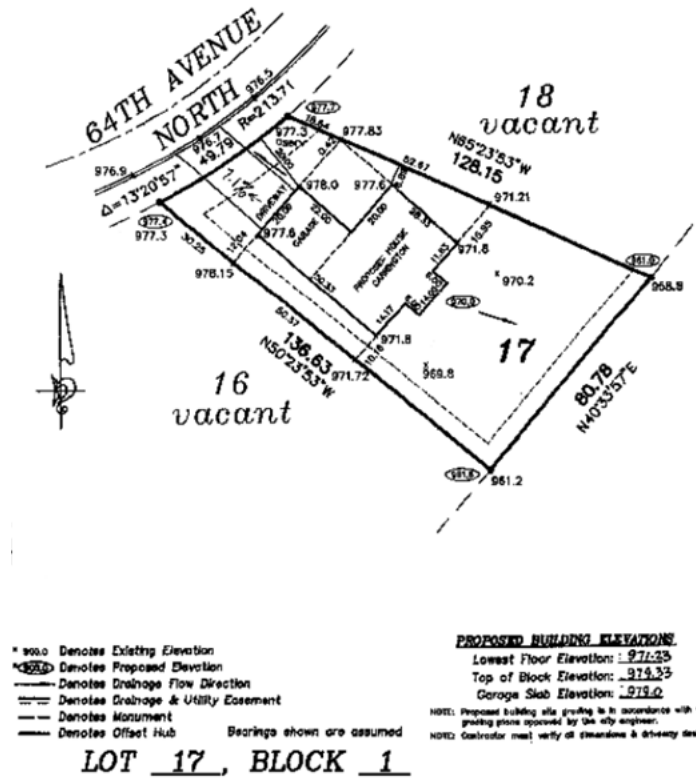
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How to Prepare a Site Plan For A Building Permit Application

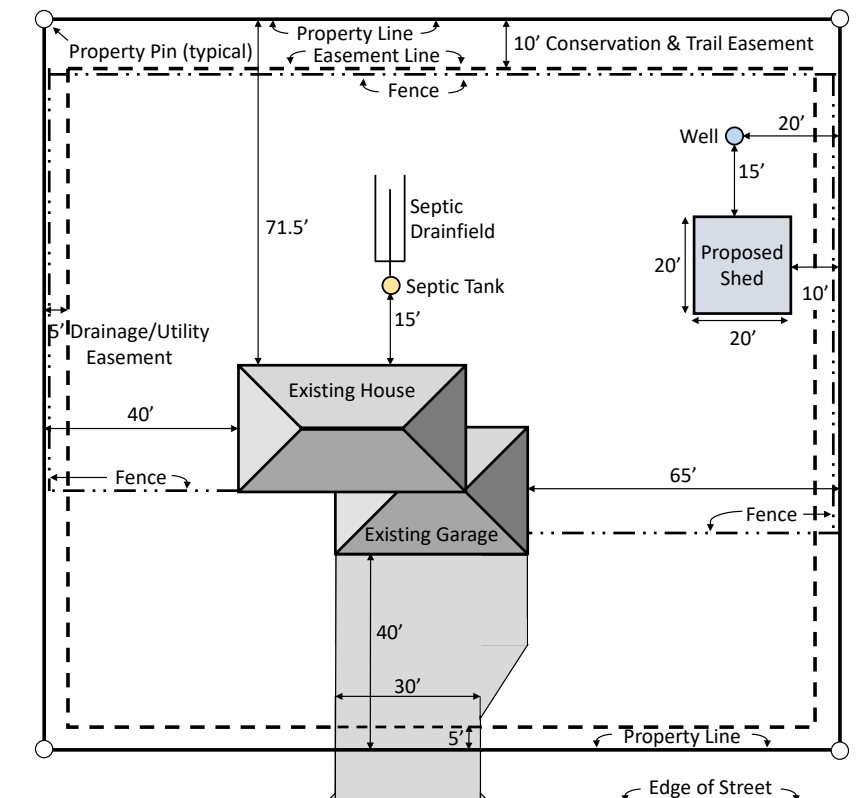
This handout is a compilation of some of the standard requirements of the 2020 Minnesota Residential Code and City Zoning Code for projects of this type. This handout does not contain all of the specific code requirements for construction and should only be used as a guide. The permit holder is responsible to meet all code requirements applicable to each project.

General Information

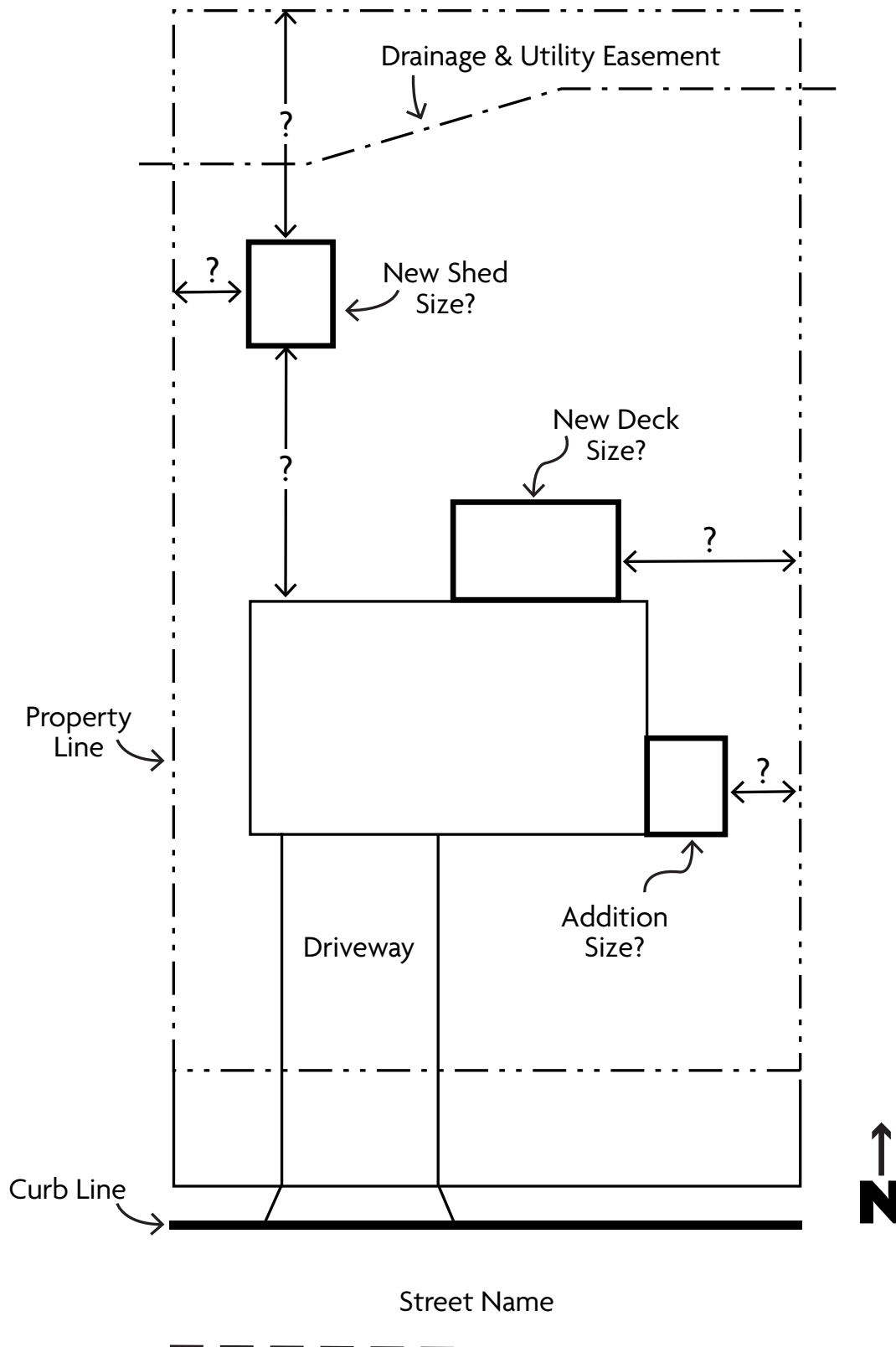
1. Site plans for building permits involving accessory structures, garages, pools, decks, or additions are required.
2. The following information, if applicable, must be shown on an accurately detailed site plan, showing actual dimensions:
 - a. Property boundaries
 - b. Principal structures (house/garage)
 - c. Existing driveway(s)
 - d. Existing fences, decks, pools, additions, accessory structures
 - e. Proposed location(s) of fence, deck, pool, accessory structure, or addition
 - f. Distances between the proposed structure and nearest property lines
 - g. Location and measurements of septic system components, from the nearest edge of the tank and drainfield to the closest edge of the structure
 - h. Well location
 - i. Drainage & utility easements
 - j. Conservation & trail easements
 - k. Any unique physical characteristic of the lot.
3. Site plans may be in the form of an official survey document (most preferred), a scaled computer drawing, or a hand drawing with all required measurements.
4. Aerial images can be used for a site plan when provided in color. However, scanning aerial images into the respective property file can result in information loss. Aerial images can also be used to trace over for a clear, scanner-friendly site plan.
5. The applicant is responsible for providing a site plan with the application showing the proposed property modifications.
6. **Disclaimer:** Proposed structures that are incredibly close to a property line, edge of an easement, setback line, or along the Mississippi or Rum Rivers may require a site plan prepared by a Minnesota-licensed surveyor for accuracy.



Scale: 1 inch = 30 feet



Example of a computer drawn site plan with proposed modifications.



Example of a hand drawn site plan with proposed modifications.

