



CITY OF WOODLAND
Phone: 952-474-4755

PROJECT ADDRESS _____

DATE _____

Applicant's name completing this application _____

ATTENTION RESIDENTS AND CONTRACTORS BUILDING IN THE CITY OF WOODLAND

The following checklist outlines the items that are required to be completed and submitted to City Hall prior to the issuance of any building permit in the City of Woodland:

Applicant Initial

Zoning Administrator

Survey Requirement

Two copies of a certified survey prepared within the preceding 6 months. Section 700.04 of the city code requires a certificate of survey, prepared by a registered land surveyor, for every application for the construction of any structure in the City of Woodland. The certified surveys must show all the property lines, required setbacks, the location of all existing and proposed structures, the existing and proposed grades at the foundation, the finished grades of all existing and proposed structures, the delineation of all wetlands, the OHWL and the 929.4 feet above-sea-level elevation of all lakes, the location of all existing and proposed shoreline improvements (including but not limited to riprap, seawall, or retaining timber), all existing and proposed contours shown at two foot intervals and the existing and proposed drainage on the property including volume and rate of flow.

Every application for building permit will be accompanied by a certified site survey (excluding interior remodels, re-roofs, re-siding and general maintenance) at a scale and in quantities deemed necessary by the Zoning Administrator. Because the survey will be used to determine whether an application is in conformance with city code, it will be the responsibility of the applicant to ensure information provided on the survey corresponds to submitted building plans (including existing and proposed topography). An issued building permit and/or land alteration permit will authorize only land alterations identified on a survey. Surveys will include all information as deemed necessary by the Zoning Administrator to provide for the enforcement of this chapter and the zoning chapter. An original signature is required on the certificate of survey.

** Note that As-built surveys will be required during and at completion of the project*

Two sets of building plans showing all structural alterations including scaled elevations of all existing and proposed structures.

A completed Building Permit Application. The application fee must be paid prior to being issued a building permit. The permit fee is based on the cost of construction.

A signed statement of compliance with the Construction Site Management Ordinance. A copy of the ordinance is attached.

A Construction Site Management Plan, if required.

A copy of a letter sent to all neighbors within a five hundred foot radius of the property identifying the proposed project, including contact information for the property owner and General Contractor.

_____ A completed vegetation alteration permit. Section 900.19 requires a permit for all alterations of vegetation in the city. All tree removal must be done by a licensed tree remover.

_____ A completed Land Alteration Permit. Section 900.17(4) of the City Code requires that all land altering activity be reviewed and a permit approved by the city prior to any excavation.

_____ Proof that proper permits have been obtained from the Minnehaha Creek Watershed District (952-471-0590). This means you must submit a copy of the approved permit or have the Watershed District contact me either by phone or email indicating that a permit is not required.

_____ Parking plan.

_____ Any other information required by City Staff. _____

_____ Copy of Woodland Zoning Ordinance provided _____

If you have any questions, feel free to contact Zoning Administrator Gus Karpas at (952) 474-4755 or Guskarpas@mchsi.com

As-Built Surveys Required during the construction project
City Ordinance 700.03, Subd. 3

As-Built Foundation Survey

Applicants for all new structures will provide to the city an **as-built foundation survey** upon completion of work to the foundation unless exempted in writing by the Zoning Administrator. The as-built foundation survey prepared by a Minnesota Registered Land Surveyor will certify both the final (front, side, rear, lakeshore and wetland) setbacks of the structure being built, and the elevations at which the new structure exists. Failure to provide a foundation survey upon foundation completion will result in the builder continuing with construction at the builder's own risk.

Expenditures incurred beyond the construction of the foundation will not be considered in determining the actions required to bring the building back into conformance if not built to approved plans. The foundation survey will be submitted to the city and on-site before proceeding with the framing or further construction. Inspection is done and approved by the building official.

As-Built Final Construction Survey

Applicants for all new structures and additions will provide to the city an as-built survey, prepared by a Minnesota Registered Land Surveyor and submitted to the city for review and approval upon the completion of all buildings and all additions to the buildings, unless exempted in writing by the Zoning Administrator. The as-built survey will certify both the **final** (front, side, rear, lake and wetland) setbacks of the structure being built, and the elevations at which the new structure exists. The city reserves the right to withhold the certificate of occupancy for a dwelling until final as-built survey has been submitted and approved.

As-Built Grading Survey

Applicants for all new structures and additions will provide to the city 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, upon completion of work unless exempted in writing by the Zoning Administrator. The as-built grading survey will certify the final topography of the site and verify the drainage patterns existing upon completion of work and provide hardcover calculations. The city reserves the right to withhold the certificate of occupancy for a dwelling until final grading addresses all problems that may be detrimental to adjacent properties.

In the event that weather or other conditions prevent the completion of an as-built survey at the time the Certificate of Occupancy is requested, the city may issue a Temporary Certificate of Occupancy provided that applicant provide a \$2,500 escrow fee to ensure completion of the as-built survey. The escrow fee shall be returned to the permit applicant, without interest upon successful completion and submission to the city.

Escrow Collected: yes _____ no _____ Check # _____ Date: _____



SURVEY REQUIREMENTS

The survey shall provide the following information unless otherwise approved in writing by the Zoning Administrator

- (1) Graphic scale of not less than one inch to 100 feet and north arrow;
- (2) Legal description of property;
- (3) Dimensions and bearing of front, rear, and side property lines;
- (4) Parcel size in acres and square feet;
- (5) Location and dimensions of all the existing improvements, including but not limited to; buildings, structures, retaining walls or timbers, riprap, seawall, steps, parking areas, driveways, storage areas, utilities, septic systems and wells; including but not limited to sanitary and storm manholes, hydrants, catch basins, power poles, phone boxes, fences, and any encroachments;
- (6) Location and dimension of all proposed buildings and structures;
- (7) 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;
- (8) Impervious surface calculations - existing and proposed - % and square footage;
- (9) "Building pad" setbacks on the survey according to the ordinance provisions and show the closest distance between the buildings and front lot line(s), side lot line(s), rear lot line(s), Ordinary High Water Level, elevation of 929.4 feet above sea level, and shoreline improvements, including but not limited to riprap, seawall, or retaining timber;
- (10) Distance between principal buildings and accessory buildings and structures, and shoreline improvements;
- (11) Delineate all wetland, OHWL of Lakes, easements, driveways;
- (12) Delineate location of new/proposed ISTS with alternate site (as required);
- (13) Location of all easements of record including but not limited to tree preservation, wetland conservation, cross-access, etc.;
- (14) Topographic contours at 2 foot intervals of existing and proposed elevations
- (15) Lowest floor level, first floor elevation, top of block, and garage slab.



SURVEY REQUIREMENTS

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- (16) Indication of direction of surface water drainage by arrows and impervious surface calculations for the lot or parcel;
- (17) Tree removal, tree preservation and grading plan if required by the city;
- (18) Wetland boundaries with ordinary high water level and 100-year flood elevation if applicable;
- (19) Driveway grade (minimum 0.50 percent, maximum ten percent);
- (20) All trees in excess of six inches in diameter (diameter measured at four feet above grade);
- (21) Wetland buffer areas and wetland or lake setback dimensions;
- (22) Other information as required by the city;
- (23) Location and type of erosion and sediment control measures to be installed by permit holder.