



Survey & Site Plan Requirements

City Code Sections [86-68](#) & [78-1247](#)

Planning & Zoning Department, 952-249-4620 or planning@ci.orono.mn.us

Planning related documents may be found at:

<http://www.ci.orono.mn.us/473/Planning-Related-Documents>

A **Certified Site Plan** or **Survey** is required for all new principal buildings, building additions to principal buildings and grading or filling projects requiring a permit. A Certified Site Plan shall be drawn to scale and prepared by a person registered by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture and Interior Design, unless exempted by the City Engineer.

A **Site Plan** is required for building, structure and land disturbance activities, i.e. accessory structures, decks, swimming pools, etc. A site plan, while not completed by a registered professional, should include the information to completely illustrate the proposal.

The City's Planning Department no longer reviews paper plans for permits or land use applications. A Certified Site Plan or Site Plan, as applicable, must be uploaded to your permit in a scalable PDF document, and must include the following information:

Administrative Data:

1. The name and registration number of the registered professional; date of certified site plan, north arrow, graphic scale.
2. Legal description and address of the property,
3. Total lot area in square feet.
4. Permanent iron monuments must be in place at each property corner and depicted on the certified site plan.
5. All existing easements.

Site Information:

6. Location and elevation of any structures on adjacent properties within 50' of lot lines. For lakeshore lots, the principal structure on each adjacent lakeshore lot and average lakeshore setback must be shown.
7. Primary and alternate drainfield area corners and tank locations (staked in field).
8. All trees over 6" diameter within proposed disturbance area(s) and within 75' of the OHWL
9. Storm utilities including drainage ways, storm sewers, culverts, catch basins, and drain tile stubs with invert elevations.
10. Topographic contours at 2' contours on the entire lot (Lakeshore, 1') and 50' outside of lot lines. Identify all steep slopes over 12%. The source for all topography must be indicated on the survey.
11. Elevations to sea level datum of the top of curb, or if no curb, the edge of the pavement of the street at points where the side lot lines of the property intersect said street.
12. Identify top of bluff, bluff setback, and bluff impact zone.
13. Wetlands and wetland setbacks.
14. Service utilities (water, gas, electrical, and sanitary sewer with invert elevation at connection point)

(Site Information Continued...)

15. Established high water elevation and structural setback from the Ordinary High Water Level (OHWL) for properties adjacent to lakes, ponds, streams or wetlands,
16. 100 year flood elevation.
17. Stormwater Quality Overlay District Tier
18. Hardcover calculations. Please provide using the [City's calculation sheets](#).

Project Information:

19. All proposed improvements with dimensions.
20. Landscaping, and/ or stabilization of disturbed areas.
21. Proposed surface drainage (1' contours on lakeshore properties, 2' on all others), indicate with arrows.
22. Slope of driveway in percent of grade.
23. Elevations to sea level datum of the top of foundation at each transition, garage floor, the first floor and lowest floor at all structure corners, and top and bottom elevations for all walls.
24. Erosion control, construction access, and soil stockpile during construction.

Additional surveys may be required, depending on the nature and complexity of your project.

FOUNDATION AS-BUILT SURVEY: A foundation survey, when indicated as required on the building permit, shall be submitted upon completion of the foundation work **and** before framing commences for all principal buildings and all additions to principal buildings and include:

1. Verification of the lot dimensions,
2. Verification front, side, rear, lakeshore, and wetland setbacks,
3. Foundation elevation at the same locations depicted on the survey developed for the project.

Discrepancies in setbacks or elevations will delay your project.

AS-BUILT SURVEY: An as-built survey, where required, (usually required for all principal buildings and additions to principal building permits) shall:

1. Certify the final topography of the site;
2. Certify locations and elevations of all buildings and improvements on the site;
3. Verify drainage patterns;
4. In the Shoreland Overlay District, verify hardcover calculations.

Last Updated: January 2022

Note: This is an information sheet only, every effort has been made to insure the accuracy of the information contained herein; however, if any information is not consistent with provisions of the City Code, the Code provisions will prevail.