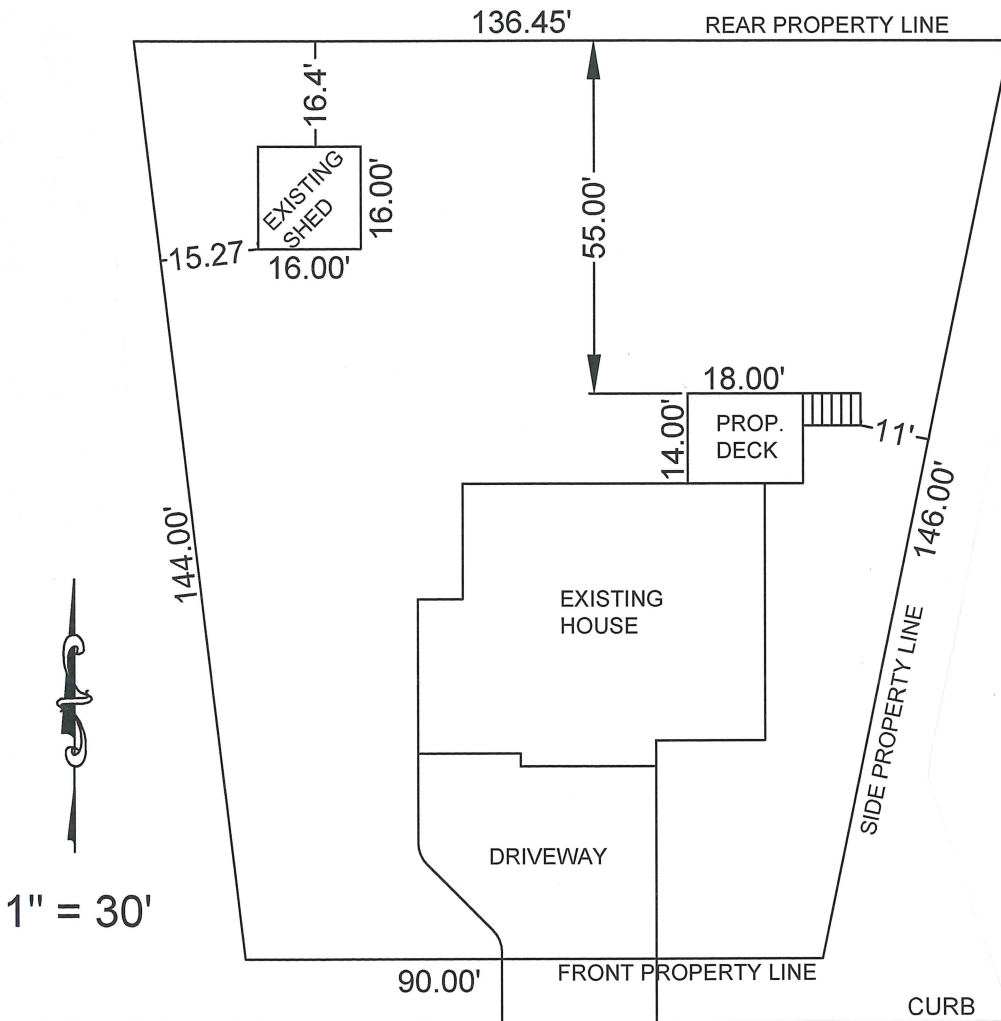




Site Plan Example

Informational Handout

A certificate of survey has been required for new home construction since the mid 1990's. A survey is an accurate drawing completed by a registered land surveyor and it is the only document that can precisely show your property lines. If a survey for your property is on file with the City, you may use this when applying for a building permit for a proposed addition, garage, deck or other structure. If your property does not have a survey on file, you may need to have a survey prepared by hiring a private land surveyor licensed by the State of Minnesota. In some instances, the City may waive the survey requirement and allow submittal of a detailed site plan. It is the property owner's responsibility to know where the property lines are located. Please use the following information for submitting a site plan with your building permit application:



The following items must be shown on your site plan:

- Address
- Legal description (i.e. Lot 1, Block 6 Strom Addition)
- Lot lines
- Lot dimensions
- Location of all existing structures
- Location of proposed structures
- Location of driveway
- Structure distance (setback) to lot lines

How to obtain lot information from Scott County's website:

www.co.scott.mn.us

Property information can be found two ways on Scott County's website. The first method includes searching by the legal description (plat name) on the land records link under Property, GIS and Land. You will need your legal description to do this. The second method is by searching under the GIS/Maps link and choosing the ScottGIS Interactive Mapping application. This site allows you to search by address and gives you the ability to determine the approximate property lines with the measuring tool. Residents can contact the Planning Division for additional assistance at 952.882.2698.

Note: If site plan is incomplete, the review process will be delayed.

*It is very important to know exactly where your property lines are located before making improvements to your property. Please note that a site plan may not be allowed and a certificate of survey may be required for certain projects. To find out if your project will require a certificate of survey, please contact the Planning Division at 952.882.2660.