



EDINA BUILDING SAFETY POLICY/INFORMATION <sub>1</sub>			
Survey/Site Plan Requirements		MSBC 1300.0130	
subject		code reference	
Inspections Department		approval <i>J.D. Sible</i>	
department		approval	
SP-005-B <sub>2</sub>	07/26/2017	12/04/2000	1 of 1
policy number	revision date	effective date	page number
1. All Building Safety sheets adopted by Fire Department and Inspections Department.			
2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			



**Purpose:** To provide adequate and accurate site information to all City departments involved in the review and approval of projects, as well as providing information for future reference.

**Scope:** All required surveys: Surveys are required for construction of structures, additions to structures, demolition of structures, moving of structures and grading.

**Exception:** When no grading is to occur on the property, the NGVD-1929 elevation at the existing and proposed main floor level is indicated on the site plan and the bottom of all footings for all structures on the property are above the Flood Fringe, the Building Official, Planning Director and City Engineer may approve a site plan in lieu of a survey when one of the following conditions is met:

- The proposed structure is setback at least twice the required setback distance from property lines, and property corners and property lines adjacent to the proposed structure have been located and marked by a surveyor.
- The proposed structure is setback at least twice the required setback distance from property lines, and property corner irons or monuments have been located and the **entire** length of property lines adjacent to the proposed structure have been marked.

Surveys for proposed work must be submitted at the time of permit application. In addition, as-built surveys are required to be submitted during the course of construction.

1. An as-built survey indicating the floor level of the existing home at the main entry must be submitted with an application for a demolition permit.
2. An as-built survey indicating the top of foundation and structure setbacks must be submitted prior to Foundation Pre-backfill approval.
3. A final as-built survey must include the actual site conditions, which must include first floor elevation. All structures and contours must be submitted **prior** to the final building permit approval.

Surveys submitted to the City for permits must include:

1. Property lines showing monument locations. Registered surveyor must prepare survey.
2. Scale of drawing. Minimum scale 1' - 50'. Maximum sheet drawing size 24" x 36".
3. Full legal description.
4. Dimensions of lot including square footage and north arrow.
5. Dimensions of front, rear and side yards, proposed and existing.
6. Locations and dimensions of all existing buildings/structures on the lot.
7. Location and dimensions of proposed building/addition/structure, including cantilevers beyond the foundation.
8. Side yard and setback dimensions of buildings/structures on adjacent lots.
9. Location of all easements as shown on record plats.
10. Tree survey & Tree Protection Plan required per [Ordinance No. 2014-25](#).
11. National Geodetic Vertical Datum of 1929 (NGVD-1929) elevations at the following specific locations:
  - 11.1. Each lot corner (existing and proposed).
  - 11.2. Grade at the foundation and top of foundation of structures on adjacent lots.
  - 11.3. Grade at the foundation, top of foundation, main floor and garage floor of proposed new construction.
  - 11.4. Lowest point of entry (i.e. door sill or top of window well) of proposed and existing construction.
  - 11.5. Lowest floor of proposed and existing construction.
  - 11.6. Top of wall and bottom of wall elevations at regular intervals for all retaining walls.
12. Placement and method of erosion control, including construction entrance location.
13. Arrows indicating direction of existing and proposed drainage.
14. One foot contours indicating existing and proposed grades.
15. Lot coverage calculations.
16. Location of pylon sign (for commercial project only).
17. Record of revisions, with revision date, number and description.
18. Signature, date and certification of surveyor.