

The City of Northfield requires Certificates of Survey with building permit applications for new buildings, additions, attached or detached garages, or alterations to the location or exterior dimensions of existing buildings.

Information Required:

The Certificate must be signed and dated by a land surveyor registered with the State of Minnesota and shall include the following minimum information:

- a) Location of property corners & existing and proposed lot corner elevations.
- b) Location of lot lines and of offset stakes set on lot lines along the front and rear of building extensions.
- c) Location of all drainage and utility easements as shown on the record plat and easements set for by the City as conditions for plat approval shall be shown. All other required easements shall be shown.
- d) Show existing structures and utilities on the lot and near corners of existing structures on adjoining lots. This shall be done by dimension. Also show curb and gutter or edge of the traveled road at driveways.
- e) Show proposed structures using dimensions to show size and location. Identify type of proposed building, such as rambler, split level, walkout ect. Show proposed driveway and significant structural features such as: garage, deck, retaining walls and entryway including patio doors, walkouts, and low basement windows.
- f) Elevations shall show at the following points:
 1. Existing and proposed at each lot corner.
 2. Existing and proposed at all major corners of the building
 3. Street centerline and gutter line at each side lot line extended and street centerline and gutter line at driveway centerline extended.
 4. Proposed elevations for garage floor, basement floor, top of foundation and all entryways; including walkouts and low basement windows.(low opening)
 5. Ground elevations of existing structures on the lot, and near corners of existing structures on adjoining lots.
 6. Emergency overflow (EOF) of the development (if applicable)
 7. 100-year flood elevation of adjoining ponds (if applicable)
 8. Side-lot grade breakpoints
- g) Location of setbacks.
- h) Location of driveways with proposed elevation.
- i) Distance from buildings to lot lines.
- j) Existing and proposed elevations of buildings, lot corners, and top of curbs.
- k) Proposed house and floor elevations for top of foundation block, garage floor, and lowest level floor & proposed lot corner elevations.
- l) Locations and ground elevations for the corners of proposed and existing buildings, located on adjacent parcels, which are nearest to the building for which the application for permit is being made.
- m) Legal description.
- n) Arrows showing direction of drainage.
- o) North directional arrow.
- p) Measurement scale.

- q) Other information as may be required by the Building Official and City Engineer to determine the effect of construction on drainage, easements, and lot lines, and to determine compliance with City ordinances, codes and regulations.

Exceptions:

- 1) Generally, Certificate of Surveys will not be required for sheds, decks, and swimming pools; however, a site plan will be required that includes setbacks on all sides, a north arrow, location of adjacent streets, changes in drainage patterns, and address.
- 2) Any interior work or exterior work that does not alter the location or exterior dimensions of the existing buildings
- 3) Permitted Encroachments as defined in the Zoning Ordinance of the Northfield Ordinance Code.

Conditions for Waiving a Certificate of Survey:

- 1) The Building Official may waive the Certificate of Survey requirement for additions when a Certificate of Survey is on file with the City.
- 2) The Building Official may waive the survey requirements where it can be determined that the construction will have a minimum impact on drainage, easements and lot lines, and compliance with city ordinances, codes, and regulations, through other reasonable means.