

Absence of Certificate of Survey

Site Plan Example

8080 Mitchell Road, Eden Prairie, MN 55344

Phone: 952-949-8300

Fax: 952-949-8390



Homes built prior to the mid-'80s in the City of Eden Prairie did not require a Certificate of Survey. A Certificate of Survey is now required for new home construction to accurately verify setbacks and easements. If an existing property does not have a Certificate of Survey on file when applying for a building permit for a proposed addition, garage, deck or other structure, the property owner has the option of hiring an engineering or surveying company to create a new Certificate of Survey for the property or the owner can file an Absence of Certificate of Survey application. Use this example and the attached form as a guide to help prepare the Absence of Certificate of Survey application. Contact the Planning Division if you have questions about completing this application.

What is a Site Plan?

A Site Plan is a plan drawn to scale showing the uses and structures proposed for a specific parcel of land.

A Site Plan should include the following information:

1. Property lines with dimensions.
2. Location of all existing and proposed structures.
3. Location of all existing easements.
4. Exterior dimensions of all existing and proposed structures, with dimensions to property lines.
5. Name, address and phone number of the property owner.
6. Address of the construction site.
7. North arrow and scale.

Additional Resources:

Building Inspections: 952-949-8342

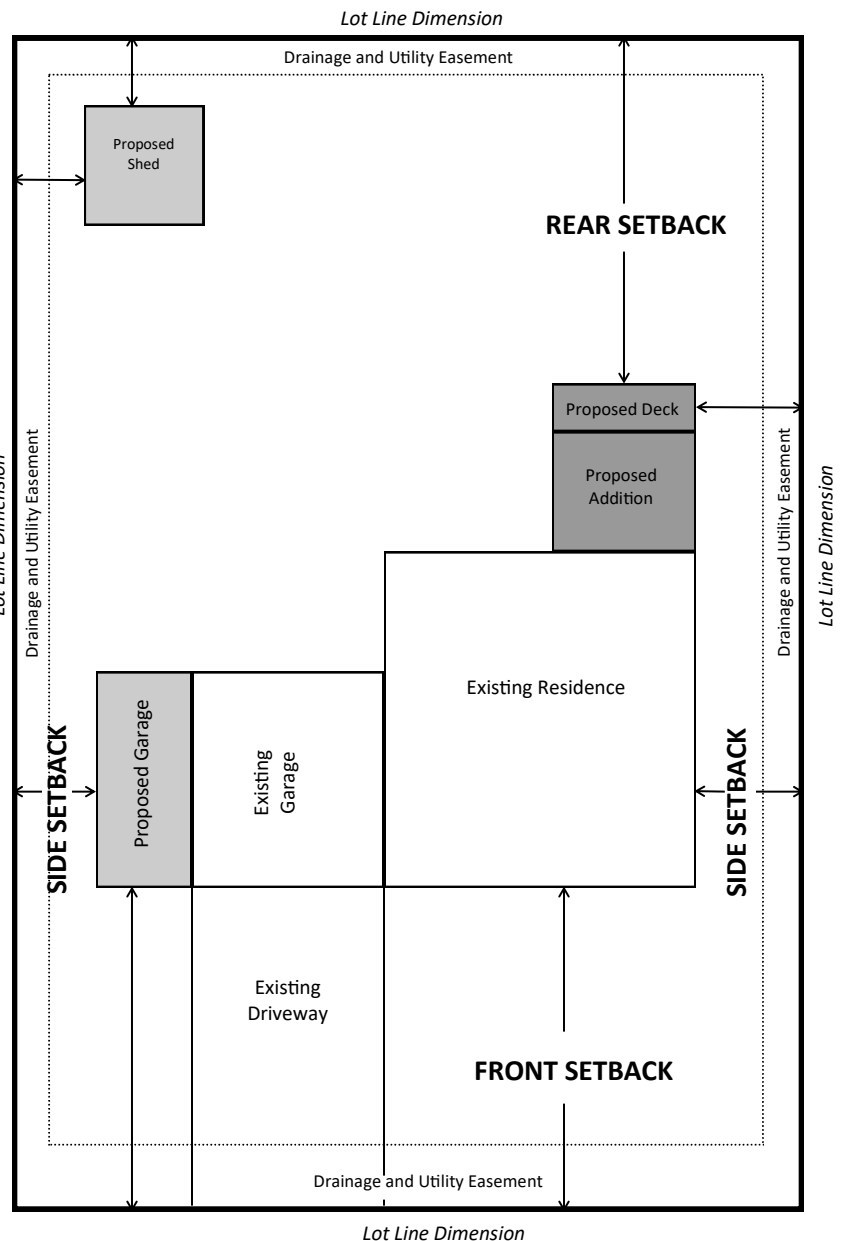
Planning Division: 952-949-8485

Engineering Division 952-949-8330

Engineering or Planning can provide the following information:

- Aerial Photo—To determine location of existing structures.
- Plat Map—To determine lot line dimensions and easement locations.

Lot dimensions and aerial photos are also available on Hennepin County's website: gis.hennepin.us/property



Scale 1"=30'



Elm Street

Mr. & Mrs. Smith
1234 Elm Street
Eden Prairie, MN 55344
952-555-1234

ABSENCE OF CERTIFICATE OF SURVEY DOCUMENT

City of Eden Prairie
8080 Mitchell Road
Eden Prairie, MN 55344

To be completed by Owner of Property

Site Address:	Email:
Applicant:	Phone:

I, the applicant, understand the City has no Certificate of Survey on file, and that I am unaware a survey exists. I also understand my building addition, garage, deck, or other structure at the above property must meet the required building setbacks for the appropriate zoning district. Below or attached separately, I represent an accurate drawing of the addition/structure in relationship to the lot lines and existing structures on the lot. If it appears that the addition/structure will violate the zoning district setback, a Certificate of Survey of the lot may be required by the building official as per the Uniform Building Code, Section 305 (2).

OFFICIAL USE ONLY

Site Plan reviewed against aerial 1/2 section dated:

Property Zoned:

No obvious setback violations identified.

Comments:

Date:

Name: