



City of Ham Lake

15544 Central Avenue NE • Ham Lake, MN 55304

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CERTIFICATE OF SURVEY INFORMATION

1. Scaled drawing, north arrow, and legal description of property.
2. Names of all abutting streets, dimensions of all lot lines, as well as dimensions and location of all easements of record.
3. Locations of all existing buildings on the subject lot.
4. Show locations of purposed septic system and alternate site indicate boring locations, minimum one in house pad and minimum four in 10,000 square foot septic area. Also indicate location of benchmark and the elevation.
5. Location of abutting neighbors septic and well.
6. Location, including front, side yard, and rear yard setback dimensions to the proposed structure. Note that rear yard setbacks on shoreline lots must show the shortest dimension from the structure to the ordinary high water contour line of the body of water.
7. Outside dimensions of proposed structure, INCLUDING DECKS AND PORCHES, STAIRWAYS, CANTS, FIREPLACES, BAY AND BOW WINDOWS.
8. The type of building, i.e., split level, rambler, full basement, walkout, lookout windows, etc.
9. Location of stakes established by the surveyor along each side lot line at the proposed front and rear building line. The maintenance of these stakes, once established by the surveyor, shall be the responsibility of the building permit applicant.
10. Grade elevations to mean sea level datum (1929 NGVD) at the following points:
 - a. Existing and proposed at each lot corner.
 - b. Crown of street at each lot line extended, or top of curb.
 - c. Existing and proposed at all major corners of proposed structure.
 - d. Proposed lowest floor (per approved plat).
 - e. Proposed garage floor.
 - f. Proposed top of foundation.
 - g. The top and toe of all other slopes.
 - h. The proposed mid-point or proposed critical point along each property line.

- i. Any break in grade on adjoining lots within 25 feet (25') of the property line of the subject lot.
 - j. Existing and proposed elevations at any point along the property line intersected by an adjoining property line.
 - k. The top of foundation of any existing buildings located on adjacent lots.
11. Proposed retaining walls to be constructed as part of the final grading, showing location, top and bottom elevations. Permits are required when over four feet high. Some designs may require engineering.
 12. The proposed disposal of drainage and surface water, indicating direction of surface water drainage by arrows.
 13. Garage must be noted along with driveway location and percent slope. Proposed driveway slopes shall not exceed ten (10) percent as measured in a straight line from garage slab to top of curb. DRIVEWAYS SHALL BE NO LESS THAN TEN (10) FEET FROM ANY SIDE PROPERTY LINE.
 14. Proposed slope or grade of ground for a distance of not less than twenty feet (20') in front of and in back of the proposed structure. Minimum grade for drainage away from structure will be 2%.
 15. All existing wetlands, ponds, streams and lakes. For ponds and lakes, the normal water level and the 100-year flood elevation must be indicated on the survey.
 16. Erosion control measures. For those lots abutting lakes, streams, wetlands and yards sloped towards the street, the applicant may be required to submit a cash escrow to the City to insure the adequate erosion control measures are established and maintained throughout all phases of construction until permanent turf has been established on the subject property.

CERTIFICATE OF SURVEY – Site Survey

Each applicant for a building permit for a new residential principal structure, or for a new or remodeled exterior business or industrial buildings, shall be accompanied by a certified land survey indicating that permanent iron monuments have been set at each lot corner. That shall include:

- A) Front and side setback stake shall be in place at the time of footing form inspections.
- B) All iron monuments shall be visible when the footings are placed, and at the time of final occupancy inspection of the building.
- C) A two-inch (2") by two-inch (2") stake shall be placed near the front of the building excavation indicating the elevation of the curb in front of the lot and the proposed elevation of the top of the building foundation.