



Certificate of Survey

In some instances, a certificate of survey is required for zoning applications and building permit applications. A survey is an accurate drawing or map of a property which shows the size and configuration of a property, and the size and precise location of all proposed site improvements (buildings, driveways, etc.) A survey must be prepared by a licensed Property Surveyor in the state of Minnesota.

When is a Survey Required?

A survey is required to accompany many applications that are submitted to the City in order to get approval when there is a request to change how a property will be used or when a major construction project will be added or relocated on a property. The following require submission of a certificate of survey:

1. Conditional Use Permit
2. Lot Splits (the City Planner may require)
3. Site Plan Review
4. Permits for Commercial Excavations
5. Division of Two-Family Dwellings
6. Environmental Permit
7. Building Permit
8. When required by City Staff during any review to determine compliance with City code

Why is a Survey Helpful?

A survey allows City staff to clearly see the specific and unique conditions on your property; it allows City staff to provide more specific information when responding to your requests and reviewing the proposal or application. With the detailed information provided on a survey staff can better indicate what can and cannot be done on your property.

What Does a Survey Show?

- Name and address of property owner
- Address of the property (if different than the owner's address)
- Legal description of the property
- A north arrow indicator
- Scale indicator (e.g.: 1 inch = 100 feet)
- Property lines and property dimensions
- Any easements on the property and/or other pertinent legal features
- Identification of adjacent streets
- Location, size, and shape of any existing structures on the site
- Location and dimensions of all parking areas and driveways (existing and proposed)
- All existing and proposed setbacks
- Roof overhangs and other architectural features such as bay windows and chimneys
- All bodies of water, including but not limited to: lakes, creeks, wetlands, streams, and drainage ways. The Ordinary High Water Level (OHW) and 100 year flood elevation shall also be shown

- Existing and proposed two-foot contours shall be shown on all surveys unless City staff requires a separate grading and drainage plan to be reviewed by the City Engineer
- For all properties in the Shoreland Overlay District: Existing and impervious surface coverage calculated into square footage and percentage
- Drive grade as required by City staff (max: 10% slope)
- Existing and proposed low floor elevation
- Existing and proposed elevation at curb to first floor
- Existing and proposed septic systems
- Existing and proposed sewer lines
- Significant trees and wooded areas may be required to be shown
- Other information as determined by the Community Development Department

Additional information can be obtained by calling the City of Anoka Community Development Department at 763-576-2720.