



Survey Requirements and Property Line Location

Minneapolis Construction Code Services
Informational Bulletin
Revised January 2009

This policy is created to protect the property rights of the owner of a property where work is being done as well as the owners of adjacent properties by ensuring that setback requirements are being enforced.

These requirements apply to customers applying for construction permits issued by CCS. It is the responsibility of the applicant for a permit to obtain any document required by this policy and submit it with the permit application. Processes and reviews that occur prior to application for a permit (including those done in zoning or planning) may have different requirements related to surveys.

For the purposes of this policy, the following terms shall have the meanings stated:

Survey – A legal document signed by a licensed land surveyor that depicts a particular property or properties by showing at a minimum property lines, property boundary monument locations, property dimensions, existing and proposed structures on the property, structure setbacks to property lines, lot corner elevations, and drainage patterns. This type of document may also be called a certified land survey, registered land survey, or certificate of survey.

Partial Survey – A legal document signed by a licensed land surveyor that depicts a particular property or properties by showing at a minimum certain property lines, property boundary monument locations, dimensions of property lines, existing and proposed structures on the property, structure setbacks to property lines, lot corner elevations, and drainage patterns. The extent of information required shall be determined by the city. Partial surveys shall show a minimum of one property line.

Property Boundary Monument – A marker installed in the ground under the direction of a licensed land surveyor at property corner locations. Property boundary monuments must be visible at the work site for inspection purposes.

Licensed Land Surveyor – An individual licensed as a land surveyor according to Minnesota Statute Chapter 326.

Applicants for permits shall provide two (2) copies of surveys or partial surveys as follows:

1. A survey shall be required for the following projects:

- a. Construction of new buildings
- b. Additions to commercial buildings including multi-family dwellings of 3 or more dwelling units

2. For the following types of projects all property lines relevant to the work shall be established using found property boundary monuments, an as-built survey or having a survey or partial survey completed that includes the location of property boundary monuments:

- a. Additions/expansions to existing one and two family dwellings

Exception: Additions to dwellings where all new construction is recessed from the side wall of the existing structure by a minimum of three (3) feet.

- b. Construction of or additions to accessory structures (including sheds, garages, decks, gazebos, pools, hot tubs)
- c. Egress windows/window wells that encroach into a zoning setback
- d. Fences and retaining walls

The first step in locating your property lines is to determine the dimensions of your lot. You can get this information from your deed or Hennepin County web site; <http://www16.co.hennepin.mn.us/pins/>.

You can learn more about finding your property lines by calling the City of Minneapolis GIS Office and listening to the menu at 612-673-2431.

Due to irregular shaped lots, site conditions, or other unforeseen circumstances, inspectors may determine that a survey or partial survey is necessary even though one was not required for permit issuance.

Sample Residential Site Plan

111 Plain Avenue N.

