

AITKIN COUNTY

BOARD OF ADJUSTMENT

CERTIFICATE OF SURVEY CHECKLIST

This checklist is to be used by the Land Surveyor as guidance when preparing a Certificate of Survey for submittal. The existing conditions information shall be located by field observations during the survey and shown on the Certificate of Survey. This information shall be included for the property surveyed and adjoining property within 25 feet of the property lines. A copy of this checklist shall be signed by the surveyor and attached to all submittals to Aitkin County.

Items Shown on certificate

- _____ 1. Legal Description
- _____ 2. Property Boundary
- _____ 3. Boundary Monumentation not more than 200 feet between monuments, or approval by the zoning office.
- _____ 4. Location and perimeter dimensions, to the nearest foot, of all structures, including principal buildings, outbuildings, sheds, decks, fences and signs
- _____ 5. Location of the septic system
- _____ 6. Location of the well(s)
- _____ 7. Location of retaining wall(s)
- _____ 8. Location of existing ingress, egress drives and parking areas
- _____ 9. Location of and dimensions of all existing easements affecting the property
- _____ 10. Location of all other impervious areas, such as, sidewalks, patios, stairways and lifts
- _____ 11. Elevations to depict a 2-foot contour interval with spot elevations to show the lowest floor elevation of all structures and the lowest adjacent grade of all structures to the nearest tenth of a foot; elevations shall be on NAVD 1929 datum (if applicable)
- _____ 12. Location of all wetlands on the property; wetlands shall be delineated by a Certified Wetlands Specialist (if applicable)
- _____ 13. Location of the Ordinary High Water (OHW) line, if the property adjoins public water. This line shall be located by elevation and tied to the boundary lines of the property; a Bench Mark shall be established on the Property
- _____ 14. Location of any visible encroachments from or onto the property
- _____ 15. Location and width of adjoining public streets or public and private road easements
- _____ 16. Location of significant vegetation that would be affected by the application

- _____ 17. Location of any Bluffs on the property in accordance with the current ordinance; both the toe and top of the Bluff shall be shown and labeled
- _____ 18. Location of all floodplain zone boundaries
- _____ 19. Location and dimensions of proposed structures, including principal buildings, outbuildings, sheds, decks, fences and signs
- _____ 20. Location of proposed septic systems (2 soil borings per proposed lot)
- _____ 21. Location of proposed retaining wall(s)
- _____ 22. Location and dimensions for proposed ingress, egress and parking areas
- _____ 23. Location, dimensions, width and purpose of proposed easements that affect or serve the Property
- _____ 24. The current zoning classification of the Property and adjoining properties
- _____ 25. Building setback lines in accordance with the current County Ordinances
- _____ 26. Area of Property
- _____ 27. Impervious surface calculations: the total area, in square feet and as a percentage of the total lot area, shall be shown for both the existing and proposed impervious surfaces on the Property.
- _____ 28. The E911 address and the Tax Property Identification Number (PID) for the Property shall be shown on the Certificate of Survey
- _____ 29. North Arrow, Basis of Bearings, Vertical Datum, Written Scale and Bar Scale shall be shown; the scale of the drawing shall be of a size to legibly depict all items required; more than 1 sheet may be used.
- _____ 30. Other items that are deemed significant and that could affect the property or adjoining properties by the proposed application as deemed necessary by the Zoning Administrator, Board of Adjustment and/or Aitkin County
- _____ 31. Drawing Submittal

Signature of Surveyor _____

MN License No. _____

Date _____

Proper preparation of the Certificate of Survey will aid the Board of Adjustment. A negative answer to any of the above items may prompt the Board to request additional information from the applicant.