



CITY OF LONSDALE

**SURVEY & GRADING POLICY FOR
NEW RESIDENTIAL HOME CONSTRUCTION**

The purpose of this policy is to ensure that all new home construction activities comply with the approved grading plan for the area/lot/parcel, and follow accepted City standards for grading and drainage.

PERMIT REQUIREMENTS

All new single-family home construction permitted by the City of Lonsdale, shall be required to comply with this policy. The City may impose special conditions to the building permit, which stipulate that the grading work must be completed for approval of an Occupancy Permit.

I. APPLICANT SUBMITTALS

A. CERTIFICATE OF SURVEY

When the building permit application is submitted, the applicant shall also submit to the City of Lonsdale a Certificate of Survey showing the location of the proposed structure on the lot. This survey shall be certified by a land surveyor licensed in Minnesota.

The survey shall contain the following information:

1. A licensed land surveyor shall indicate that permanent iron monuments are in place at each lot corner.
2. Existing and proposed elevations at all lot corners.
3. Existing and proposed elevations at all house and garage corners. In addition, the elevation of lowest opening(s) shall be shown.
4. Except in instances when the applicant has written authorization from the City of Lonsdale, surveys shall establish the top of the foundation and garage floor of all structures to be above the top of the curb, and the slope of the driveway shall be no greater than 10% and no less than 2%.
5. Top-of-curb elevations shall be noted at the extension of property lines and at the center of the proposed driveway, or if no curb, the edge of pavement. In cases where the street is under construction or does not yet exist, proposed top of curb from the most recent construction plans shall be noted.

6. Offset stakes with existing elevations shall be placed on each side lot line a distance from the front lot line equivalent to the building setback line; on the side lot line a distance from the front lot line equivalent to the building setback line; and also on the side lot line at the back of the foundation. In the event the distance of the side lot line is greater than 30 feet, stakes shall be placed on the front building line a distance not-to-exceed 30 feet from the building side lines.
7. The dimension of the entire building, including cantilevers and bay windows, must be shown. Setback (measurement from the property line to nearest point of the building) must be shown on all four sides of the building (front, back, and each side).
8. All existing easements, drainage ways, and waterways abutting or within the property, and emergency overflow locations. Note the Normal Water Level (NWL) and the Ordinary High Water Level (OHWL).
9. If no garage is initially proposed, the location of an attached or detached two (2) stall garage shall be shown, which could be built within setback standards.
10. The location and dimensions of all proposed decks, porches, driveways, curb cuts and other accessory structures.
11. Indicate with arrows, the direction of proposed surface drainage in accordance with the subdivision grading/development plan as approved by the City.
12. Drainage arrows and a proposed high point spot elevation at the back of the house for lots draining from back to front.
13. Type of house:
 - a. Split Entry Walkout (SEWO)
 - b. Full Basement Walkout (FBWO)
 - c. Split Entry Lookout (SELO)
 - d. Slab-on-Grade (SOG) or FLAT
 - e. Others as needed such that the house type intent is clear
14. Number of levels in house and which level(s) have a walkout if applicable.
15. Top of block foundation, garage floor, and lowest floor elevations.
16. Finished ground elevations at the front, side, and back of existing house/garage (not garage slab) on abutting lot(s), if applicable.
17. Type of proposed house and proposed elevations, front and rear, on abutting empty lots if applicable in accordance with the subdivision grading/development plan as approved by the City.
18. Distance from existing, abutting house/garage to property line(s) that are within 30 feet of the property line, if applicable.
19. Elevations on existing sidewalk, if applicable.

20. Elevations on grade breaks, toe of slope, and top of slope.
21. Indicate percent of slope on proposed driveway.
22. Label all adjacent streets and right-of-ways.
23. Indicate retaining wall location and type; label top and bottom/grade elevations.
24. Additional information required for wooded lots:
 - a. Location, base elevation, size and types of all trees 6" and larger.
 - b. Tree legend.
25. Survey is to be drawn to scale, easily readable, and sized to fit on letter, legal, or tabloid paper.

B. AS-BUILT GRADING SURVEY AND FINAL GRADE APPROVAL

Upon completion of the lot grading, and prior to establishing acceptable ground cover, the permittee shall submit to the City of Lonsdale, as part of the building permit certification that the final lot grading is in compliance with the approved site grading plan. The certification shall be signed by a licensed Minnesota land surveyor.

The certification shall contain at a minimum the following information:

1. Signed Certification of Grading from a land surveyor licensed in Minnesota.
2. Dimension from house to lot lines.
3. Proposed and finished elevations of lot corners.
4. Proposed and finished grade of ground at building corners.
5. Finished grade of side yard swales at the extension of building corners and high points within the swale.
6. Proposed and finished elevations of lowest floor, garage slab, and lowest opening(s) and elevations 10 feet away.
7. Finished grade at adjacent building corners.
8. Top of curb at property lines extended.
9. Elevation of driveway at the curb.
10. Finished elevations of any rear yard and/or critical drainage swales that are located on the site.

11. Elevations and locations of any special features (i.e., steep slopes, retaining walls, drainage structures).
12. Drainage arrows and break points.
13. Indicate retaining wall location and type; label top and bottom/grade elevations.
14. Type of house.
15. Curb stop location.

The City of Lonsdale reserves the right to require an on-site grading inspection. The City Engineer will determine the need for this inspection.

II. FINANCIAL SECURITY

Each single-family home permittee will be required to pay a landscape escrow, in the amount determined by the City Fee Schedule, at the time of receiving the building permit. This escrow will be deposited and held by the City to ensure that the permittee follows all provisions of the City's Landscaping, Final Grading, Erosion Control, and Tree Preservation regulations and policies.

The escrow will be released when all the requirements of the activities (final grade work/as-built grading survey, turf installation, tree installation, driveway completion, etc.) are met per City Code §153.062. No partial release of builder's landscape escrow will be allowed. The City of Lonsdale may act against the escrow if remedial work is required by the City or its contractor to correct deficiencies in the permittee's grading measures.

All costs incurred by the City in correcting grading deficiencies shall be reimbursed by the permittee. If payment is not made within thirty (30) days after costs are incurred by the City, payment will be made from the landscape escrow. The City of Lonsdale may act against the escrow if all areas of the site, including adjacent properties, that were disturbed by construction activities are not restored. If two (2) years have passed since the issuance of the occupancy permit and the permittee has not completed the activities listed above and the City is unable to correct deficiencies due to denial of entry or impracticability, the amount remaining in escrow shall be forfeited to the City due to the default from the permitting agreement. Any proceeds from forfeited escrows funds must be used for harm mitigation-measures related to the default including, but not limited to, sewer maintenance, reducing rates of runoff, and any other storm water-related activity. The City of Lonsdale reserves the right to complete the work in accordance with the paragraph below.

If the escrow is less than the costs incurred by the City to bring the property into compliance with this policy and the city code, the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statue 429.081 to challenge the amount or validity of assessment.

III. PLAN REVIEW AND INSPECTION FEE

The City of Lonsdale will charge a fee as listed on the Fee Schedule, established by the City Council, for the administration review of the survey requirement and erosion control policies. As part of this fee, the City will review the permittee's application to ensure that it conforms to the overall grading and erosion control plan.

The City will review the permittee's as-built survey submitted after the completion of the grading activities to ensure that it conforms to the overall grading plan for the area.

A City inspector will make at least one field inspection of the site when all requirements of this and other applicable City policy pertaining to the permit are completed.

A reinspection fee as listed on the Fee Schedule, established by the City Council, will be charged for any additional inspections of the site, or for review of corrective work that was required by the City, or for follow up of previously uncompleted work by the permittee. This reinspection fee shall be deducted from the builder's landscape escrow.

Adopted by the City Council of Lonsdale on March 25th, 2021.