



4901 Manitou Road  
Tonka Bay MN 55331  
952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

# NEW CONSTRUCTION SUPPLEMENTAL FORMS

Project Address: \_\_\_\_\_

**BRING THE FOLLOWING MATERIALS TO COMPLETE YOUR APPLICATION:**

- \_\_\_\_\_ 1) Completed application form.
- \_\_\_\_\_ 2) Two copies REGISTERED land survey (see back of application).
- \_\_\_\_\_ 3) Property pins must be located and flagged.
- \_\_\_\_\_ 4) Average ground level must be staked, pinned and protected.
- \_\_\_\_\_ 5) Hardcover calculation form is required for all exterior construction.
- \_\_\_\_\_ 6) Floor area ratio calculation is required for all new construction.
- \_\_\_\_\_ 7) Minnesota State Energy Code Calculations.
- \_\_\_\_\_ 8) Proposed exterior structure(s), including fences are to be marked on the property by flags. Failure to flag the property, proposed structure(s), and average ground level will result in a \$45 fine, for the building inspector to revisit the site.
- \_\_\_\_\_ 9) AN ELECTRONIC COPY AND TWO SETS OF SURVEY AND BUILDING PLANS CONTAINING:

**Detailed Description of Project:**

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*I fully understand I am responsible for accrued consulting fees (fees are subject to change by resolution) from the City Engineer, City Planner, City Attorney, etc. who will review this application and the final as built survey from a Zoning Ordinance perspective. I am also responsible for the permit review fees from the Building Inspector that will be charged when I pick up this permit.*

Consulting staff charges the City on an hourly basis as follows:

- Planner ..... \$80-167/hour
- Engineer ..... \$102-169/hour
- Attorney’s fees (if needed)

**Please note: A \$5,000 escrow is required for all new construction.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner Signature (Required if not current owner applying)

\_\_\_\_\_  
Date



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## CONSTRUCTION PROJECT REQUIREMENTS

1. Construction hours are as follows (with no exceptions):  
 Monday through Friday      7:00 AM – 8:00 PM  
 Saturday and Sunday      10:00 AM – 5:00 PM
2. Parking shall be restricted to one side of the street. If the street width is such that parking on one side still restricts traffic, contact City Hall at (952) 474-7994 for alternate parking sites.
3. Dumpsters, building materials, rock, etc. shall be located on the building site. All other locations involving placement of these materials within City right-of-way require prior approval from the Public Works Superintendent (952) 474-2947.
4. Adequate toilet facilities must be on site. See City Code Section 300.04 for standards.
5. The city street shall be cleared at the end of each workday or sooner if so needed. If the street is not cleaned within a 24-hour period, the City will authorize Public Works to clean the street. All related costs will be billed to the property owner.
6. Any excavation within the city right-of-way requires a street excavation permit.
7. Load Restrictions: Woodpecker Ridge Road has a 4-ton per axle weight restriction at all times. Contact the Public Work Superintendent at 952-474-2947 to discuss your options if you are working on Woodpecker Ridge Road.
8. Seasonal Load Restrictions: Load limits for all streets in Tonka Bay are 4-ton per axle weight once posted. The City of Tonka Bay follows the Mn/DOT’s schedule for posting and removal of load restriction limits. Tonka Bay does not issue overweight permits during this period. It is the responsibility of the contractor to monitor the load restriction limits as posted by Mn/DOT. The Mn/DOT load restriction 24-hour telephone hotline is 1-800-723-6543 or (651) 406-4701 in the Minneapolis/St. Paul Metro area.

If you have any questions regarding these requirements, please contact the Public Works Superintendent at (952) 474-2947.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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## SURVEY EXEMPTION POLICY

### **Objective:**

It is the objective of this policy to establish criteria defining the circumstances in which a survey (or surveys) will be required as a condition of a building permit. The City recognizes that each required survey adds additional cost for residents, and that staff should strive to only require information necessary to ensure compliance with City Code.

### **Proposed Construction:**

By code, every application for a building permit shall be accompanied by an up-to-date certified site survey with the following exceptions:

- Interior remodels
- Re-roofs
- Re-siding

The following two conditional exceptions will also be made:

- General maintenance projects (defined as the repair or replacement of an existing structure where no expansion is proposed) can be excluded from the updated survey requirement provided an old survey showing the structure being replaced/repared is provided. A scaled site plan for general maintenance projects may be permissible if approved by the zoning administrator provided the site plan can verify conformance to code requirements.
- Permits for fences can also be issued provided the fence location is hand drawn to-scale on an old survey that identifies the lot lines and the location of the primary structure. A scaled site plan will not be accepted for fence permits.

### **Foundation Survey Criteria:**

Applications for new structures will be required to provide an as-built **foundation** survey if one of the following criteria apply:

- The proposed new construction will be within five (5) or less feet of any applicable structural setback requirement.
- The proposed new construction will be within ten (10) or less feet of any existing/proposed well or septic system.
- The proposed new accessory structure or addition will be within five (5) or less feet of any private or public sewer line.
- The proposed new construction is required to be reviewed for its lowest floor opening.

**As-Built Survey Criteria:**

Applications for new structures will be required to provide an as-built survey if one of the following criteria apply:

- The new construction includes proposed contours that will significantly alter the drainage patterns on the property such that adjacent properties or structures on the subject property are threatened.
- The new construction will be within ten (10) or less feet of any lot line.
- The new construction is proposed to be within two (2) or less feet of the maximum height requirement.
- The proposed new construction is being built in conjunction with a variance or conditional use permit subject to specific grading or screening requirements.

**Modification of Policy:**

This policy may be amended from time-to-time by the City Council.



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## **SURVEY REQUIREMENTS**

### **INITIAL SURVEY**

Every application for building permit (excluding interior remodels, re-roofs, re-siding and general maintenance) and land use request shall be accompanied by a certified survey at a scale and in the following quantities:

#### **Building Permits:**

- An electronic copy *and* two copies of a current registered land survey
- An electronic copy *and* two copies building plans

#### **Land Use Requests (Pre-application, Variance, Conditional Use Permit):**

- An electronic copy *and* one copy of a current registered land survey showing existing use (11x17)
- An electronic copy *and* one copy of a registered land survey showing proposed use (11x17)
- An electronic copy *and* one set of building plans (11x17)

#### **Surveys should include but not be limited to:**

- Location of existing and proposed structures to include accessory structures and air conditioning units
- Parcel size in acres and square feet
- Building setbacks (front, rear, side, and lake including average setback) showing closest point of building to each property line.
- Existing average ground level at the corners of the proposed structure. This also needs to be calculated out on the survey notes.
- Lowest floor elevation of existing and proposed structures
- General location of vegetation.
- Current and proposed elevations for garage floor, basement floor and foundation top.
- Wetlands and ordinary high water mark elevations.
- Lot lines.
- Lot area above the ordinary high-water mark
- All adjacent structures within 100 feet of property (show the setback from ordinary high-water mark).
- Drainage plan (one-foot contours).
- Hardcover calculations (existing and proposed).
- Easements (road, utility and private).
- Floor area ratio (existing and proposed).
- Landscape plan and grading and drainage plan (existing and proposed)

## **FOUNDATION SURVEY**

As-built foundation survey required prior to completing a foundation inspection (unless waived in accordance with the City's survey exemption policy) and shall include:

- Shall certify final setbacks of the structure being built.
- Shall certify elevations at which the new structure exists.
- Failure to provide the foundation survey is in direct violation of this ordinance.
- Expenditures incurred beyond the construction of the foundation will not be considered in determining the actions required to bring the building back into conformance if not built to approved plans.

## **AS-BUILT SURVEY**

Required upon completion of new construction work (unless waived in accordance with the City's survey exemption policy) and shall include the following:

- Shall certify the final topography of the site.
- Shall verify the drainage patterns existing upon completion of work.
- Shall include the distance from average ground level to the highest roof peak.
- Shall include any additional information needed by the city to ensure compliance with code.

The city reserves the right to withhold the certificate of occupancy for dwelling units until final grading addresses all problems that may be detrimental to adjacent properties.

***Contact City of Tonka Bay at 952-474-7994 with additional questions.***



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## HARDCOVER CALCULATION WORKSHEET

### USE FOR EXISTING AND PROPOSED HARDCOVER

ADDRESS: \_\_\_\_\_

A. HOUSE	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
B. GARAGE	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
C. DRIVEWAY	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
D. SIDEWALK	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
E. PATIO/DECK	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.
F. OTHER	_____	X	_____	=	_____	S.F.
	_____	X	_____	=	_____	S.F.

TOTAL HARDCOVER \_\_\_\_\_ S.F.  
 (divided by) TOTAL LOT SIZE \_\_\_\_\_ S.F.  
 (equals) HARDCOVER PERCENTAGE \_\_\_\_\_ %

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_