

Site Plan Guide



Brooklyn Park City Hall
5200 85th Avenue North
Brooklyn Park, MN 55443

Visit our Website
www.brooklynpark.org

Contact Building Division
763-488-6379

Contact Planning Division
763-493-8057

How can I find my property lines?

- Use a metal detector to find surveyor pins.
- Contact a licensed land surveyor to mark your property lines.

If you need this information in another language or format or disability accommodations, email access@brooklynpark.org or call 763-424-8000.

Si usted necesita esta información en español: 763-424-8000

Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj

Site Plan

A residential site plan is a map of the property showing, lot size, property lines, utility easements, location for proposed structure(s), location of your house, and any existing structures like a shed, detached garage, etc. on the property.

For projects where there is a proposed change to the land, a site plan or certificate of survey is required to be submitted with the construction plans.

The use of your existing survey may be used to create the site plan. Check with Building inspections to see if a survey is on file for your property, email us at permits@brooklynpark.org to inquire.

Site plan requirements

- Lot size and all adjacent public streets, property lines, utility easements.
- Any structures currently on the land, such as a house, garage, fence, shed, etc.
- Exact location of your proposed structure(s) like an addition, deck, porch, fence, etc.
- Exact location of proposed structure(s) to property lines and utility easements.
- Dimensions of proposed structure(s).
- An arrow indicating north.

Note: When required, the owner and/or contractor must be able to expose the survey pins on the site and string a line or equivalent, to show the Building Inspector, who then can verify the setback(s) requirements are being met.

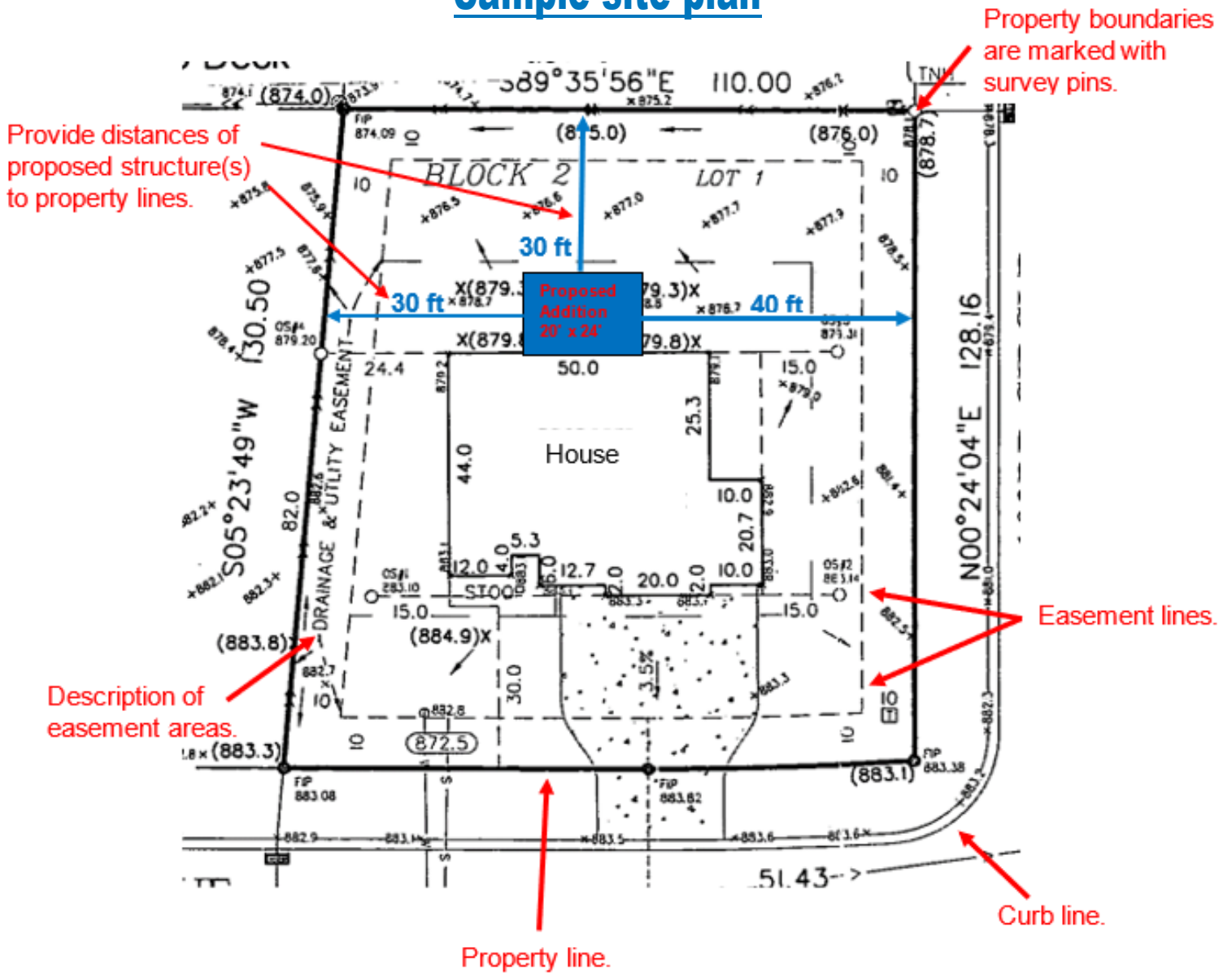
Site plan review

A site plan review determines compliance with local zoning ordinances. This review is done by a city planner and a plan reviewer. For information on local zoning requirements please contact 763-493-8057 or email planning@brooklynpark.org.

Note: Special zoning districts may require additional site plan details or a certified survey.

Note: after your site plan has been approved any change in location of structures must be submitted to Planning for review.

Sample site plan



Common site plan terms

- **Easement** - sometimes known as a right of way (ROW), is a section of land registered on a property title, which gives access through the property for the purpose of installing or repairing utilities (power, gas, water, or drainage).
- **Curb line** - Is defined as the face or line of curb and/or curb and gutter line constructed in any street farthest from the outermost edge of the street right-of-way.
- **Survey pin** - metal pins placed at every corner of the property, including any angle or change of direction of the boundary line. Each pin is shown on the survey of each property. Also known as a boundary survey monument