



EROSION AND TOPSOIL MANAGEMENT

The following are required by City Ordinance **§19-145** and are conditions of building permit approval:

- 1. An erosion control escrow deposited at the time of building permit application will be held until final stabilization is complete, including placement of six inches (6") of topsoil, erosion prevention, and sediment control materials have been removed, and an inspection by city staff can be completed.** The city may use the escrow or draw upon the letter of credit to reimburse the city for any labor or material costs it incurs in securing compliance with erosion and sediment control and **topsoil** requirements.
2. A standalone erosion prevention and sediment control plan is required. The lot may be under an existing National Pollutant Discharge Elimination System (NPDES) construction permit. It is the builder's responsibility to discuss this requirement with the original permit holder and understand the requirements of the permit and the applicable Surface Water Pollution Prevention Plan (SWPPP).
- 3. A minimum of six inches (loose depth measure) of topsoil is required in all areas to be established as turf or must otherwise be amended as described in §19-145. The builder shall call for and schedule an inspection prior to the final home inspection to assure that adequate topsoil has been placed. This must be done prior to placement of sod.**
4. Erosion prevention and sediment controls must be installed and maintained throughout the construction period in compliance with City Ordinance **§19-145** and until new vegetation is established regardless of property ownership.
5. All streets must be maintained in a clean condition.
6. Additional requirements relating to tree preservation, landscaping, drainage, placement and elevation of the home and related issues may be imposed. These requirements are conditions of approval as granted by the City Council. It is your obligation to maintain erosion control, tree preservation, drainage, and condition of public streets during construction of the home.

Financial guarantees for sediment control and erosion prevention, including topsoil placement, may be up to \$7,500 per acre. The applicant can supply a reasonable opinion of the cost of the items. Otherwise, the city will calculate based on the most recently available bid prices.

Applicant must call the city for an inspection of on-site topsoil materials at least 48 hours prior to the placement of sod or seed. Placement of sod prior to inspection may result in removal of sod or seed to ensure compliance. Once the topsoil inspection is approved, sod or seed must be placed within 7-14 days as determined by the NPDES permit or drainage area.

Failure to comply with these requirements could result in the issuance of a stop work order, loss of escrow, or delay in the certificate of occupancy. It is the applicant's responsibility to contact the city when the property is ready for inspection. Call 952-227-1143 to request an inspection and release of the escrow(s). No inspections will be made when there is snow cover or frozen soil conditions.

RESIDENTIAL CONTRACTOR REQUIREMENTS

EROSION AND TOPSOIL CONTINUED

ENFORCEMENT RESPONSE PROCEDURE

Upon discovery of non-compliance, the city shall implement the City of Chanhassen's Enforcement Response Procedure (ERP) as outlined in the city's MS4 permit. The ERP is available upon request.

Each inspection shall be invoiced to the permit holder at the employee's hourly rate plus mileage and shall include travel time, inspection time, meeting time, and any time required to complete documentation. The timing may be altered to allow more time at the staff's discretion but can never be reduced without the permit holder's permission.

LANDSCAPING

The following are required by city ordinance and are conditions of building permit approval:

1. All disturbed areas must be seeded or sodded to prevent erosion.
2. Unless already on site, at least one tree must be planted on private property in the front yard setback of each lot. The tree must be deciduous and at least 2 ½" in diameter or coniferous and at least 8' in height at the time of installation. Species planted should match what is on the approved plan unless the city approves substitutions.
3. Erosion control must be maintained throughout the construction period and until new vegetation is established, regardless of property ownership. An erosion control escrow deposited at the time of the building permit application will be held until the landscaping requirements are complete.
4. Drainage and grading must be completed in compliance with approved plans.
5. Additional requirements relating to tree preservation, landscaping, drainage, placement, and elevation of the home, as well as related issues, may be imposed. These requirements are conditions of approval as granted by the City Council. It is your obligation to maintain erosion control, tree preservation, drainage, and condition of public streets during the construction of the home.

Failure to comply with these requirements could result in the issuance of a stop work order. Certificates of Occupancy (CO) will not be issued until all conditions have been complied with. If the conditions cannot be met prior to requesting a CO due to weather or other circumstances, financial guarantees satisfactory to the city must be provided before the release of the CO. Financial guarantees for seed/sod and the tree(s) is \$750.00. It is the responsibility of the applicant to contact the city when the property is ready for inspection.

Call the Finance Department at 952-227-1143 to request an inspection of the property and release of the escrow(s). No inspections will be made between November 1 and April 1 or when snow cover and plant dormancy occurs.

RESIDENTIAL CONTRACTOR REQUIREMENTS

AS-BUILT SURVEYS

Chanhassen City Code requires that an as-built grading survey be submitted and approved by the city prior to the issuance of a Certificate of Occupancy. This assures that the grading and drainage comply with the city-approved survey and development plan.

The survey must be produced when final grading, including all hardcover items, is complete and complies with the as-built survey requirements. The survey must be submitted to the Engineering Department for review to determine compliance with the City of Chanhassen-approved survey. A field inspection of this property will be conducted prior to approval of the survey. If the as-built survey is approved, the Building Inspections Division will be notified that this requirement has been fulfilled. If the as-built survey is not in conformance with the approved survey, the applicant will be notified of the corrective measures necessary to achieve compliance. Per Chanhassen City Code, a fee of \$100 per re-inspection may be incurred.

If the as-built survey cannot be submitted or is submitted but not approved prior to requesting a Certificate of Occupancy, due to weather for field reviews or other circumstances, the permit applicant must provide a financial guarantee (escrow) of \$ 2,500.00. The financial guarantee will be returned to the person who pays the escrow upon successful completion and approval of all as-built survey requirements.

Contact the Engineering Department Technician at 952-227-1163 if you have any questions.

AS-BUILT GRADING SURVEY REQUIREMENTS

The as-built grading survey must contain the following information unless otherwise approved by city staff:

1. Scale of drawing and north arrow.
2. Legal description of property, building address, and permit number.
3. Dimensions and bearing of front, rear, and side property lines.
4. Front, rear, and side yard setback dimensions of all structures.
5. Location of all existing structures on the property, boulevards, streets and right-of-way, including but not limited to sanitary and storm manholes, hydrants, catch basins, power poles, phone boxes, fences, retaining walls and any other encroachments.
6. Outside dimensions of structure(s) including decks, swimming pools and pool decks, porches, retaining walls, include elevations at bottom and top of all retaining walls and at all break points or steps in walls, stoops, stairs, cantilevers, fireplaces, bay and bow windows, egress windows, window wells.
7. Signature of licensed engineer or surveyor certifying that the grades and elevations are in conformance with the approved grading plan submitted to obtain this building permit and that permanent iron survey monuments are currently in place at each lot corner.
8. Location of first floor elevation of buildings on adjacent lots if within 200'. Vacant adjacent lots shall be labeled as such.

RESIDENTIAL CONTRACTOR REQUIREMENTS

AS-BUILT GRADING SURVEY REQUIREMENTS CONTINUED

9. Location of all easements, buffers, setbacks or impact zones of record; including but not limited to lake setbacks, tree preservation, wetland conservation, cross-access, bluff easements or any others.
10. Spot elevations at the following locations:
 - » Each lot corner
 - » Center of driveway at curb
 - » Grade at all angle points and corners of structures
 - » Lowest floor level, top of foundation, garage slab
 - » All elevations shall correspond to sea level datum of 1929
 - » All critical drainage points such as: emergency overflows, top and bottom of berms, centerline of drainage swales, etc.
11. Indication of direction of surface water drainage by arrows. Sufficient ground shots to establish surface water drainage with adjacent lots. Show drainage swales and all emergency overflows.
12. Wetland, lake or pond boundaries with ordinary high water level and 100-year flood elevation if applicable.
13. Driveway grades (minimum-0.50%, maximum-10%).
14. Stamp or label survey asbuilt.
15. When asbuilt elevation varies more than two-tenths (2/10) of a foot from the survey submitted at time of application for permit, a survey showing contours may be required.
16. Amount of hardcover /impervious area calculated in square feet and as a percentage of the total lot area.
17. Location of trace wire access boxes for sanitary sewer and water services.
18. Other information as required or requested by the city.

REQUIREMENT ACKNOWLEDGEMENTS

The following acknowledgements must be agreed to before submitting a building permit:

I acknowledge and will comply with the Erosion and Topsoil Management requirements.

I acknowledge and will comply with the Landscape requirements.

I acknowledge and will comply with the As-Built Survey requirements.

The following Certificate of Grading As-Built attachment is required after the applicant has completed their Certificate of Occupancy.



CITY OF CHANHASSEN

Certificate of Grading As-Built

It is hereby certified that on _____ an on-site inspection was conducted at:
(DATE)

(STREET ADDRESS)

(LOT)

(BLOCK)

(SUBDIVISION)

and do certify that the grades and elevations of the site and building structure(s) are consistent with the approved plans submitted on the Certificate of Survey and approved to obtain the building permit.

Any inconsistencies between the plan submitted for issuance of the building permit and the asbuilt survey will require submittal of a corrected asbuilt survey.

By signing below, I attest that I am a duly licensed Engineer and/or Land Surveyor under the laws of the State of Minnesota and, to the best of my knowledge, certify that the survey submitted is true and accurate.

SIGNED: _____

COMPANY NAME: _____

LICENSE NUMBER: _____

DATE SIGNED: _____

EMAIL: _____

This certificate must have an original signature and be submitted to the Engineering Department along with an as built survey meeting all requirements required at the time of permit issuance before recommendation is made for the issuance of an occupancy permit, or a refundable asbuilt escrow may be posted.

Note: Other conditions may be required by other departments for issuance of the Certificate of Occupancy.

ENGINEERING DEPARTMENT

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