



# Planning & Zoning Department

2052 County Road 24  
Medina, MN 55340

Phone: (763) 473-4643  
Fax: (763) 473-9359

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## NEW RESIDENTIAL CONSTRUCTION CHECKLIST

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### General Information:

All new residential construction (new homes, accessory structures, additions over 120 sq. ft. or that require footings, etc.) within the City of Medina shall apply for a building permit and must obtain the permit before any work may be started. Permit applications are reviewed every week by Planning & Zoning staff, the City Engineer, and Metro West Building Inspections. The deadline each week is 10:00 a.m. on Wednesday. The applicant should ensure that all necessary material is submitted, and all proposed work follows the Minnesota State Building Code and all Medina Ordinances to ensure that permits will be issued promptly.

**The following checklist must be completed in order for a building permit application to be complete (the Zoning Administrator may waive any item by initialing next to the check box).**

- Before preparing building plans, review the design standards which must be met for the zoning district in which the property is located. See the “Residential District Regulations Reference Sheet” document for much of this information. If an accessory structure is being proposed, verify the maximum number allowed and maximum size regulations in subd. 3 of subsection 825.19.
  
- If grading will disturb more than one acre, provide proof of the following:
  - Approved PCA Permit Application; and
  - Storm Water Pollution Prevention Plan (SWPPP). For more information, visit: [www.pca.state.mn.us/water/stormwater/stormwater-c.html](http://www.pca.state.mn.us/water/stormwater/stormwater-c.html)
  
- Submit two (2) Certified Surveys showing the following information:
  - Existing conditions:
    - Legal description and street address;
    - Property boundaries and dimensions;
    - Zoning district and, if applicable, name of subdivision;
    - Adjacent streets, if any;
    - Topography of the site with contours at 2-foot intervals, including lot corner elevations and drainage patterns. If the proposed work will impact neighboring properties, existing topography of the area within 50 feet of the property boundaries should also be included;
    - Center of city street and curb elevations, if applicable;
    - Existing improvements, including: buildings, sump pump discharge areas, parking areas, driveways, storage areas, utilities, septic systems, drainage tiles and wells;
    - Significant trees and existing vegetation as required by Section 828.41;
    - Easements of record, including the dimensions thereof;

Checklist for: New Construction

Within: Residential Districts, PUDs and Uptown Hamel

- Wetlands on property and adjacent to lot line;
  - Impervious surface calculations;
  - Shoreland Overlay District, if applicable; and
  - If located within floodplain, FEMA Floodplain ordinary and high water levels.
- New construction must show the following proposed conditions:
- Actual building setbacks for proposed construction, as well as wetland buffers or setbacks (refer to Residential District Regulations Reference Sheet);
  - Proposed driveway showing at least 10 foot setbacks from property lines and driveway grades;
  - Location and Dimensions of proposed structures;
  - Building height information, showing:
    - Ground elevation measured at points every 10 feet around the building;
    - Elevation of highest point of the roof, and/or of the highest pitched peak.
  - Lowest basement, first, second, and garage floor elevations for proposed structures;
  - Top and bottom wall elevations for any proposed retaining walls;
  - Sump pump discharge location proposed;
  - Location of silt fence;
  - Tree replacement plan, if necessary (see Medina City Code Section 828.41);
  - Grading/Drainage/Erosion Control Plan, showing:
    - Proposed grading with contours at 2-foot intervals;
    - Total amount of grading disturbance in cubic yards;
    - Proposed drainage patterns on the property. If the proposed work will impact neighboring properties, the drainage patterns should be shown for the area within 50 feet of the property lines; and
    - Any rainwater garden or other best management practices, where applicable;
  - Impervious surface calculations;
  - Proposed improvements to meet an existing development agreement, such as landscape plans, additional wetland buffers, etc.
- If construction is in area zoned Rural Residential(RR), Rural Residential 1 (RR1), Rural Residential 2 (RR2), or Rural Residential Urban Reserve(RR-UR) the following must be included:
- Survey must include an overlay of the Hennepin County Soils map;
  - Data showing the amount and types of soils on the lot;
  - Two (2) sets of septic design that includes two borings, two perc tests, and a soils map;
  - Evidence that the lot meets rural minimum lot size requirements by either:
    - Containing at least five (5) acres of contiguous soils suitable for a standard sewage disposal system as defined in section 720 Individual Sewage Treatment Systems and in section 826.25 subd. 2. The lot must contain a primary and secondary site for an on-site sewage disposal system and both sites must be protected during construction; or
    - Show that the lot is legally conforming by meeting the following conditions:
      - Lot of record on July 1, 1999;
      - Lot contains at least two (2) acres of contiguous soils of one or more of the types listed in section 826.25 subd. 4(a) and subd. 5 of the Medina code of ordinances; and
      - Lot contains a primary and a secondary site for an on-site sewage disposal system.

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- Submit two (2) complete sets of Construction Plans that also include:
  - Heatloss Calculations
  - Ventilation/combustion air specs
  
- If swimming pool is included in plan the following must be provided:
  - 2 copies of plans and specifications; and
  - Fence and/or automatic pool cover details as required in Medina City Code Section 800.
  
- Obtain approval from the Watershed District in which the property is located.
  
- Submit information regarding any approved land use application. This information should include the type, any conditions set by the City Council, and the resolution number approving the application.
  
- Submit any further information requested by the zoning administrator, city engineer, and/or building inspector in order to allow reasonable review of the application.

**Process following application completion:**

Every week, City Staff will review the completed applications and write up a permit if all requirements and standards are met. The deadline is 10:00 am each Wednesday. Once the permit fee has been paid, the permit will be issued and construction may begin. The permit must be posted in plain sight at the construction site. The City Building Inspector will describe what inspections will be needed during and after construction. To schedule an inspection, contact Metro West Inspections at (763) 479-1720.

**As Built Surveys:**

In order to obtain a certificate of occupancy, an as-built survey must be submitted and approved by the City. In lieu of an as-built survey during the dates of November 15 and May 15 a \$10,000 cashiers check will be held in escrow until the as-built survey is submitted and approved by the City. Once the as-built survey is approved, the certificate of occupancy can be issued and the escrow check can be returned.

**Further questions or information:**

Feel free to contact the Planning & Zoning Department at (763) 473-4643. If the question is in regards to inspection, please contact Metro West Inspections at (763) 479-1720.

**Residential District Regulations Reference Sheet**

	Rural Residential (RR)	Rural Residential 1 (RR1)	Rural Residential 2 (RR 2)	Rural Residential – Urban Reserve (RR-UR)	Suburban Residential (Foxyberry Farms, Park Ridge, Keller Estates, Regency Estates)	Urban Residential (UR) (Cherry Hill, Morningside Independence Beach, Belle Terra)	PUD-1 (Wild Meadows)	PUD – SFR (Bridgewater at Lake Medina)	Uptown Hamel
<b>Lot Requirements</b>									
Minimum Lot Size	5 acres suitable soils	5 acres suitable soils	5 acres suitable soils	40 acres*	30,000 Sq. ft.	9,000 Sq. ft.		30,000 Sq. ft.	
Lot Width	300'	300'	300'	300'	100'	60'		100'	
Lot Depth	200'	200'	200'	200'	125'	100'		125'	
<b>Building Set Backs</b>									
Front Yard	50'	50'	50'	50'	35'	30'	30'	25'	10' max †
Rear Yard	50' or 40' ‡	50' or 40' ‡	50' or 40' ‡	50' or 40' ‡	40'	30'	30'	30'	12' §
Side Yard	50' or 20' ‡	50' or 20' ‡	50' or 20' ‡	50' or 20' ‡	15'	10'	10'	10'	8' **
Accessory Animal Structure	150'	75' ††	150'	150'	N/A	N/A	N/A	N/A	N/A
Wetland Setback/Buffer				25' or 50 ft. ††				20'	
<b>Set Backs for Septic Systems Components from Structures and/or Pools</b>									
Tanks from Structures	10'	10'	10'	10'	N/A	N/A	N/A	N/A	N/A
Drainfield from Structures	20'	20'	20'	20'	N/A	N/A	N/A	N/A	N/A
Wells from Septic	50'	50'	50'	50'	N/A	N/A	N/A	N/A	N/A
<b>Other Standards</b>									
Building Height §§	30'	30'	30'	30'	30'	30'	30'	30'	834.07, subd.2(f)
Max. Impervious Surface Coverage	50%	50%	40%	20%	60%	60%	40%	60%	varies ***

\* Of these 40 acres, there must be 5 acres of contiguous suitable soils.

† 10 feet for principal buildings, unless the parcel has more than two acres and more than one principal building

‡ Lots under 5 acres in size use the smaller setback.

§ Rear setbacks may be adjusted during Site Plan reviews depending on fire access/control and other city ordinances.

\*\* If the side wall has no openings, the side setback may be voided.

†† Setback is 150' from any street or right-of-way

‡‡ Wetland Setback is 25' if the wetland is smaller than 1 acre, and 50' if it is larger than an acre.

§§ Many districts allow taller structures if certain criteria are met. Please refer to the specific Code Section for more info.

\*\*\* 90% for retail/businesses and multi-family res.; 40% for single-family res.; 20% for railroad and institutional