



Surveyor Certification

I. Applicant:

Name \_\_\_\_\_

II. Landowner:

Name \_\_\_\_\_

Property Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

III. Parcel Information:

Parcel Number \_\_\_\_\_

IV. Site Plan - Shall be a Certificate of Survey to include, but not limited to:

- North point
- Setbacks
- Property lines
- Road Right-Of-Way
- Lot Dimensions
- Lakes
- Rivers
- Wetlands
- Streams
- Ponds
- Well
- Septic System
- Proposed Structures
- Existing structures - *Within and adjacent to project area.*
- Location of trees to be removed - *Shoreland Districts*
- Access
- Easements
- Impervious Surface
  - Required for *Shoreland, Business, & Industrial Districts.*
  - Itemized current & proposed impervious surfaces to include total percentages.
  - Examples include but are not limited to: *rooftops, sidewalks, patios, decks, driveways, parking lots, storage areas and concrete, asphalt, or gravel roads, or tightly compacted soils.*

**\*Site shall be physically staked, then surveyed.**

**\*Stakes shall be in place at the time of onsite visit/meeting, or the application will be tabled.**

**\*Stakes must remain in place until construction commences.**

V. Quantities and Submittal Formats:

- a. One (1) reproducible copy of the request and all other supporting documents.
- b. Electronic version of any supporting documents are preferred, *if available.*
- c. A pre-application meeting is highly recommended. Please note, applications submitted without having a pre-application meeting may need to be delayed if the submitted application cannot be deemed complete prior to the required application deadline. **Please note that scheduling an Appointment for this meeting is required.**
- d. Additional copies may be requested as deemed necessary by the Department.

VI. Signatures:

The proposed improvements have been physically staked onsite ***then*** surveyed on \_\_\_\_\_, to reflect an accurate account of current and proposed conditions of the property identified above.

*I hereby certify with my signature that all data contained herein as well as all supporting data are true and correct to the best of my knowledge.*

\_\_\_\_\_  
Surveyor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lic #

**OFFICE USE ONLY**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Planning & Zoning Department Signature