



PERMIT APPLICATION – RETAINING WALL

City of Prior Lake | Building Inspections
4646 Dakota Street SE | Prior Lake MN 55372
Office: 952.447.9850 | permits@PriorLakeMN.gov

PLN:

ENG:

SITE INFORMATION Shoreland District – Update Survey Required Retaining Walls less than 4’ may require a Grading Permit Bluff and Bluff Set-Back Work (only walls under 4’ allowed) Permit and updated survey required.

Site Address		Parcel ID		
Owner:		Phone:		
Email:	Subdivision	Lot	Block	Zoning

PERMIT DETAILS Wall 4ft or greater – Survey Required

Location of work:

Description of work:

Est. Start Date	End Date	Valuation of work to be done:
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APPLICANT/CONTRACTOR INFORMATION Work being completed by property owner

Applicant/Company Name		License No	
Address		Email	
City	State	Zip	
Contact Person		Phone	

PROVIDE THE FOLLOWING WITH APPLICATION – ALL DOCUMENTATION MUST BE SIGNED BY THE ENGINEER

1 PDF AND (1) copy of Engineered Retaining Wall Plan

Geotechnical Report

Soil Testing & Stabilization Analysis

Updated Survey – Including

<input type="checkbox"/> Existing and proposed structures to scale	<input type="checkbox"/> Property Lines	<input type="checkbox"/> Easements
<input type="checkbox"/> Top and bottom of the bluff (if applicable)	<input type="checkbox"/> Existing and proposed setbacks	<input type="checkbox"/> Ordinary high water
<input type="checkbox"/> Existing and proposed impervious surface calculations	<input type="checkbox"/> Grades at 2’ intervals	<input type="checkbox"/> Physical barrier at top of wall
<input type="checkbox"/> Existing and proposed top of wall and bottom of wall	<input type="checkbox"/> Tree inventory – significant trees	

Consultant Structural Engineering Review, site inspections, & As-builts. **Escrow for Engineers Review Required by Homeowner.**

If shoreline (at or below 904) work is being done contact the South Metro Area Hydrologist info.dnr@state.mn.us

FEE SCHEDULE

<input type="checkbox"/> Escrow required with structural review	\$ VALUATION REQUIRED
<input type="checkbox"/> Estimated Value of Work(Include Labor) Fee schedule online at www.PriorLakeMN.gov	

SIGNATURE

I hereby certify that I have read section 706 of the city code and accept the terms and conditions outlined herein. I hereby further agree to fully comply therewith to the satisfaction of the City of Prior Lake Community Development Department or its designated agent(s). I further hereby certify that the information contained herein is correct and agree to do the proposed work in accordance to provisions of the ordinances of the City of Prior Lake and any other governing agency requirements. I further agree that any plans and specifications submitted herein shall become part of this permit application. This permit will expire in six (6) months from the date of issue if a passing final inspection is not obtained.

Signature of Applicant	Date
Printed Name of Applicant	