

# Plan Review: Required information for new homes, additions, pools, and accessory structures

To streamline the plan review process, the City of Wayzata has developed a two-page guideline to enhance efficiency and reduce review times. Our dedicated team appreciates your support in this effort. The items listed are essential for a complete submission and are often overlooked. **To ensure a smooth process and manage staff workloads efficiently, any plans submitted without the required items will be automatically rejected without feedback.** For more information on plan review requirements, please visit [Wayzata.org](http://Wayzata.org) or reach out to the below City staff with any questions. Thank you for your cooperation.

## Planning-related items:

[Haily Hedblom, Planner / hhedblom@wayzata.org / 952-404-5323 / 600 Rice St E](mailto:hhedblom@wayzata.org)

- Before design begins, find out what zoning district this project is in by reviewing the City Zoning Map (updated 2024) [here](#). Each zoning district has specific setback requirements, height restrictions and hardcover restrictions, which can be found in the Zoning Code ([here](#)). Scroll down on the side menu at the link to review your zoning district requirements.
- Indicate where any above-ground mechanical equipment will be located.
- Provide the proposed impervious surface (hardcover) and lot coverage. These terms are defined in [Chapter 902 of City Code](#).
- Note the average grade plane elevation on at least one elevation and calculate the height of the structure to the midpoint of the highest gable from that point. If your project is in the R-3A zoning district, calculate the height to the peak of the roof. Guidance on how to calculate the grade plane can be found in [Chapter 919](#).

If you are applying for a permit for a pool:

- You will also need to submit a fence permit application compliant with Chapters [810](#) and [918](#). The fence must be shown on the survey. Show the location of ALL pool related equipment.

## Forestry-related items:

[Bennett Myhran, City Forester / bmyhran@wayzata.org / 612-456-5999 / 299 Wayzata Blvd W](mailto:bmyhran@wayzata.org)

A Tree Preservation Plan that conforms to the standards described in [936.07](#) is required before any other permits can be issued.

Ideally, this is a standalone plan, layered onto a current survey. It should show the following, at a minimum:

- Documentation of ALL TREES on the parcel and ROW, including a “Tree Summary” (species, diameter, condition, location). The same is required for neighboring trees with root zones extending into the construction area.

- Any grading changes, proposed utilities, excavation, and stockpiling locations around ALL TREES to show how they will be impacted.
- Adequate protection: fencing off at least 60% of ALL TREES' "Critical Root Zone" (Inches of trunk diameter x1.5 is the radius in feet).
- Adequate protection: fencing off 100% of ALL TREES' "Structural Root Zone" (Inches of trunk diameter x3 is the radius)

**Note:** Protected areas must be left completely undisturbed throughout the project. Tree replacement information / landscape plan may or may not be required, depending on the mitigation calculations derived from their Tree Preservation Plan. **When replacement is required, a Tree Mitigation Agreement and replacement escrow and/or fee-in-lieu will be required before the issuance of any permit type.**

### **Engineering-related items:**

[Jen Schumann, Assistant City Engineer / jschumann@wayzata.org / 952-404-5371 / 299 Wayzata Blvd W](mailto:jschumann@wayzata.org)

Provide a survey of existing and proposed conditions, signed by a licensed land surveyor or licensed engineer. Include coverage and impervious surface calculations.

#### **Items required to be shown on the survey**

- Show erosion control devices protecting all proposed grading and excavation areas. Specify where bio-logs are to be used, and where machine sliced silt fence is to be used. Bio-logs are preferred over silt fences in areas containing tree roots or other sensitive features.
- Indicate construction access routes to the work site.
- Indicate proposed driveway, sidewalk, deck, and porch surface types.
- Show proposed sewer and water services to the house on the survey.

In the case of existing water services, if the existing service is smaller than 1-inch in diameter, it must be disconnected at the water main in the street and replaced with a 1-inch or larger service. This will require a **Utility Permit**.

Often, existing sewer services may be re-used with the approval of the Wayzata Utility Department. Televising video of the inside of the pipe is required when requesting approval to re-use an existing service.

Any work disturbing the street curb, street pavement, sidewalks, or green areas within the right-of-way requires a separate **Right-of-Way Excavation Permit**, and inspections by city staff.

Public sidewalks shall remain open and unobstructed during construction, to the greatest possible extent. Any proposed closures or detours, or other impacts to public roads or sidewalks, require a Traffic Control Plan approved by Wayzata Engineering Department staff.

Any proposed private improvements within the right-of-way require a **Right-of-Way Encroachment Permit**.

Dumpsters and other construction equipment may not be placed in the right-of-way without first obtaining a **Right-of-Way Obstruction Permit**.