



White Bear Lake Department of Inspections
4701 Highway 61, White Bear Lake, MN 55110

Phone: 651-429-8518 / Fax: 651-429-8503

www.whitebearlake.org

Email Permits or Questions: buildingdepartment@whitebearlake.org

HOW TO LOCATE YOUR PROPERTY MARKERS / PINS

Property markers (pins) are metal pins placed at every corner of the property, including any angle or change of direction of the boundary line. Each pin is shown on the survey of each property. Property markers are required to verify property lines when obtaining permits for certain projects such as fences, sheds and additions. Property pin location is important information to avoid legal and neighborhood disputes. Property lines or boundary lines are the defined points where one person's land ends and the neighboring land begins.

1. To ensure you can dig for your property markers safely, call Gopher State One at 651-454-0002 to locate utility lines. They will need a 48 hour notice. This is a free service.
2. Obtain a copy of a survey of your property, an aerial view printout of your lot showing lot dimensions or obtain a copy of a plat drawing from the Building Department. We also recommend checking your address file at City Hall for an existing survey or other site plan that would be helpful in your search for survey pins. For aerial printouts visit Ramsey County GIS:
<https://maps.co.ramsey.mn.us/SilverlightViewer/index.html?Viewer=MapRamsey>
3. Gather materials you will need to locate your property markers: survey (lot dimensions), tape measure, shovel and/or a metal detector can be used if you are having difficulty finding your pins.
4. Survey pins are typically 15 feet in from the curb. Go to your front curb and measure back about 15 feet in the area you think your marker should be. Use a metal detector and then start digging. The marker should be about 6-10 inches below the surface. Newer survey pins may have a colored cap with numbers on the top. Older survey pins will often be a hollow or solid metal pin.

If you are having difficulty locating your front curb to begin measuring, use the city plat drawing to determine with width of the public right of way in front of your property. Assume the road is centered in the right of way (not always the case). Measure from the center of the road (cautiously) towards your property, $\frac{1}{2}$ the right of way width. Make this measurement multiple times along the front of your parcel, placing a marker each time. The markers defined by your measurements should roughly create your front lot line location. This will help you begin to find your property pins.

5. Once you have located the first pin, use your survey or plat map to check the distance to the next stake. Using your tape measure, measure the distance from the first pin, then use the metal detector and dig. Continue doing this until all pins are found.
6. Once survey pins are found, place a stake or marker of some type adjacent to the survey pin. Pull a string between the stakes to help define the property line. This will need to remain visible until all inspections are done. Never remove your property pins.
7. If you are unable to find your pins, contact a licensed Professional Land Surveyor. You can google or look in the phone directory "Yellow Pages" for local area land surveying firms. See reverse for non-endorsed list.

NOTE: An existing fence, telephone pole or structure cannot be used to verify property lines

SURVEYOR LIST:

Bob Sikich	651-408-9401
EG Rud & Sons	651-361-8200
Hult & Associates	651-464-3130
Kurth Surveying	763-788-9769
Metro Land Surveying & Engineering	651-766-0112
State Engineering & Surveying Co	612-272-2267
Sunde Land Surveying	952-881-2455
Tim Kytonen	651-332-9976

The City of White Bear Lake does not recommend or endorse any of the above-listed surveyors.

This list was compiled for convenience purposes only.