



## SITE PLAN APPLICATION CHECKLIST

The following is a checklist of background information and submittal requirements for the processing of Site Plan applications. The checklist is provided to assist the applicant and is not a complete representation of all Zoning requirements. The applicant should obtain a copy of the City Zoning Ordinance for full reference to requirements and procedures. All of the information listed below is required to be submitted with the City Development Application Form, fees and escrows. Should there be an item that is not included with the application, a detailed written explanation is required to be submitted outlining the reason for the omission.

City Staff will utilize this form as a checklist in reviewing the submitted application. The decision on whether an application is complete for review will be made by the Zoning Administrator within fifteen (15) business days from the date the application is filed. If an application is found to be incomplete, the applicant will be notified in writing by the Zoning Administrator stating that the application is incomplete and stipulating the necessary information that must be provided before the City will process the application. Failure to provide all necessary information required or requested by the City may be cause for the application to be denied.

<b>SITE PLAN PROCEDURES</b>
The Development Application Form, all required information, review fee and escrow shall be filed at City Hall.
City Staff will review submittals and accept the application as complete or issue a letter identifying incomplete items within 15 days of the application date.
Formal processing of the Site Plan will not occur until such a time as all required materials are submitted.
In the event that other applications such as Conditional Use Permit, Variance, Subdivision, Rezoning, Comprehensive Plan Amendment, Vacation or other approvals are required, the applicant shall submit all required materials for each specific application.
Copies of the application will be sent to City Staff, consultants, and agencies responsible to review the application.
Based upon the complexity of the application, a staff meeting may be scheduled to review the applications with the applicant.
The Planning Commission hearing date will be scheduled by the Zoning Administrator based upon the City Meeting Schedule. A report will be prepared by the Zoning Administrator and forwarded to the applicant and Planning Commission.
The City Council meeting date will be set by City Administrator. A report will be prepared by the Zoning Administrator and forwarded to the applicant and City Council.
The applicant is required to attend all meetings associated with the request. Failure to attend a meeting may result in continuation or denial of the application.
Following City Council approval of the site plan, the applicant must submit revised plans showing all conditions of Council approval on said plans prior to the City accepting a building permit application for the project.
The Zoning Administrator will verify that all conditions of approval are met (shown on plans etc.) and issue notice to the Building Official that the building permit review may begin.
Site and Building Plan approval will be null and void after 1 year of City Council resolution.



# SITE PLAN APPLICATION CHECKLIST

The applicant will file a building permit application and the required plans and materials for review of the Building Official and other staff as required.

		Compliance		
		Yes	No	N/A
<b>GENERAL SUBMITTAL REQUIREMENTS</b>				
1.	Completed and signed development application form, and submittal of fees and escrows.			
2.	<p>10 large scale copies (22" by 34") and one (1) reproducible reduction at 11" by 17" and one electronic copy in a format compatible with the City's computer system of the site plan.</p> <p>Additional large scale copies shall be provided for each of the following, if applicable:</p> <ul style="list-style-type: none"> <li>• Project is adjacent to a county road or county state aid highway</li> <li>• Project is adjacent to a state highway or interstate highway</li> <li>• Project lies within a Shoreland District or Floodplain</li> <li>• Project lies adjacent to Big Lake Township or within an Orderly Annexation Area</li> </ul>			
3.	Proof of Ownership or Authorization. The applicant shall supply proof of title and the legal description of the property for which the site plan approval is requested, consisting of an abstract of title and as applicable supply documented authorization from the owner(s) of the property in question to proceed with the requested site plan application.			
4.	The applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the conditional use permit application relates.			
5.	The property corners and the location of all proposed buildings shall be staked at the subject site.			
<b>SITE PLAN REQUIREMENTS</b>				
6.	Site boundaries, buildings, structures and other improvements shall be identified on site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:			
a.	Scale of plan (engineering scale only), at one (1) inch equals fifty (50) feet or less.			
b.	North point indication.			
c.	Existing boundaries with lot dimension and area.			
d.	Existing site improvements.			
e.	All encroachments.			
f.	Easements of record.			
g.	Legal description of the property.			
h.	Wetlands, lakes, springs, rivers or other waterways bordering on or running through the subject property.			



# SITE PLAN APPLICATION CHECKLIST

		Compliance		
		Yes	No	N/A
<b>SITE PLAN REQUIREMENTS</b>				
7.	<b>A site plan</b> utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:			
a.	Name and address of developer/owner.			
b.	Name and address of architect/designer.			
c.	Date of plan preparation.			
d.	Dates and description of all revisions.			
e.	Name of project or development.			
f.	All proposed improvements, including:			
(1)	Required and proposed setbacks.			
(2)	Location and dimensions of all proposed buildings and structures.			
(3)	Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.			
(4)	Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles.			
(5)	Location, number, and dimensions of proposed loading spaces.			
(6)	Location, width, and setbacks of all curb cuts and driveways.			
(7)	Vehicular circulation.			
(8)	Sidewalks, walkways, trails.			
(9)	Location and type of all proposed lighting, photometric plan and details of all proposed fixtures.			
(10)	Location of recreation and service areas.			
(11)	Location of rooftop and all other exterior equipment and proposed screening.			
(12)	Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.			
(13)	Location, size and type of existing utilities and manhole inverts.			
(14)	Building and floor plans shown to scale with dimension and area by square foot calculations.			
(15)	Total amount of building coverage.			
(16)	Total amount of impervious surface coverage.			
8.	<b>Grading/storm water drainage plan</b> , utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:			
a.	Existing contours at one (1) foot contour intervals (may be prepared by a Minnesota licensed surveyor).			
b.	Proposed grade elevations at two (2) foot maximum intervals.			
c.	Drainage plan, including the configuration of drainage areas and calculations.			



# SITE PLAN APPLICATION CHECKLIST

		Compliance		
		Yes	No	N/A
d.	Storm sewer, catch basins, invert elevations, type of castings, and type of materials.			
e.	Spot elevations (may be prepared by a Minnesota licensed surveyor).			
f.	Proposed driveway grades.			
g.	Surface water ponding and treatment areas.			
h.	Erosion control measures.			
9.	<b>Landscaping plan</b> , utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:			
a.	Planting schedule (table) containing: <ul style="list-style-type: none"> <li>• Symbols.</li> <li>• Quantities.</li> <li>• Common names.</li> <li>• Botanical names.</li> <li>• Sizes of plant material.</li> <li>• Root specification (bare root, balled and burlapped, potted, etc.).</li> <li>• Special planting instructions.</li> </ul>			
b.	Location, type and size of all existing significant trees to be removed or preserved.			
c.	Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).			
d.	Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.			
e.	Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.			
f.	Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.			
g.	Delineation of both sodded and seeded areas with respective areas in square feet.			
h.	Coverage plan for underground irrigation system, if any.			
i.	Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.			
10.	Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).			
11.	Color rendering of all sides of the principal building.			
12.	"Typical" floor plan and "typical" room plan drawn to scale with a summary of square footage for each use or activity.			



# SITE PLAN APPLICATION CHECKLIST

		Compliance		
		Yes	No	N/A
13.	Fire protection plan.			
14.	Type, location and size (area and height) of all signs to be erected upon the property in question.			
15.	Vicinity map showing the subject property in reference to nearby highways or major street intersections.			
16.	Sound source control plan.			
17.	Lighting plan.			
18.	Photometric plan.			
19.	Proposed exterior materials (list and examples).			

<b>ATTACHED RESIDENTIAL AND MULTI-FAMILY SITE PLAN SUBMITTAL REQUIREMENTS</b>				
1.	Building locations, dimensions, and elevations, all signs, structures, entry areas, storage sites, and other structural improvements to the site including future decks and porches.			
2.	Fences and screening devices.			
3.	Solid waste disposal/recycling provisions and facilities.			
4.	Fire fighting and other public safety facilities and provisions such as hydrant locations and fire lanes.			
5.	Data pertaining to numbers of dwelling units, sizes, lot area, ratio, etc.			
6.	Exterior wall materials and design information.			
7.	A recreation plan illustrating in detail all recreational facilities and structures.			
8.	Association documents explaining maintenance of facilities and grounds.			

*N/A To be filled in by the City Zoning Administrator only.*