



**SITE PLAN REVIEW APPLICATION (in-house)**

Name of Project:

Application is hereby made for a Site Plan Review for the construction of a(n)

\_\_\_\_\_ s.f. building in a(n) zoning district. Address of

Property:

PID#'s:

OWNER:

CONTACT NAME (PRINT):

PHONE:

ADDRESS:

FAX:

CITY/ZIP:

E-MAIL:

APPLICANT:

CONTACT NAME (PRINT): PHONE: ADDRESS: FAX:

CITY/ZIP: E-MAIL:

The following information is submitted in support of the application as described on the attached "Site Plan Review Requirements".

- \_\_\_\_ 1) Completed Application for Site Plan Review (Submission Deadline Dates FIRM)
- \_\_\_\_ 2) Application Fee of \$350
- \_\_\_\_ 3) Completed Acknowledgement of Responsibility form
- \_\_\_\_ 4) Completed Affirmation of Sufficient Interest form
- \_\_\_\_ 5) Narrative describing project
- \_\_\_\_ 6) Completed Application to appropriate Watershed District
- \_\_\_\_ 7) 15 folded copies AND 1 (8½" × 11") paper copy of the following:
  - \_\_\_\_ a) Site Plan
  - \_\_\_\_ b) Map of Existing Conditions
  - \_\_\_\_ c) Landscape Plan
  - \_\_\_\_ d) Grading/Drainage Plan
  - \_\_\_\_ e) Building Elevations of all sides
- \_\_\_\_ 8) One Colored Rendering of Building Elevations
- \_\_\_\_ 9) Also after staff review of the initial project, we will need the following updated maps of all items in
  - #7 (a-e): 3 folded copies AND 1 set of (8½" × 11") paper copies
- \_\_\_\_ 10) Information required on attached Hennepin County Preliminary Plat/Development Review Process pamphlet dated February 2001

**Applicant's Signature Printed Name Date**

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposed of review of my application and to erect a temporary sign indicating the application proposed.

Signature of applicant Date

Name of applicant Phone (Please Print)

Name and address of Contact (if other than applicant)

**Phone Number Date**

**AFFIRMATION OF SUFFICIENT INTEREST**

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant (Please Print)

Street address/legal description of subject property

**Signature Date**

**If you are not the fee owner**, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

**If a corporation is fee title holder**, attach a copy of the resolution of the Board of Directors authorizing this action.

**If a joint venture or partnership is the fee owner**, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

## SITE PLAN REVIEW REQUIREMENTS

The following information is required for requesting site plan review approval. Please refer to Zoning Ordinance Section 36-81 through 36-85 for specific information.

1. **Map** indicating existing conditions on the site and all property and all property within 200 feet. This scaled drawing should show: a) Property boundaries and dimensions. b) Adjacent roadways and access points. c) Existing topographical contours. d) Existing structures e) Existing parking areas and other man-made features. f) Existing significant vegetation
  
2. **Site Plan** - this shall be a scaled drawing indicating: a) Building footprints, size and dimensions. b) Parking areas including location of handicapped. c) Setback lines. d) Wetlands or floodplains e) Ingress and egress points f) Sign locations and details. (optional) g) Light fixture details and placement. h) On this plan, a summary should be provided indicating building square footage, lot areas, parking spaces (also indicating number of handicapped spaces), lot coverage, type and height of light fixtures, and green space. I) Details of curbed gutter, concrete entrance aprons, parking lot/driveway sections, other site improvement details.
  
3. **Landscape Plan** - This shall be a scaled drawing indicating: a) Any existing trees to remain by size and species. b) Proposed plantings by size, species, and planting mode (B/R, B/B). c) Any berms or other buffers provided. d) Location and type of underground sprinkling system. e) Retaining walls or other improvements considered part of the landscape plan.
  
4. **Grading and Drainage Plans** (can be combined with landscape plan) indicating: a) Existing contours and final land contours b) Method of drainage proposed (catch basins, culverts, and ponding areas)
  
5. **Utility Plan** (can be combined with Drainage Plan) a) Sanitary sewer b) Water c) Hydrant location d) Miscellaneous external mechanical
  
6. **Building Elevations** indicating:

a) Building heights b) Building material of roof and facade c) The relationship of the building to the site and surrounding area d) Colored renderings of elevations and perspective drawings

## CITY OF MAPLE GROVE 2008 PLANNING COMMISSION SUBMISSIONS

<b>Submission Deadline (DATE is FIRM)</b>	<b>Planning Commission Meeting Dates</b>	<b>City Council Meeting Dates</b>	<b>Osseo-MG Press PH Notice Deadline</b>	<b>Re De</b>
December 17, 2007 December 31, 2007	January 14, 2008 January 28, 2008	*Tues., January 22, 2008 February 4, 2008	December 27, 2007 January 10, 2008	Jan 200
January 14, 2008 January 28, 2008	February 11, 2008 February 25, 2008	*Tues., February 19, 2008 March 3, 2008	January 24, 2008 February 7, 2008	Feb 15,
February 11, 2008 March 3, 2008	March 10, 2008 March 31, 2008	March 17, 2008 April 7, 2008	February 21, 2008 March 13, 2008	Feb 21,
March 17, 2008 March 31, 2008	April 14, 2008 April 28, 2008	April 21, 2008 May 5, 2008	March 27, 2008 April 10, 2008	Ap 200
April 14, 2008 April 28, 2008	May 12, 2008 *Tues., May 27, 2008	May 19, 2008 June 2, 2008	April 24, 2008 May 8, 2008	Ma
May 12, 2008 June 2, 2008	June 9, 2008 June 30, 2008	June 16, 2008 July 7, 2008	May 22, 2008 June 12, 2008	Ma 200
June 16, 2008 June 30, 2008	July 14, 2008 July 28, 2008	July 21, 2008 August 4, 2008	June 26, 2008 July 10, 2008	Jul
July 14, 2008 July 28, 2008	August 11, 2008 August 25, 2008	August 18, 2008 *Tues., Sept. 2, 2008	July 24, 2008 August 7, 2008	Au 200
August 11, 2008 *Tues. Sept 2, 2008	September 8, 2008 September 29, 2008	September 15, 2008 October 6, 2008	August 21, 2008 September 11, 2008	Au 19,
September 15, 2008 September 29, 2008	October 13, 2008 October 27, 2008	October 20, 2008 November 3, 2008	September 25, 2008 October 9, 2008	Oc 17,
October 13, 2008 October 27, 2008	November 10, 2008 November 24, 2008	November 17, 2008 December 1, 2008	October 23, 2008 November 6, 2008	Oc No
November 10, 2008 December 1, 2008	December 8, 2008 December 29, 2008	December 15, 2008 January 5, 2009	November 20, 2008 December 11, 2008	No De