



Site Plan Review

([Land Use Application](#) also required)

Application Requirements

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions are also required. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

Drawings shall be folded; rolled drawings will not be accepted.

Each of following applicable requirements (unless waived by staff) shall be submitted:

- 1. [Land Use Application](#) form
- 2. Application Fee (check or cash)
- 3. One typewritten narrative shall be submitted and it shall also be provided on a CD/flash drive in an editable word processing format.
- 4. Written identification of issues from Building Department
- 5. Site Plan
- 6. Landscape Plan
- 7. Utility Plan
- 8. Tree Preservation Plan
- 9. Grading/Drainage Plan
- 10. Drainage Calculations
 - o The grading/drainage plan must be reflective of the final plan, including any revisions required by the Technical Evaluation Panel, if appropriate.
- 11. Building Elevations, including one (1) color rendering
 - o For townhome projects, calculations of material by elevation must be included.
- 12. Floor Plans
- 13. Signage – Location of wall signs and freestanding signs
- 14. Wetland Delineation (if wetlands are present)
- 15. Wetland Mitigation Plan (if wetlands are impacted)
 - o The wetland delineation and mitigation must be reviewed by the Technical Evaluation Panel and revisions made prior to review by the Planning Commission.
- 16. EAW/EIS Requirements
 - o The EAW/EIS process must be in concert with any application process. The Planning Commission must comment on an EAW/EIS along with an application.
- 17. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a **.pdf** format at least at 300 dpi.
- 18. All other information as determined by City Staff

Applicant Signature: _____ **Date:** _____

Print Name: _____

Description of Project Narrative

The narrative is your opportunity to describe, promote and sell your proposal to the Planning Commission and/or City Council before the meeting(s). A typewritten narrative explaining your request in detail should include, but not limited to, all the following applicable information:

- Detailed description/scope of project.
 - What is being proposed?
 - Why are you proposing it?
- How compatible is it with surrounding properties?
- Hours of Operation
- Number of Employees
- Number of parking stalls, existing and additional
- Is there proposed screening of the site?
- Proposed building materials
 - How do they comply with applicable design standards?
- Signage
 - How many?
 - What type?
 - Locations?
- Is there outdoor storage?
 - What is being stored?
 - How much?
 - Proposed screening?