SITE PLAN APPLICATION
The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Section 6.060 of the City Code requires all multi-family dwellings of three or more units, developments in the water management overlay district, and all commercial/industrial developments have a site plan approved prior to the issuance of a building permit.

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone:____-____-_____ Fax:____-____-_____ Cell:____-____-_____ E-mail: _____

Fee Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone:____-____-_____ Fax:____-____-_____ Cell:____-____-_____ E-mail: _____

Project/Development Name: _____

Address or General Location of Property: _____

_____

Legal Description of Property Involved: _____

_____

Present Use of Property: _____

Proposed Use of Property: _____

_____

_____

Present Zoning: _____ Present Land Use Plan Designation: _____

_____ _____
Applicant Signature Date

_____ _____
Property Owner Signature (if different from applicant) Date

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Application Fees

1. For one acre or less: $1,200 provides up to 8 hours of assistance, $125 per hour thereafter.
2. More than one acre: $1,200 plus an additional $500 for each acre over the first acre provides up to 4 more hours (per acre) of assistance, $125 per hour thereafter.
3. Minor Site Plan 6.060(3): $500 provides up to 3 hours of assistance, $125 per hour thereafter.

Items to Accompany Application:

1. Site plan and submittals required in the attached application checklist, showing how the property is to be developed. Applicant is responsible for ensuring and verifying that all materials and information indicated on this checklist is submitted to the City. If you have any questions on the applicability of checklist items, please contact the City's Community Development Director or City Engineer.
2. If any easement(s) are needed, pursuant to the City's request, the Developer shall submit an owner and encumbrance report, at their expense, as requested by the City.
3. Signed Payment of Costs Agreement.

Acceptance of Application

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted. This application may also be subject to acceptance by the City Development Review Committee and review of application and necessary materials being submitted. City Engineering approval may also be required and must meet engineering requirements set forth by the City Engineer or contained in the City Code.

Date Received: _____ Date Application Deemed Complete: _____

Application Fee: _____ Application Number: _____

_____ _____
Planning/Community Development Director Date

_____ _____
City Administrator Date

The signatures of the Community Development Director and City Administrator do not constitute approval of this application request.

SITE PLAN APPLICATION - FILING REQUIREMENT INFORMATION

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Section 6.060 of the City Code requires all multi-family dwellings of three or more units, developments in the water management overlay district and all commercial/industrial developments to have site plan approved prior to the issuance of a building permit. In addition, uses allowed only as a special use are also required to have a site plan approved as part of the special use permit process. Most projects also need Preliminary and Final Engineering approval.

This document is intended to assist the applicant with the formal process. Site Plan procedures are described in sections 6.060 through 6.068 of the City Code. The City's goal is to make the development process as economical and efficient as possible. Applications are reviewed and recommended on by the City's Planning Commission and then approved or denied by the City Council. The City's Planning Commission meets on the fourth Tuesday of each month and site plans require a public review, with notices mailed to property owners within 150 feet of the application's subject site at least seven days prior to the public review. Therefore, in order to have necessary reviews and reports completed for the Planning Commission, the public and the applicant, materials must be submitted according to schedule adopted by the City's Development Review Committee, usually about five weeks prior to the Planning Commission meeting. Within fifteen (15) business days of receiving the application, the City's Development Review Committee (DRC) made up of the City Planner, City Engineer, City Administrator, and others as appropriate, will meet to review the application and determine the application's completeness. The DRC will notify the applicant in writing if the application is complete or what deficiencies are present. The DRC will normally meets weekly, and, while not required, encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) with the DRC to review site plan concepts and requirements. Meetings with the DRC can be scheduled through Bill Weber at 952-451-4818.

Once an application is considered complete by the DRC, the City has sixty (60) calendar days to complete is review and either approve or deny the application. The City may extend the application review period for another sixty (60) days, and if it does, will notify the applicant in writing.

All approved site plans are formalized in a development agreement prepared by the City, and recorded with the Ramsey County Recorder's Office.

NO.	CHECKLIST ITEM	DATE INFO RECEIVED	CHECKED BY
Complete Applicant Data on Application Form			
	PLAN DOCUMENTS AND REQUIREMENTS		
Copies of all plan documents shall be provided in the following format:			
1	Eight (8) set of prints at full scale and size (22" x 34").		
2	Four (4) 11" x 17" photo-positive reduction or reproducible drawing which will provide legible copies clearly representing all details and design on the plan.		
3	Show adjacent roadways.		
4	Show north point indication.		
5	Date of plan preparation.		
6	Dates and description of all revisions.		
7	Scale of plan in both text and graphical format (engineering scale only, at 1"=50' or less).		
8	Legend of all symbols, abbreviations, and linework either in one centralized location or on each sheet.		
9	Engineering/architectural certification, in conformance with the state of Minnesota requirements, on each sheet.		
10	A **PDF** formatted file of all plans (including architectural if possible) should be submitted on disc, CD-ROM or e-mailed to the Community Development Director at bill@weberplanning.com.		
	COVER SHEET		
1	Location map, including area within one-half mile of site.		
2	Other information considered pertinent by the City staff and consultants.		
3	Name and address of developer/owner.		
4	Name and address of Architect/Engineer.		
5	Name of project development.		
	LIGHTING PLAN		
1	Lighting plan to include proposed light standard and fixtures proposed and be supported by complete photometrics.		
2	Building elevation plans to show all sides of the building and details of the exterior façade treatment. It is suggested a colored building elevation plan be submitted for presentations.		
	UTILITY PLAN		
1	Preliminary utility plan showing how all utility services will be constructed to serve the site including any offsite construction that may be necessary.		
2	Location of existing and proposed utility rights-of-way, easements and lines (water, sewer, gas, electric, telephone, cable television, etc.).		
3	Existing and proposed parking facilities and roadways.		
4	Existing and proposed buildings and structures.		
5	Length, size, material, and slopes of all sanitary sewer pipes.		
6	Top of casting and invert of all sanitary sewer structures to the nearest 0.01-foot.		
7	Length, size, material, and depth of all water main (minimum depth = 7.5 feet).		

SITE PLAN			
Existing			
1	Boundary survey with existing topographical features plotted over the boundary.		
2	The existing topographical data including existing grading and both private and pubic utilities shall extend beyond the property lines a minimum of 200 feet or as directed by the City Engineer.		
3	Minimum scale shall be 1" = 50'.		
4	The delineated wetland shall be plotted on the drawing, to scale, as determined from field surveys if wetlands are present.		
5	Any areas that fall within the FEMA flood zone A shall be shown on the drawing with reference to the applicable FEMA panel that it was obtained from.		
6	The Boundary survey shall identify location of tree cover on site, including the designation of trees on site of 5" or more in diameter.		
7	Boundary lines of property with dimensions based upon certified survey.		
8	Name and alignment of proposed and existing adjacent and on-site streets.		
9	Location of existing and proposed utility rights of way, easements and lines (water, sewer, gas, electric, cable television, telephone, drainage, etc.).		
10	Location of existing and proposed parking facilities, including curbing detail and traffic island-delineators.		
11	Location of existing and proposed water bodies/ponds.		
12	Location of existing and proposed sidewalks, trail corridors, and fire lanes.		
13	ADA compliant facilities.		
Proposed			
1	Building and structures (location, identification, and dimensions).		
2	Parking facilities as required in section 20.080 of City Code (location, identification, and dimensions).		
3	Water bodies/ponding areas.		
4	Wetlands, as determined by a delineation or if none, a certification stating that no wetlands exist on the site.		
5	Sidewalks, trails, driveways, loading areas and docks.		
6	Fences and retaining walls.		
7	Exterior signage (including wall & freestanding signs).		
8	Exterior refuse/recycling collection areas.		
9	Traffic flow on-site.		
10	Traffic flow off-site.		
11	Cross sections of property as required by the City Planner or City Engineer.		
12	A staging plan for any project involving more than one construction season which sets for the chronological order of construction and relates the proposed uses and structures to the construction of various service facilities, and gives estimated completion dates.		
13	Site statistics including site square footage, percent of site coverage with impervious, dwelling unit density, percent park or open space.		
14	Height above mean sea level of the lowest floor of all structures proposed on site.		
15	Gross square footage of existing and proposed structures and buildings.		

LANDSCAPE PLAN			
1	Detailed landscape plan shall be required and shall be produced on a separate sheet from those for grading/drainage and utilities. The plan shall be prepared by a landscape architect, include the following information, and meet or exceed the standards in Section 20.020 of the code shown as Exhibit "B".		
2	Landscape Architect's signature and registration number.		
3	Other existing or proposed conditions which would be expected to affect landscaping.		
4	Planting Schedule (table) containing the following:		
	a. Symbols. b. Quantities. c. Common names. d. Botanical names. e. Size of plant material. f. Root specification (bare root, B&B, potted, etc.). g. Special planting instructions.		
5	Existing trees and shrubbery, locations, common names and approximate size.		
6	Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).		
7	Typical sections/elevations in details of fences, tie walls, planter boxes, and the like.		
8	Typical sections of landscape islands and planter beds with identification of materials used.		
9	Details of planting beds and foundation plantings at a minimum scale of 1"=30" where the mature spread of such plantings is less than 5 feet in diameter or where such details would clarify the design intent.		
10	Note indicating how disturbed soil areas will be restored through the use of sodding, seeding or other techniques.		
11	Total square footage of all landscaped areas, building areas and paved areas.		
12	Coverage plan for underground irrigation system, in any.		
Special Conditions			
1	Where landscape or man-made materials are used to provide ordinance or policy-required screening from adjacent and neighboring properties or as deemed necessary by the planner to convey the intent of the design and cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.		
2	In order to demonstrate existing conditions, the City Planner may require the developer to provide photographs of an area at the time of plan review.		
3	Other requirements. Each development has to be reviewed to a certain extend on their own merit depending on the development and as to criteria as listed below.		
4	Traffic expected to be generated.		
5	Existing road/access conditions.		
6	Proximity of surrounding development (i.e., buffering between residential and Commercial/Industrial development)		
7	Existing and proposed public or private open spaces.		

GRADING AND DRAINAGE PLAN			
Preliminary grading and drainage plan showing all the following:			
1	Proposed grading.		
2	Proposed storm sewer with materials and sizes shown.		
3	A demolition plan, as required.		
4	Location of existing and proposed utility rights-of-way, easements and lines (water, sewer, gas, electric, telephone, cable television, etc.).		
5	Existing and proposed topographic contours of the minimum interval of 1-foot, extending at least 200 feet beyond the site boundaries.		
6	Location of existing and proposed parking facilities including curbing detail and traffic island-delineators.		
7	Location of existing and proposed water bodies/ponds.		
8	Location of existing and proposed sidewalks, trail corridors and fire lanes.		
9	Top of casting and invert of all storm water structures to the nearest 0.01-foot.		
10	Length, size, material, and slopes of all storm water pipes.		
11	Erosion control		
12	Detailed elevations of top and bottom of all retaining walls.		
13	High water and normal water elevations for all drainage ponds.		
14	Existing and proposed parking facilities and roadways.		
15	Existing and proposed buildings and structures.		
FINAL ENGINEERING APPROVAL ITEMS			
1	Site plan, grading plan, grading and drainage plan, utility plans, geometric plans, topographic detailing, plans and profiles as necessary, and construction detailing.		
2	Plans certified by a Registered Professional Engineer in the state of Minnesota.		
3	Minimum sheet size 22" x 34".		
4	Project manuals, certified by a Licensed Professional Engineer in the state of Minnesota, and specifications, where applicable, for review by City Engineer. Technical specification shall be developed to identify the materials and final conditions of construction of the project that are desired.		
5	All utility systems, grading of earthwork, pavements, walkways and trails, lighting systems and other items detailed on the Final Engineering plans shall be built in accordance with the applicable standards recognized by the City of Vadnais Heights. These include, but are not limited to, City of Vadnais Heights standard details, Mn/DOT Standard Specifications, for Construction, latest edition, and the Ten States Standards, latest edition.		
6	Complete itemized Engineer's estimate of costs for all site improvements, clearly identifying total quantities on a unit basis and unit prices. The estimate shall separate by unit and cost those items that reflect private facilities from those that are considered public facilities. The Engineer's estimate of costs will reflect current bid pricing and is subject to change by the City Engineer where pricing is not reflective of current conditions. Submittal of lump sum bids in lieu of an Engineer's estimate of costs is not acceptable.		
7	An **AutoCAD** formatted file (on disc or CD-ROM) of all civil engineering plans, which may include the as-builts of said development and any public improvements, shall be submitted to the City Engineer upon request.		

CALCULATIONS AND BACKGROUND DATA			
1	Traffic studies outlining existing conditions prior to, and after, development . The City Engineer will specify the nature of the studies to be provided on a case-by-case basis.		
2	Wetland delineation report.		
3	Soils report, including: a. Boring logs. b. "R" valve. c. Soil bearing strength, as required.		
4	Pavement calculations indicating 7-ton or 9-ton design, as required by City Engineer.		
5	Water service calculations indicating both fire flow demand and potable water service demands are met.		
6	Sanitary sewer service calculations showing sanitary sewer services that are capable of handling the proposed flow.		
7	Storm sewer calculations: a. Map showing existing and proposed drainage areas and direction of flows. b. Existing runoff flows. a. Proposed runoff flows. b. Storm water detention/retention pond calculations including release rates.		
8	A listing of all required Federal, State, and City permits and status of applications.		
9	Copies of all applicable government and regulatory agency permits obtained for the construction of the project.		
10	Structural calculations for retaining walls (over 3 feet in height), pedestrians, bridges, and roadway bridges.		
CONSTRUCTION DETAILS			
1	Typical pavement section, indicating 7-ton or 9-ton design.		
2	Details for curb and gutter.		
3	Details for storm sewer and sanitary sewer, structures, castings, pipe bedding, etc.		
4	Details for water main gate valves, curb stops, hydrants, service connections, etc.		
5	All other details deemed necessary by City Engineer.		

Application certified complete by:

Name: _____

Date: _____

Revised:8/23/10
Approved by the Vadnais Heights City Council on _____