

SITE PLAN REVIEW

APPLICATION SUBMITTAL CHECK LIST

- Planning Commission Application completed and signed by applicant and property owners.
- Attach a written narrative explaining the reason for the application.
- Submit the plan set, which must meet the minimum requirements of City Code Title 11-2-4D.
- Submittal should comply with the Site Plan Review Checklist.
- Provide plans in a .pdf format, the complete legal description of the property in Word format, and the property identification number e-mailed to CGSubmittals@cottagegrovemn.gov.
- Submit the \$415.00 application fee plus the \$5,000.00 escrow deposit. Payment can be made over the telephone with a credit card; mailing a check; or in person via check, cash, or credit card.

APPLICATION REVIEW PROCESS

- Submit application, exhibits, narrative explaining application, application fee, and the escrow deposit.
- The City determines if the application is complete.
- The City will notify property owners with 500 feet of the subject property.
- The City will publish the public hearing notice in the *St. Paul Pioneer Press*.
- Planning Staff prepares the staff report.
- Planning Commission holds public hearing.
- Planning Commission and Planning staff recommendations forwarded to City Council.
- Action by City Council.
- Upon approval, applicant submits escrows and/or letters of credit.
- Applicant applies for building permit(s).
- Site plan approval expires in one year.

Submittal Requirement Checklist

The checklist on the following pages contains the required information per City Code section 11-2-4. It is provided for your convenience and is not a substitute for reading the Subdivision, Title 10, and/or Title 11, Zoning Regulations. It is the responsibility of applicant to review the necessary code sections. Failure to provide any of the required information may result in rejection of the application as an incomplete submission:

Pre-Application Sketch Plan Review

- 1. A scale drawing of the proposed site with reference to existing development within two hundred (200) feet of adjacent properties.
- 2. General location of proposed structures.
- 3. Proposed street layout, both public and private.
- 3. Amenities to be provided such as recreational areas, open space, walkways, etc.
- 4. General location of parking areas.
- 5. Proposed public sanitary sewer, water and storm drainage.
- 6. A statement showing the proposed density of the project with the method of calculating said density also shown.
- 7. Topographic contours at two-foot intervals.
- 8. Wetland delineation.
- 9. Proposed general schedule of development.
- 10. Information on the proposed developer.
- 11. A narrative or other information or materials useful in reviewing the sketch.
- 12. Letter of concurrence from landowner.

Required Information for all Submittals

- 1. A complete Planning Application signed by all property owners.
 - Applicants name, address, phone number and email address
 - Property owner name, address, email, and phone number of the owner and/or any agent having control of the land.
 - Full legal description of the project AND parcel ID number(s)
 - Project description including the name of project/development and address of project/development
 - Electronic plans shall be submitted to CGSubmittals@cottagegrovemn.gov. Routing of these plans will take place internally.
- 2. All required filling fees and escrows. Make check payable to “City of Cottage Grove”
- 3. Ownership report A statement identifying all property owners of all land included within the proposal.

Note: The City will not accept partial plan submittals or resubmittals. Revised plans shall reflect and address all items identified in the City Comment Letter. All resubmittals shall include a narrative of the changes and also references for the pages amended.

Minimum Submittal Requirements

Accurate and to scale development plans for the project area, the number of which to be provided as indicated on the application form, including the following minimum information as identified on the following pages.

Survey

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:

- 1. North point and graphic engineering scale.
- 2. Location map showing relationship to street system and surrounding development.
- 3. Date of preparation and revision date(s)
- 4. Address of project/development
- 5. Owner's name, mailing address, telephone/fax number
- 6. Engineer/architect mailing address, telephone/fax number
- 7. Boundary line survey, including measured distances and angles which shall be tied to the nearest/ 4 corner or section corner by traverse.
- 8. Locations of existing rights -of -way, driveways, parks and public lands, permanent buildings and structures, easements, section and corporate lines, water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines and other significant features within the site and to a distance of two hundred feet (200') beyond the property boundary(ies).
- 9. Topographic data for two hundred feet (200') around the subject property or around major features with intervals not exceeding two feet (2') except where the horizontal contour interval is one hundred feet (100') or more in which case a one-foot vertical interval shall be shown.
- 10. A utility plan showing all existing and proposed wells, septic systems, eater lines, sanitary sewer and stormwater management utilities needed up to two hundred feet (200') beyond the project area boundary as well as pipe diameters, rim and invert elevations and pipe gradients for sanitary sewer and storm sewer mains.

Site Statistics

Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements.

- 1. Existing and proposed zoning district
- 2. Gross site acreage/minimum lot size in the zoning district
- 3. Total outlot acreage
- 4. Total stormwater management acreage
- 5. Any wetland impact area and wetland replacement area
- 6. Percent green space
- 7. Percent impervious
- 8. Percent pervious
- 9. Net and gross density
- 10. Existing, proposed and required parking

Site Plan

A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:

- 1. Locations of proposed buildings or other structure(s); sidewalks and trails; off-street parking and driveways; monument signs, refuse and service areas with Indication of meeting setback requirements.
- 2. Ingress and egress to property and proposed structures thereon and with particular reference to vehicular and pedestrian safety and convenience, traffic flow and control and access.
- 3. Locations and dimensions of sidewalks, trails, driveways and loading areas.
- 4. Architectural plans showing elevations, entrances, heights, exterior materials, and colors. Plans shall include an indication of meeting required building material percentages
- 5. Schematic floor plans including proposed uses and square footages
- 6. Proposed wall signage locations Note: Separate permits are required for all signage.
- 7. Rooftop equipment screening plan
- 8. Existing and proposed parking and loading facilities with indication of meeting parking count requirements.
- 9. Snow storage plan
- 9. Trash and waste storage facilities;

Grading, Utilities and Stormwater

Grading/storm water drainage plan, 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:

- 1. Existing and proposed drainage facilities
- 2. Calculations to determine sizing of pipes, structures and water storage area
- 3. Gradients and invert elevations of surface drainage and pipes
- 4. Erosion control measures
- 5. Existing and proposed sanitary sewer and water systems
- 6. Elevations, gradients and sizing of all components
- 7. Spot elevations on parking lots and curb lines
- 8. Gradients for all proposed roadways
- 9. Utilities easements

Landscaping

Landscape Plan – Scale drawing of proposed landscaping for the site based upon a survey of property lines with:

- 1. Indication of scale and north point
- 2. Name and alignment of proposed and existing adjacent on-site streets
- 3. Location of all proposed and existing utility easements & rights-of-way
- 4. Location of existing and proposed buildings, parking areas; water
- 5. bodies; proposed sidewalks and trails
- 6. Existing and proposed topographic contours at two-foot intervals
- 7. Details of proposed planting beds and foundation plantings
- 8. Delineation of both sodded and seeded areas

- 9. Location and identification of proposed landscape or manmade materials used to provide screening from adjacent and neighboring properties
- 10. Location and identification of existing trees
- 11. Details of fences, tie walls, planting boxes, retaining walls, berms and other landscape improvements in legible scale
- 12. Location of landscape islands and planter beds with identification of plant materials used
- 13. Planting schedule. A table containing the common names and botanical names, size of plant materials, root specifications, quantities, and special planting instructions
- 14. Location, size and species of all proposed plant materials
- 16. Locations, size and species of all existing plant materials over 4" in diameter proposed to satisfy landscape requirements
- 17. Table of plant materials
- 18. Planting details

Lighting Plan

- 1. Location of all exterior lighting fixtures
- 2. Illumination pattern and data on lighting fixtures
- 3. Details of lighting fixtures
- 4. Relationship to lighting on abutting properties

Tree Preservation and Mitigation Plan

- 1. Tree survey certified by a registered land surveyor, landscape architect, or forester.
- 2. Indication of scale and north point
- 3. Name and alignment of proposed and existing adjacent on-site streets
- 4. Location of all proposed and existing utility easements and rights-of-way
- 5. Location of existing and proposed buildings, parking areas; water bodies; proposed sidewalks and trails.
- 6. Existing and proposed topographic contours at two-foot intervals
- 7. Size, species, and location of all existing significant trees and woodlands located within the area to be platted or within the parcel of record. These significant trees and woodlands should be identified in both graphic and tabular form
- 8. Identification of all significant and woodlands proposed to be removed. These significant trees and woodlands should be identified in both graphic and tabular form
- 9. Size, species, and location of all replacement trees proposed to be planted on the property in accordance with the tree replacement schedule and mitigation requirements; and
- 10. Identified measures to protect significant trees and woodlands during construction.

Please Note: Additional information may be requested or waived by City staff depending on application request.