

SITE AND BUILDING PLAN REVIEW

Return to:

Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4680

Existing Zoning: _____

Site Identification:

Address: _____

Property Identification Number: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____
City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____
City State Zip Code

Signatures:

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. A currently certified Abstract of Title or an Owner's Duplicate Certificate of Title and copies of all unrecorded documents necessary to establish a legal or equitable interest by the applicant in the property.
3. Written description of the proposed development.
4. A traffic study dependent upon the size and location of the proposal.
5. **One** 8 1/2"x11" and one 11" by 17" half-scale reproducible print shall be submitted for each required sketch, drawing, or plan. **Two** 24"x36" copies of each plan sheet for staff review.

Digital Copies of plans can be submitted at:

<http://www.shoreivewmn.gov/pc/application>

6. These plans shall include:
 - a. A property line map which shows the gross site area and property dimensions.
 - b. A site plan which shows all existing and proposed structures, parking, drives, lighting standards, and easements.
 - c. A landscape plan which shows specific plant and tree species, sizes, number and locations.
 - d. An exterior elevation plan for each side of every building which includes a description of building materials and colors. These elevations shall also demonstrate how roof-mounted equipment will be screened from view from adjoining streets and property.
 - e. A grading and drainage plan that includes:
 - i. Existing and proposed contour elevations with an interval of not more than two feet. Routing of surface runoff shall be indicated.
 - ii. The routing of runoff from roofs, parking lots and other impervious surface areas
 - iii. The location, size and elevation of all existing and proposed catch basins and storm sewer facilities.

- iv. Runoff quantity calculations.
 - f. Designation of the boundary of any designated environmentally sensitive area, to include; protected wetlands, shoreland boundaries and flood hazard areas. The area of the site which lies within each of these areas shall be calculated and listed on the plan.
 - i. Calculation of square footage of impervious surface area to be located within any designated shoreland area.
 - ii. The quantity of soil to be graded, excavated or filled.
 - g. A utility plan which shows the routing, size land elevation of all existing and proposed sanitary sewer and City water facilities. This plan shall also show the proposed and existing locations of all private utilities (electric, gas, telephone and cable lines and power poles).
 - h. A sign plan which specifies the type, size, illumination, location and method of attachment of proposed lettering. The height, area, type of construction, color scheme and location of each free-standing and pylon sign shall also be stated.
 - i. A site lighting plan. This plan shall illustrate the intensity and area to be illuminated by each light. Any light cast upon a public street shall have an intensity of not greater than one-foot candle and that light cast upon a residentially zoned property shall not exceed .4-foot candle at the property line.
 - j. An erosion and sediment control plan which is consistent with City requirements.
7. Filing fee of \$500.00, (make check payable to City of Shoreview). **The filing fee is non-refundable.**

REVIEW PROCEDURE

1. Upon receipt of a completed application and all associated applications, the City Manager will process the application in accordance with the following.
2. Planning Commission/City Council Review. Applications that require review by the Planning Commission and City Council shall be processed after receipt of a complete application that contains all the required submittal information. The City Manager shall refer the application to the Planning Commission and establish a date for hearing of the application. The application shall be heard and acted on by the Planning Commission and City Council in accordance with Minnesota Statute 15.99.
 - a. Planning Commission. The Planning Commission shall hold a hearing, preceded by mailed notice as required by Section 203, in consideration of granting the request. The Planning Commission shall review the application in accordance with the requirements of the Development Ordinance. Upon review of the application, the Planning Commission will recommend to the City Council approval and conditions thereof or denial and the reasons thereof, or shall table the application for further consideration.
 - b. City Council. Upon receipt of the report from the Planning Commission, the City Council shall consider the application. The City Council shall, taking into consideration the advice and recommendations of the Planning Commission, table, grant or deny the application in accordance with the requirements of the Development Ordinance.
 - c. Notice and Hearing Procedure.
 - i. Mailed Notice. Notice of the purpose, time and place of a public hearing shall be mailed at least 10 days before the date of the hearing to each recorded owner of property within 350 feet of the perimeter of the property which will be the subject matter of the public hearing. An affidavit containing the names of the property owners and the addresses to which the notices were mailed shall be made a part of the record of the proceedings.
 - ii. Failure to Give Notice. Failure to give mailed notice or defects in the notice shall not invalidate the proceedings provided a bona fide attempt has been made to comply with the mailed notice requirement.

REVIEW PROCEDURE continued

3. Issuance and Conditions. If approved, the Council may impose conditions and safeguards therein to insure that the proposed use will not be detrimental to the health, safety or general welfare of the community and that the use is in harmony with the general purpose and intent of the Development Ordinance and the Comprehensive Guide Plan. If denied, the City Council shall provide the reasons thereof.
4. Decision. The City Council has the authority to table, grant or deny the request in accordance with the requirements of the Development Ordinance upon majority vote of its membership, unless otherwise stated in this ordinance.

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied, unless the City staff waives the requirements or a phased submission is acceptable to City staff.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to evaluate your proposal relative to City ordinances and policies. Refusal or inability to provide the requested information may jeopardize scheduling of your request for consideration by the Planning Commission. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In doing so you may reduce the time required by the City to act on your proposal.
4. Approval of site and building elevation plans does not grant a building or sign permit. These permits must be obtained following City Council approval of the site and building elevation plans.
5. Contact the Building Inspector for building permit related fees. Contact the Engineering Department for water availability charges and the Metropolitan Council Environmental Services for sewer availability charges.
6. Contact the watershed district in which the development located for their permitting and approval requirements.
7. Filling or excavating a wetland requires a permit from the LGU, the Minnesota Department of Natural Resources (DNR) and/or the US Army Corps of Engineers. These permits are the responsibility of the developer. These agencies will be notified by the City for all projects that may require their approval.

NOTES continued

8. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any conditions of any resulting approval or permit.

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