

**SITE PLAN APPLICATION**

CITY OF SARTELL  
125 Pine Cone Road North  
SARTELL, MN 56377  
PHONE: 320-253-2171  
FAX: 320-253-3337  
[www.sartellmn.com](http://www.sartellmn.com)



DATE RECEIVED \_\_\_\_\_

**FEE - \$1,500 for commercial and industrial sites less than 1 acre**  
**\$2,000 for commercial and industrial sites of 1 to 5 acres**  
**\$3,000 for all residential projects (except single family detached) and all commercial and industrial sites larger than 5 acre site**

**Park Dedication Requirements:**

**Single Family Home – 1,150 sq. foot per unit (park land dedication) or \$978 per unit (Payment in Lieu to the City upon recording of the plat)**

**Multiple Family - 900 to 1,150 sq. foot or \$765 to \$978**

**Commercial – 5% land or cash equiv \$1.64 per sq. foot \$400 (Payment in Lieu to the City upon recording of the plat).**

**(Payment in Lieu to the City at current rates at time building permits are pulled for construction), depending upon on-site park amenities provided.**

**Commercial/Industrial – 5% land or \$1.64 sf cash equivalent**

**This fee covers original review and second review. If additional site plan reviews are required, each revision will require \$650.00 additional fee.**

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**APPLICANT** \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FEE OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

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#### SITE PLAN APPROVAL

The City Council declares it necessary and appropriate to require site plan approval of development in certain districts to preserve and promote attractive, well-planned, stable, urban conditions. This includes all proposed buildings in an R-1A, R-2, R-3, R-4, R-5 (PUD), CDZ, B-1, B-2 and buildings in Industrial Districts. Site Plan Approval must be obtained before a Building Permit is issued and require review and approval by the Planning Department.

#### APPLICATION FOR SITE PLAN APPROVAL

Applications for Site Plan Approval shall be on a form provided by the Planning Director or his/her designee and shall include the established processing fee and the Site Plan application shall contain four (4) full sized copies, six (6) reduced (11"x17") copies and one electronic copy of detailed written materials, plans and specifications. The plans shall include the following information:

- Name of project/development
- Location of project/development by street address
- Location map, including areas within one-half mile of site
- Name and mailing address of developer/owner
- Name and mailing address of engineer/architect
- Date of plan preparation
- North point indicator
- Scale (nothing greater than 1" equals 100')
- Boundary line of property with dimensions
- Location, identification and dimensions of existing and proposed:
  - Existing and Proposed topographic contours at a minimum interval of two feet
  - Adjacent streets and street rights-of-ways
  - On-site street and street rights-of-way
  - Utilities and utility easements
  - For expansion site plans – contact the engineer about the potential need for a monitoring sanitary sewer structure. Required for all new site plans.
  - Buildings and structures
  - Parking facilities
  - Water bodies
  - Surface water holding ponds, drainage ditches and drainage patterns
  - Wetlands – Delineation and name of Delineator
- Sidewalks, walkways, driveways, loading areas and docks
- Fences and retaining walls
- All Exterior signs including elevations, materials and dimensions
- Exterior Refuse collection areas

- ❑ Exterior lighting (Diagrams and Specs)
- ❑ Landscaping (detailed plan showing plantings, number and size)
- ❑ Detailed Drainage analysis including storm water run-off model
- ❑ Grading Plan showing finished grade elevations
- ❑ Location of existing and proposed public and private open space
- ❑ A staging plan for any project involving more than one construction season which sets forth the chronological order of construction and relates the proposed uses and structures to the construction of various service facilities, and gives estimated completion dates
- ❑ Site Statistics, including site square footage, percent of site coverage (Impervious Surface), dwelling unit density, percent park or open space
- ❑ Elevation drawings of all proposed structures and buildings, with dimensions
- ❑ A description of all exterior finish materials
- ❑ A listing of all required Federal, State, and City permits and status of applications
- ❑ Other information considered pertinent by the City staff and consultants.
- ❑ Erosion Control Process
- ❑ Other plans and information as may be required by the Planning Department

Design Standards: Plans which fail to meet the following criteria shall not be approved.

1. The proposed development application must be consistent with the Sartell Comprehensive Plan, city policies and plans, including:
  - a. Land Use Plan
  - b. Utility (Sewer and Water) Plans
  - c. Local Water Management Plan
  - d. Capital Improvement Plan
  - e. Transportation Plan
2. The proposed development application conforms to this Title and other applicable City Codes.
3. The proposed development shall be served with adequate and safe water supply.
4. The proposed development shall be served with an adequate and safe sanitary sewer system.

**REVIEW:**

1. The Planning Director or his/her designee shall forward copies of the application and site and building plans to the appropriate staff, consultants and governmental agencies for review and recommendation. The Planning Department shall perform a review and approve or deny the application. The Planning Department may also suggest such conditions as they deem necessary to the approval of the site and building plans.
2. The applicant may appeal any denial or decision by the Department to the Planning Commission and City Council according to Chapter 16 of Title 10.
3. The Planning Department shall provide to the Planning Commission and City Council reports summarizing submitted site and building plan applications and outcomes regarding approval or denial as they occur.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

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Signature of Applicant

Date

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Signature of Owner (s)

Date