

SITE PLAN APPLICATION

CITY OF SARTELL
125 Pine Cone Road North
PO BOX 140
SARTELL, MN 56377
PHONE: 320-253-2171
FAX: 320-253-3337



DATE RECEIVED _____

FEE - \$1500 (after initial review and one revision, each revision/resubmittal will require \$650.00 addition 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):

PROCEDURE FOR 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.

APPLICATION FOR SITE PLAN APPROVAL

Applications for Site Plan Approval shall be on a form provided by the City Clerk or City Planner and shall include the established processing fee. The application and copies of the site plan shall be submitted three

(3) weeks prior to the next Joint Planning Commission meeting. (Please see attached meeting schedule). In all cases, the Site Plan application shall contain initially three (3) full sized copies and 15 (11"x17") reduced copies. Additional copies will also need to be provided for review by the Planning Commission and City Council. 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:
 - o Existing and Proposed topographic contours at a minimum interval of two feet
 - o Adjacent streets and street rights-of-ways
 - o On-site street and street rights-of-way
 - o Utilities and utility easements
 - o Buildings and structures
 - o Parking facilities
 - o Water bodies
 - o Surface water holding ponds, drainage ditches and drainage patterns
 - o 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

Again, additional copies of the site plan may be requested after the review by the Joint Planning Commission and prior to the review by the City Council with all the changes recommended by staff and the Joint Planning Commission.

PROCEDURE

Review and recommendation by the Joint Planning Commission. In considering applications for Site Plan Approval, the Joint Planning Commission shall consider the following: interrelationship with the plan elements to conditions both on and off the property; conformance to the City's Comprehensive Plan; building location and height; architectural and engineering features; landscaping; lighting, provisions for utilities, site drainage; loading and unloading areas; signage; screening; setbacks and other related matters;

The Joint Planning Commission shall consider oral or written statements from the applicant, the public, City Staff members, consultants and its own members. The Commission may impose necessary conditions and safeguards.

The City would also recommend that you are prepared to give a presentation with enlarged drawings or elevations of the proposed units, plat and/or other materials that would be helpful for and during the public hearing to better familiarize not only the City Council, but any residents that are present for the public hearing on your proposed land use request.

Review and Decision by City Council. The City Council shall review the Site Plan application after the Joint Planning Commission has made its recommendation.

SARTELL strongly recommends that you discuss your proposal with the adjacent property owners before a formal application is made. Any conflicts you can resolve ahead of time will make it easier and faster for the City to process your applications.

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.

Signature of Applicant

Signature of Owner (s)
