

SITE PLAN REVIEW
ZONING CODE: 153.038

Site Plan Review Application Checklist

The following documents are required to initiate the Site Plan review process:

- A completed Site Plan Review Zoning Application Form including a project narrative
- Application Fee and Escrow Deposit per the current City Fee Schedule
- Financial bill-back agreement
- Title Work and Proof of Ownership
- Certificate of Survey showing existing conditions
- Site Plan
- Lighting Plan
- Landscaping Plan
- Grading and Drainage Plan - including Stormwater Management Report
- Utilities Plan
- Sign Plan
- Architectural and Building Plans
- Tree Survey and Woodland Preservation Plan (if applicable)
- Electronic Copies of all submitted Documents

SITE PLAN APPROVAL

ZONING CODE: 153.038

Site Plan Review

A Site Plan approval is process which allows the City to achieve safe, functional and attractive development. Staff review is followed by the formal Planning Commission review and consideration.

Applicability

Site Plan Reviews are required for the following applications:

1. Conditional Use Permit
2. Preliminary Plat
3. Residential Subdivision
4. Commercial Development
5. Variance
6. Rezoning
7. Planned Unit Development
8. Subdivision
9. Interim Use Permit

Some uses are exempt from Site Plan Review, including:

1. Agricultural Uses in the AP, C, A, and RR districts
2. Single family detached and two-family dwellings
3. Single family attached dwellings approved by a Planned Unit Development and/or subdivision unless otherwise required by the City

Information Required for a Site Plan Review

Prior to submission of a final Site Plan application, the Applicant is encouraged submit a sketch plan to City staff for review and comment. City staff may refer the sketch plan to the Planning Commission and/or City Council for review, discussion, and informal comment. Any opinions, comments, suggestions offered in a preliminary review do not constitute a binding decision on the request.

The Applicant shall submit one electronic copy and one paper copy of the required information to the Community Development Department. Physical copies shall be provided upon request by the City or may be submitted if electronic copies are not available. If physical copies are submitted, a large scale copy must be submitted. The following information shall be submitted to the City along with a Site Plan Review zoning application:

1408 Lake Street South | Forest Lake MN 55025 | 651.464.3550 | Fax 651.464.6874 | www.ci.forest-lake.mn.us

1. Current certificate of survey prepared by a registered land surveyor which includes:
 - a. Scale not exceeding 1 inch = 100 feet
 - b. North point indicator
 - c. Original and proposed lot boundaries
 - d. Existing and resulting parcel legal descriptions
 - e. Location of existing structures on the site
 - f. Existing and proposed driveway locations
 - g. Existing easement locations
 - h. Environmental constraints of the site
 - i. Delineated wetlands and waterbodies, drainage flows, and drainage improvements
 - j. Existing parks, streets, and utility easements
 - k. Individual sewer treatment systems and/or well locations
2. Site Plan – a Site Plan must be drawn to a scale of not more than one (1) inch = 50 feet and the following information must be included:
 - a. Boundaries with dimensions and angles and ties to section lines
 - b. Existing buildings on the site and within 100 feet
 - c. Proposed buildings, additions, or demolitions
 - d. Existing and proposed curbs, curb cuts and driveways, curb and driveway cross sections
 - e. Existing and proposed parking and loading facilities, parking lot cross sections
 - f. Trash and waste storage facilities
 - g. Pedestrian circulation system with cross section
 - h. Screening (fences, walls, landscaping, and berms) with construction details
 - i. Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements
3. Lighting Plan which includes the following:
 - a. Location of all exterior lighting
 - b. Illumination pattern and data on lighting fixtures
 - c. Details of lighting fixtures
 - d. Relationship to lighting on abutting properties
4. Grading and Drainage plan which includes the following:
 - a. Existing and proposed topography
 - b. Existing and proposed drainage facilities
 - c. Delineation of topography of subject property with contour intervals of not more than two (2) feet and supplemental of one (1) foot in extremely flat areas
 - d. Calculations to determine sizing of pipes, structures, and water storage facilities
 - e. Gradients and invert elevations of surface drainage and pipes
 - f. Erosion control measures
 - g. Drainage easements
5. Utilities Plan which includes the following:
 - a. Existing and proposed sanitary sewer and water systems
 - b. Elevations, gradients, and sizing of all components
 - c. Utility easement

6. Landscape Plan which includes the following:
 - a. Location, size, and species of all proposed plant materials
 - b. Planting details
 - c. Existing plants to be removed
7. Sign Plan which includes the following:
 - a. Site Plan locating all freestanding signs
 - b. Diagrams of sign copy with dimensions and color
 - c. Dimensions of all signs, including sign structures and mounting systems
 - d. Height of all signs
 - e. Sign illumination systems
 - f. Structural
8. Building Plan which includes the following information:
 - a. Elevation drawings, sections, or illustrations indicating the architectural treatment of all proposed buildings and structures
 - b. Floor plans of all proposed buildings and structures
 - c. Type of use, number of employees, users, or occupants expected
 - d. Type, location, and treatment of exterior mechanical devices such as bent exhaust fans, air conditions, and elevators
 - e. Type of exterior building materials
 - f. Exterior colors of all building materials
 - g. Outline specifications
9. Identification of all variances: All variances must be clearly shown

Procedure for Filing and Review of an Application for a Site Plan Review

1. *Application.* An Applicant shall submit a complete application which includes all documentation as required, including application fee and escrow deposit as set by City Council. A signed financial bill-back agreement shall also be submitted that consents to the Applicant being billed by the City for all legal, engineering and administration costs pertaining to the City review of the application.
2. *City Staff Review.* City staff shall review the application and forward a report and recommendation, including all conditions, to the Planning Commission.
3. *Incomplete Application.* The City shall have authority to request additional information. An incomplete application may not be heard by the Planning Commission. Community Development staff will notify the Applicant of missing or incomplete information within 15 days of receiving the application. Failure to provide the necessary application information may be grounds for a denial of the request.
4. *Placement on the Planning Commission Agenda.* The City must receive a complete application and required information. Upon receipt, the request will be placed on a Planning Commission agenda at least 30 days after the date of application. Community Development staff shall submit copies of the application and required information to requisite staff, committees,

consultants, or agencies as appropriate, who may make written recommendations and comments to the Planning Commission.

5. *Planning Commission.*

- a. *Variance, CUPs, IUPs, Site Plan for Required Uses:* The Site Plan application shall be submitted to the Planning Commission for review approval or denial. The final decision of the Planning Commission shall include all conditions or modifications to the final Site Plan application.
- b. *Rezoning, PUD, or Subdivision:* The Planning Commission shall review final Site Plan application and recommendation from City staff and make a formal recommendation to the City Council in the case of a Rezoning, Planned Unit Development, or Subdivision. The recommendation from the Planning Commission shall include all conditions or modifications to the final Site Plan application to the City Council. The City Council shall make the final decision on the application by motion.
- c. The Planning Commission may remove, alter, or impose additional conditions to the final Site Plan application.
- d. The Planning Commission will consider the following when evaluating approval or recommendation to the City Council:
 - i. Consistency with the City Comprehensive Plan
 - ii. Compliance with the Zoning Ordinance
 - iii. The preservation of the site in its natural state to the extent practicable by minimizing tree loss, soil removal, and grading
 - iv. The harmonious relationships between buildings, open spaces, natural site features, architectural details, and vehicular and pedestrian circulations
 - v. The protection of adjacent and neighboring properties

Approval or Denial of a Site Plan Application

1. *Planning Commission.* Approval of a Site Plan application shall be recorded with the Washington County Recorder's Office
2. *City Council.* Upon review and recommendation by the Planning Commission of an application for Rezoning, a Planned Unit Development, or Subdivision, the application shall be forwarded to the City Council for review and consideration. An application for Site Plan that is approved by City Council shall be recorded with the Washington County Recorder's Office.

***Note:** All development projects will require the completion of a Site Improvement Agreement or a Development Agreement. These require the applicant to provide the City proof of ownership and title work.

Amendments to Approved Site Plan Reviews

1. *Application.* An application for an amendment to an approved Site Plan shall be submitted to the City. Amendment applications shall include a written description of the proposed change, including the reason for such change, and a notation of the location on the approved Site Plan.
2. *Determination of type of change.* Upon receipt of a complete application and using the following criteria, Community Development staff shall determine within 15 business days whether the

proposed amendment constitutes a minor or major change to an approved Site Plan. Major changes to an approved Site Plan shall include, but are not limited to:

- a. An increase in the gross floor area;
 - b. A change in architectural design and/or materials;
 - c. A change in building location;
 - d. A change in building height;
 - e. A change in the number of dwelling units;
 - f. A reduction in open space or required yards;
 - g. A reduction in the number of parking spaces or an increase of more than 4 parking spaces;
 - h. A change in the number and/or location of accesses to public streets or alleys;
 - i. A change in excess of 5 feet in the location of walkways, vehicle circulation ways, and parking areas;
 - j. A change in the landscape plan that results in a reduction in the net amount of plant material.
3. Approved Site Plan major change review procedure.
 - a. Once accepted, Community Development staff shall forward the complete application to the Planning Commission for recommendation to the City Council.
 - b. The Planning Commission shall consider amendment applications within 60 days of receipt of a complete application. If, in the Planning Commission's judgment, the application does not contain sufficient information to enable the Commission to properly discharge its responsibilities, the Commission may request additional information from the Applicant. The City Council may approve a Site Plan amendment request by a majority vote of all its members. If the City Council denies the Site Plan amendment request it must state in writing the reasons for the denial at the time that it denies the request. If a written statement is not adopted at the same time as the denial, it must be adopted at the next meeting following the denial of the request but before the expiration of the time allowed for making the decision. The written statement must be consistent with the reasons stated in the record at the time of denial. The written response of denial or approval with conditions meets the 60-day time limit if the City can document that the response was sent within 60 days of receipt of the complete written application.
 4. Approved Site Plan review minor change procedure.
 - a. Community Development Staff shall approve minor changes to the approved Site Plans within 15 business days of receipt of the complete application. The 15 business days timeframe shall commence after the determination that the change is a minor change. If City staff determines the application does not contain sufficient information, the Zoning Division may request additional information from the Applicant. In that event, the 15 business day period shall be suspended pending receipt of all requested information.

- b. Community Development staff may also, at the City's discretion, determine that a proposed change to an approved Site Plan constitutes a major change and, as such, must be submitted to the Planning Commission in accordance with the procedures for a major change.
- c. If City staff does not approve the minor change, the Applicant may appeal the decision to the Planning Commission in accordance with the procedures for a major change.