



## SITE AND BUILDING PLAN REVIEW APPLICATION

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PROPERTY INFORMATION		
Property Address		
Parcel ID Number		
OWNER INFORMATION		
Owner Name		
Owner Address		
Owner Phone		
Owner Email		
APPLICANT INFORMATION		
Applicant Name		
Applicant Address		
Applicant Phone		
Applicant Email		
SITE AND BUILDING PLAN REQUEST		
	EXISTING	PROPOSED
Building Use		
Gross Building Area		
Building Footprint Area		
Number of Parking Stalls		

### OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

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**Signature**

**Date**

### APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

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**Signature**

**Date**

## SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of site and building plan applications. The following items must be submitted for a site and building plan review application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

**Required Plans:** one (1) electronic plan set of the following:

<b>Application Fee</b>	\$1,150 unless part of a “Consolidated Development Application” or when a “Complexity Surcharge” is required. Consult with Planner to determine exact fees.
<b>Legal Description</b>	A full legal description of the existing property, as documented on property deed or certificate of title must be submitted.
<b>Survey</b>	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing structures with dimensions to show size and location, structure setbacks from all property lines, existing driveways and utility lines, existing two foot contours, grade elevations at lot and building corners, and lowest floor elevations.
<b>Architectural Site Plan</b>	<p>The site plan detailing any proposed changes to the site must be submitted. The plans must be drawn with a straight edge and to a standard engineering scale. The site plan must include the following information:</p> <ul style="list-style-type: none"> <li>• north arrow</li> <li>• streets labeled</li> <li>• all lot lines with dimensions</li> <li>• driveway location</li> <li>• all known easements</li> <li>• natural features (lakes, creeks, floodplain, or wetlands)</li> <li>• existing structures, with setbacks from all property lines</li> <li>• proposed additions, with setbacks from property lines</li> <li>• all trees in the area of the addition, both existing and to be removed</li> </ul> <p>Setbacks must be measured perpendicular from the property line to the closest point of the structure.</p> <p><b>If the site plan is approved, a revised Certificate of Survey prepared by a Registered Land Surveyor must be submitted with the building permit application. This survey must include the approved structure or addition</b></p>
<b>Grading and Drainage Plan</b>	<p>A grading and drainage plan must be submitted. The plan must include:</p> <ul style="list-style-type: none"> <li>• existing and proposed two-foot contours</li> <li>• location and size of proposed pipes and stormwater treatment areas</li> <li>• associated engineering calculations</li> </ul>
<b>Street and Utility Plan</b>	A street and utility plan must be submitted and must include detailed location and size information.
<b>Tree Plans</b>	Woodland Preservation, High Priority, and Significant trees, as defined in city code, must be identified on Existing and Resulting Conditions Plans.
<b>Wetland Delineation</b>	A wetland delineation and appropriate documentation may be required. If required, the delineation must be staked in the field for city staff verification.
<b>Landscape Plan</b>	A landscape plan must be submitted and must include species and the total value of landscaping.
<b>Floor Plan</b>	A floor plan must be submitted illustrating existing and proposed floor plan and must be to scale.
<b>Written Statement</b>	A written statement must describe the intended use of the property.
<b>Other Items As Required</b>	City staff may require that additional items be submitted for full review of this application

## ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- The site and building plan process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- Wetland delineations, lot corners, building pads and proposed streets must be identified in the field.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

## PROCESS

- A property owner or their representative completes a site and building plan application and submits this application with all required documents to the Planning Division.
- The city sends notification to all property owners within at least 400 feet of the property for which the site and building plan is being requested. These property owners are encouraged to comment on the request through the *MyMinnetonka* function on the city's website *minnetonkamn.gov*. These owners are further invited to attend a Planning Commission public hearing which is held to consider the request.
- City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the request. The written report, which includes all "Neighborhood Feedback" responses, is forwarded to the applicant or their representative and the Planning Commission.
- The Planning Commission holds a public hearing on the Preliminary Plat request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the Planning Commission discusses the request and votes to approve or deny the request.
- Any person aggrieved by a Planning Commission decision may appeal that decision to the City Council. Appeals must be made in writing to the Planning Division and within 10 days of the Planning Commission's decision.
- By state law, a final decision on a site and building plan request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.

## APPROVAL

- **If a site and building plan is approved, it is generally approved subject to a several conditions; *many of these conditions must be satisfied before a building permit will be issued***