

## Site Plan Review Submittal Checklist

- Land Use Application form and fee
- The following number of copies of project plans:
  - Three (3) sets of full sized scaled drawings (minimum scale 1"=50' and no larger than 24" x 36")
  - Three (3) color copies of building elevations and schematic floor plans with exterior materials and colors indicated
  - One (1) set of 11" x 17" reductions
  - All submitted hardcopy plans and graphics shall be provided on a CD in .pdf format

### PROJECT PLANS

#### Site plan to include:

- boundary lines of the property with dimensions and area
- property lines within 50 feet of the property
- existing and proposed easements (public and private)
- minimum setback lines
- wetlands
- buildings and other improvements on the property (ie. dumpster and freestanding sign)
- proposed building(s) with dimensions and square feet
- location of dumpster enclosure
- on site circulation including car parking spaces, loading areas, driveways, stacking spaces with dimensions and setbacks
- the number of parking spaces and parking requirement calculations
- sidewalks and trails
- area calculation of pervious and impervious surfaces
- (for residential developments) required common and private open space areas with dimensions and area calculations
- location of freestanding sign **Note: Separate permits are required for all signage.**

#### Grading and drainage plan to include:

- existing and proposed elevations with two (2) foot contours intervals and spot elevations within paved areas
- limits of grading
- SWPP including the location of erosion/sediment control structures
- existing trees (species and caliper if needed), existing trees to remain and existing trees to be removed

#### Utility Plan to include:

- location of existing sewer, water main and storm drains
- location of proposed sewer, water main and storm drains

**Landscape Plan to include:**

- basic site plan and grading information
- location and type of existing trees and shrubbery
- planting schedule including type and quantity of proposed plant materials (common and botanical names), root specifications and size at time of planting
- landscaping calculations
- details of landscaped islands, foundation plantings and other areas as requested by the Community Development Director

**Building Elevations including:**

- scaled elevation drawings of all existing buildings to remain, proposed buildings and other structures (ie. dumpster enclosure) indicating exterior materials, colors, maximum height above grade and exterior building lighting
- schematic floor plans including square footage
- rooftop equipment
- proposed wall signage locations **Note: Separate permits are required for all signage.**

**Lighting Plan including:**

- light contours
- color drawing or photograph of proposed freestanding light fixtures with dimensions

**Wetland delineation (if wetlands are present)**

**Petition for installation of any public sewer, water, street and /or storm drain necessary to serve the development (petition may be obtained from the Engineering Department)**

Other information as required by the Community Development Director to process the application.

Questions? Contact City Planner, Scott Harlicker at 763-767-6452 or [sharlicker@coonrapidsmn.gov](mailto:sharlicker@coonrapidsmn.gov)