

Site Plan Review Submittal Checklist

1. Land Use Application form and associated fee(s)
2. Sustainability narrative (*requested, but not required*)
3. The following number of copies of project plans:
 - a. One (1) set of full-sized scaled drawings
(engineering scale only, at 1" = 50' or less and no larger than 24" x 36")
 - b. Two (2) sets of 11" x 17" reductions
 - c. One (1) 11" x 17" color copies of building elevations and schematic floor plans with exterior materials and colors indicated
 - d. *Strongly encouraged, but not necessarily required*: An architectural rendering/perspective or high-quality image of the proposed development

*****Plans must be submitted in both paper format via drop off or mail and in electronic format (PDF) via email, file-sharing/cloud-storage service or USB flash drive to planning@coonrapidsmn.gov*****

Project Plan Requirements

a. Site plan to include:

- existing conditions page of what is on property today: structures, parking lots, driveways, fences, utility lines, water bodies, wetlands, significant vegetation, etc.
 - legal description of the property
 - boundary lines of the property with lot dimensions and area calculations
 - property lines within 50 feet of the property
 - existing and proposed easements (public and private)
 - proposed and required parking and building setback lines
 - identification of wetlands and other water bodies
 - proposed building(s) and structures with dimensions and square feet
 - location and dimensions of other site elements (i.e. trash/recycling enclosures)
 - details for screening exterior trash/recycling enclosures
 - on site circulation including vehicle and or truck parking spaces, loading areas, driveways, and stacking spaces with dimensions and setbacks
 - the number of parking spaces and minimum parking requirement calculations
 - sidewalks and trails
 - pervious and impervious surfaces area calculations
 - for residential developments**: required common and private open space areas with dimensions and area calculations
 - location of freestanding ground signs
- Note: Signs are not approved through site plan review and require separate sign permits**

b. 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
- SWPPP 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
- Stormwater Management Plan including rate and volume calculations and a corresponding geotechnical report (if required)

c. Utility Plan to include:

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

d. Landscape Plan to include:

- landscaping calculations
- 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
- coverage plan for underground irrigation system
- details of landscaped islands, foundation plantings and other areas as requested by Community Development or Planning staff

e. Building Elevations including:

- scaled elevation drawings of all existing buildings to remain, proposed buildings and other structures (i.e. trash/recycling enclosure) indicating exterior materials, colors, maximum height above grade and exterior building lighting
- schematic floor plans including square footage
- location of rooftop equipment and proposed screening
- location of proposed wall signage

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f. Lighting and/or Photometrics Plan showing the location of all freestanding and wall-mounted lights on the property as well as the intensity of the light across the property

g. Wetland delineation (if wetlands are present)

h. 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)

i. Other information as required by Community Development or Planning staff to process the application.

Questions? Contact our Planning Department at 763-767-6430 or planning@coonrapidsmn.gov