



Site and Building Plan

ADMINISTRATIVE

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		
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.)

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.

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 this 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.**

Application Fee	\$300.00 unless part of a "Consolidated Development Application" or when a "Complexity Surcharge" is required. Consult with Planner to determine exact fees.
Legal Description	A full legal description of the existing property, as documented on property deed or certificate of title must be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted if any structural addition is proposed to a building or if the existing footprint of a parking lot is altered. 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.
Architectural Site Plan	<p>If a proposed structure or addition to an existing structure is not indicated on the required, submitted survey, a site plan must also be submitted. The plan 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"> • north arrow • streets labeled • all lot lines with dimensions • driveway location • all known easements • natural features (lakes, creeks, floodplain, or wetlands) • existing structures, with setbacks from all property lines • proposed additions, with setbacks from property lines • all trees in the area of the addition, both existing and to be removed <p>Setbacks must be measured perpendicular from the property line to the closest point of the structure.</p> <p>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</p>
Tree Plans	Woodland Preservation, High Priority, and Significant trees, as defined in city code, must be identified on Existing and Resulting Conditions Plan.
Wetland Delineation	A wetland delineation and appropriate documentation may be required. If required, the delineation must be staked in the field for city staff verification.
Grading and Drainage Plan	<p>A grading and drainage plan must be submitted and must include:</p> <ul style="list-style-type: none"> • existing and proposed two-foot contours • location and size of proposed pipes and stormwater treatment areas • associated engineering calculations
Street and Utility Plan	A street and utility plan must be submitted and must include detailed location and size information.
Landscape Plan	A landscape plan must be submitted and must include species and the total value of landscaping.
Building Renderings	Renderings/elevations must be provided for all sides of the proposed structure.
Floor Plan	A floor plan must be submitted. The plan must illustrate existing and proposed floor plan and must be to scale.
Written Statement	A written statement must describing the intended use of the property must be submitted.
Other Items As Required	City staff may require that additional items be submitted for full review of the application

Required Plans:

- 3 hardcopy plan sets
- Electronic plan set

ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- The city planner may choose, in his or her discretion, to require an administrative site and building plan review to follow the procedure applicable to other site and building plan review.
- 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 an Administrative Site and Building Plan Review application and submits this application with all required documents to the Planning Division.
- The application and associated drawings will be reviewed by a planner.
- The city will send out approval or denial documentation to property owners and applicants.
- By state law, a final decision on an administrative site and building plan review 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***