

CITY OF *Sunfish Lake* MINNESOTA

SITE PLAN REVIEW & BUILDING PERMIT APPLICATION PROCEDURES

A checklist of background information and submission requirements for the processing of site plan reviews and building permits is provided below. The intent of this form is to furnish a clear understanding and detailed indication of the materials and documentation necessary for the review of such requests. City Staff will utilize the attached form as a checklist in review of the information which is submitted. Some items may not be applicable to some projects and may be waived with approval of the City Planner.

Processing Procedures:	<u>Compliance</u>	
	Yes	No
Review the appropriate sections of the City Zoning Ordinances and Comprehensive Plan.		
Meet with City Staff/Engineer/Planner, if necessary, to discuss proposal.		
File application for site plan review/building permit concurrent with submission requirements as set forth below.		
Application/review fees paid and escrow deposits made.		
Five (5) full size copies and one reduced (11 x 17) copy of all submitted plans.		
Submittal Requirements for Existing Site Elements:		
Names, addresses, and phone numbers of property owners, applicants, surveyor, architect, engineer, or other persons associated with the project.		
Proof of title and the legal description of the property.		
Complete site survey, containing:		
Property boundary lines in relation to known section, quarter section, or quarter-quarter section lines comprising a legal description of the property and including bearings, distances, curve data, and total acreage of parcel.		
Lot dimensions, including width as measured at the front building setback line.		
Date of plan preparation, north arrow and scale no smaller than one inch equals one hundred feet.		
Existing land uses.		
Layout of buildings, old foundations, septic systems, wells, and other site elements which currently exist on the property and those on adjacent properties to within 350 feet.		
Existing building setbacks.		
Adjacent streets and/or rights-of-way (public or private) curb cuts, driveways, etc.		
Existing topography (existing and proposed 2-foot contours must be shown on the same plan).		
Location, size, species, and present condition of all significant trees/vegetation on site. Tree locations should be illustrated on the grading plan.		

	<u>Compliance</u>	
	Yes	No
Shoreline, water elevation, 100-year floodplain/flood fringes/floodways and Ordinary High Water Mark, if applicable.		
Formal delineation of wetlands, lakes, streams, and other public waters on or immediately adjacent to the site, certified by a registered engineer in accordance with the 1991 Wetland Conservation Act. The plans should show shoreline and OHWL.		
Location, dimension, and purpose of all easements.		
Location, size, and elevations of any existing utilities, drainage control devices, or other underground facilities on or adjacent to the property, including drainfields and wells within 50 feet of the property lines on adjacent lands.		
Location and dimensions of existing storm water drainage systems and natural overland drainage patterns, including a calculation (by a qualified engineer) of storm water runoff before construction, if required.		
Subsurface conditions including soil types, rock and groundwater conditions, water quality and availability, results of percolation tests, and proof that no hydric soils exist in the area of development.		
Submittal Requirements for Proposed Design Features:		
Proposed layout of principal and accessory buildings, walls, fences, gates or monuments, and other site structures, showing the proposed structure setbacks from lot lines.		
Architectural elevations (type and materials used in all exterior surfaces) inclusive of top of foundation, finished floor, garage floor, and basement elevations for all structures.		
House plans must show footprint size, total square footage and finished floor area for each level of the structure.		
Top of foundation, finished floor, garage floor and basement elevations must be indicated for all principal structures.		
Building height calculations shall be indicated on site and building plans. The building height limitation shall be determined by taking the average existing grade of the structure and adding thirty (30) feet. The existing grade shall be determined by taking spot elevations at all points around the perimeter of the house and finding the average. The building height as measured on the elevation drawings shall be the distance between the top of foundation and peak of the roof which when added to the top of foundation elevation may not exceed the building height limitation as defined above.		
Proposed driveway(s), curb cuts, streets, and/or rights-of-way (public or private).		
Location and sizing of proposed on-site well water system. Well location must be shown on the site plan.		
Location and size of proposed on-site waste disposal systems, including both primary and back-up drain fields. Drain field locations must be shown on the site plan.		
Grading plan with minimum two foot contours which shall include the proposed grading and drainage of the site, including provision for surface water ponding and drainage. Also to be stipulated are the garage floor, first floor and basement elevations of all structures.		
A plan for soil erosion and sediment control both during construction (erosion control fencing, etc.) and following final grading, after development has been completed.		

	Compliance	
	Yes	No
A drainage plan of the developed site, prepared by a qualified engineer, delineating in which direction and at what rate stormwater runoff will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect.		
Locations and dimensions of all temporary soil or dirt stockpiles.		
Proposed fill, levees, channel modifications, and other methods to overcome flood or erosion hazard areas in accordance with the Zoning Ordinance and applicable state statutes.		
A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types/locations of trees, and other plantings that are to be installed may also be required.		
A landscape plan showing the proposed species, number, and sizes of trees, shrubs, grasses and other perennials to be planted on site which emphasizes perimeter plantings, screening of the structure from neighboring properties and buffering of garage areas, lighting, mechanical equipment, and other utilitarian type elements. The plan should show the types and locations of ground covers used to permanently stabilize areas disturbed during construction.		
A lighting plan and fixture specifications showing the location, size, type/style, and wattage/lumens of all exterior lights on site. The source of light shall not be visible from adjacent properties or lakes and all fixtures must be hooded to control the direction of light and glare.		
Where structures are to be placed on lots of five (5) acres or more which are subject to potential replat, a site plan shall indicate a logical way in which the lots could possibly be re-subdivided in the future.		
Applications, statements, and supporting documentation and plans for rezoning, variances, conditional use permits, or other requests being sought in association with site plan/building permit approval.		
Optional fire protection measures such as a sprinkler system in all new construction and/or a dry hydrant or standpipe for utilization of swimming pool water.		
Where applicable, compliance with Airport Noise Abatement regulations must be demonstrated.		
Fences, gates, sheds, free-standing decks, patios or screened porches, docks, and all other accessory structures (proposed and existing) must be shown on plans and will be subject to specific standards outlined in the City's Zoning Ordinance.		
Other information, specified here which may be required by the City: _____		
The applicant is aware that the proposed structure must be clearly staked at least one week before the Planning Commission meeting at which the application will be reviewed.		
Note: Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for rejection of the application or denial of the request.		