

CITY OF SUNFISH LAKE, MINNESOTA

Application for Building Plan Review

Please complete all sections. Incomplete applications may delay review.

City Planner (primary contact) Lori Johnson ljohnson@wsbeng.com 612.364.3029 WSB • 701 Xenia Ave S, Suite 300 • Minneapolis, MN 55416	Office Use WSB Project No. _____ Fee _____ Paid _____ Escrow Amt. _____ Paid _____ Date Filed _____
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Instructions: Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the City Planner and prior to acceptance of required processing fees/deposits.

Property Information

Street Location of Property	_____
Legal Description (attach additional sheet if necessary)	_____

Owner Information (Required)

Name	_____	Email	_____
Address	_____		
City	_____	State / Zip	_____
Phone (Home)	_____	Phone (Cell)	_____

Applicant Information (If other than owner)

Name	_____	Email	_____
Address	_____		
City	_____	State / Zip	_____
Phone (Home)	_____	Phone (Business)	_____

Applicant's relationship to property/owner	_____
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Description of Request(s)

Provide a brief narrative describing the request(s) and all pertinent information.

Application Escrow

Note: Escrows are only refundable with a positive end balance. See below.

- Escrow: **\$7,000** (paid by check only; check made out to the City of Sunfish Lake; mailed to Lori Johnson at WSB at 701 Xenia Avenue S, Suite 300, Minneapolis, MN 55416)

Filing Requirements

- All applications require a narrative detailing the application request and all pertinent information regarding such request.
- A completed application form and submittal of required fees and escrows.
- City staff reserves the right to request additional information after the initial application.
- The following information must be **electronically** submitted with this application for site plan review:
 1. A complete application form signed by all property owners.
 2. All required fees and escrows.
 3. A statement identifying all property owners of all land included within the proposal.
 4. Accurate and to-scale development plans for the project area, the number of which to be provided as indicated on the application form, including the following minimum information:
 - a. North point and graphic engineering scale.
 - b. Location map showing relationship to street system and surrounding development.
 - c. Date of preparation and revision date(s).
 - d. Boundary line survey, including measured distances and angles which shall be tied to the nearest one-quarter ($\frac{1}{4}$) corner or section corner by traverse.
 - e. Existing and proposed right-of-way widths and names of proposed streets.
 - f. Site statistics including:
 - i. Gross site acreage/minimum lot size in the zoning district.
 - ii. Total stormwater management acreage.
 - iii. Any wetland impact area and wetland replacement area.
 - iv. Existing, proposed and required parking.
 - g. Locations of rights-of-way, driveways, parks and public lands, permanent buildings and structures, easements, section and corporate lines, water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines and other significant features within the site and to a distance of two hundred feet (200') beyond the property boundary(ies).
 - h. Locations and dimensions for existing and/or proposed buildings or other structure(s); setbacks; walkways and bikeways; off-street parking and driveways; refuse and service areas including screening materials; loading areas and docks; any fencing including material type; and any signs.
 - i. Architectural renderings and specifications for exterior wall finishes and percentages proposed for all principal and accessory structures that comply with Section 1207.014.
 - j. Colored site plan and elevations.
 - k. A utility plan showing all existing and proposed water, sanitary sewer and stormwater management

utilities needed up to two hundred feet (200') beyond the project area boundary.

l. A grading plan with topographic data for two hundred feet (200') around the subject property or around major features with intervals not exceeding two feet (2') except where the horizontal contour interval is one hundred feet (100') or more in which case a one-foot vertical interval shall be shown. All proposed stormwater management facilities, roadway gradients and spot elevations on parking lots and curb lines must also be shown on the grading plan.

m. Ingress and egress to property and proposed structures thereon and with particular reference to vehicular and pedestrian safety and convenience, traffic flow and control and access.

n. Screening and buffering with reference to type, dimensions and purpose that complies with Section 1207.06.

o. Exterior lighting plans showing proposed exterior lighting and signs with reference to fixture types, height including base, glare, traffic safety, lumen levels at all property lines, and compatibility and harmony with properties in the district that comply with Section 1207.02.

p. Landscape plan showing quantities, size, common and botanical names, mature heights and spreads, root type and locations of plants and areas of sod that complies with Section 1207.05.

q. Stormwater management analysis, if required.

r. A tree preservation plan that complies with Section 1207.07, if required.

s. Locations of trash enclosures (Section 1206.02D.6.a.), outside mechanical equipment (Section 1206.02D.8.) and signage (Chapter 1005), if applicable.

t. Such other information as required by the Enforcement Official.

The above requirements are consistent with 1203.04 of the City's Zoning Ordinance.

Please note that all Engineering Design Standards and the City's Comprehensive Stormwater Management Plan requirements must be met on all plans submitted with applications. These standards and requirements can be found in Sunfish Lake City Code Chapter 1208.

Electronic submittals only: Submit to Lori Johnson, City Planner, at ljohnson@wsbeng.com.

Note: This application is separate from a building permit application, but the two review processes can occur concurrently. The City Planner and City Engineer must approve all site-related plans prior to issuance of a building permit.

Escrow Requirements

All fees and escrows must be paid at the time of application. The application fee covers the administrative costs incurred by the City. The escrow fee covers the estimated project review costs. Per Sunfish Lake City Code Section 202.03, the applicant shall reimburse the City for all legal, planning, forestry and engineering costs incurred by the City in reviewing and processing the application, in inspecting the work performed, and in enforcing the permits and approvals given by the Council. The reimbursable costs shall be the actual costs incurred by the City based on the contracts for hourly rates that the city has for legal, planning, forestry and engineering services. You can have a great impact on controlling these costs by submitting complete and comprehensive documents, plans, and designs which respond to the application procedures that have been outlined in the application and that comply with city codes. The City Planner will monitor the escrow balance for your project and communicate outstanding balances. You may be asked to submit another deposit prior to approval of your project, depending upon your application.

If a project is abandoned before approval or completion, the escrow amount for the staff review time spent is retained by the City. Denial of a project does not reduce the money owed.

You will be billed at the end of the project by the City Treasurer if there is a negative balance associated with your application and you will be provided with a detailed itemization of project review costs. If there is a positive escrow balance at the end

of your project, the City Treasurer will refund the balance to you.

Your signature on the application obligates you to pay any and all fees which are incurred from the time of application submittal through abandonment or project completion. By signing this application, you acknowledge that failure to comply with all requirements could subject you to a violation of Section 1203.14 of our ordinances.

Signatures

Signature of Applicant	Date
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Signature of Property Owner	Date
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