



East Bethel Community Development
 2241 221st Ave. NE • East Bethel, MN 55011
 Phone: (763) 367-7844 • Fax: (763) 434-9578

OFFICE USE ONLY

Date Submitted: _____

Total Fee Paid: _____

Escrow Application Submitted: _____

SITE PLAN PROCESS & CHECKLIST

Application Fee: \$500 Escrow: \$1,000*

*Consulting fees accrued from the City Engineer, City Attorney, etc will be taken from the escrow amount. The remaining escrow will be refunded after the project is finished and has met all of the conditions during final inspection. The application fee is non-refundable.

NAME OF PROJECT (if applicable): _____

PROJECT ADDRESS: _____ PRESENT ZONING: _____

LOCATION PID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

DESCRIPTION OF PROJECT: _____

<u>PROPERTY OWNER:</u>	<u>APPLICANT:</u>
NAME: _____ PHONE: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL: _____	<input type="checkbox"/> SAME AS PROPERTY OWNER NAME: _____ PHONE: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL: _____

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all of the required information must be submitted at least thirty (30) days prior to the Planning/Zoning Commission and City Council scheduled meeting dates to ensure review by City Staff.

 Property Owner Signature

 Date

 Applicant Signature

 Date

The application for a **SITE PLAN REVIEW** is processed in three separate review steps:

1) CITY STAFF

(Applicant is required to meet with City Staff **prior** to submittal of the application.)

2) PLANNING COMMISSION

(No public hearing required. Majority vote of the Planning Commission)

3) CITY COUNCIL

(No public hearing required)

The following information is required to be submitted in support of the Site Plan Review thirty (30) days prior to the scheduled Planning Commission meeting date:

Completed application, fee(s)/escrow(s), location map, and narrative

Certificate of Survey

Legal description of property (located on deed)

SITE PLAN (3 sets of plans 24" x 36"; 1 set of plans 11" x 17") shall be drawn to scale of not more than one inch equals fifty feet (1" = 50') and include the following information:

- Boundaries with dimensions and angles and ties to section lines
- Existing buildings on the site and within one hundred (100) feet
- Proposed buildings, additions, or demolitions
- Existing and proposed curbs, curb cuts and driveways, curb and driveway cross-sections
- Existing and proposed parking and loading facilities, parking lot cross-sections
- Trash and waste storage facilities
- Pedestrian circulation system with cross-section
- Screening (fences, walls, landscaping, and berms) with construction details
- Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements

LIGHTING PLAN shall include the following information:

- Location of all exterior lighting
- Illumination pattern and data on lighting fixtures
- Details of light fixtures
- Relationship to lighting on abutting properties

GRADING AND DRAINAGE PLAN shall include the following information:

- Existing and proposed topography
- Existing and proposed drainage facilities
- Delineation of topography of subject property with contour intervals of not more than two (2) feet and supplemental of one (1) foot in extremely flat areas
- Calculations to determine sizing of pipes, structure, and water storage areas
- Erosion control measures
- Drainage easements

UTILITIES PLAN shall include the following information:

- Existing and proposed sanitary sewer and water systems

- Elevations, gradients, and sizing of all components
- Utility easements

LANDSCAPE shall include the following information:

- Location, size, and species of all proposed plant materials
- Plant schedule
- Planting details
- Existing plants to be removed

SIGN PLAN shall include the following information:

- Site plan locating all free standing and wall signs
- Diagrams of sign copy with dimensions and color
- Dimensions of all signs including sign structures and mounting systems
- Height of all signs
- Sign illumination system
- Structural plans showing materials, fabrication, and mounting system

BUILDING PLAN shall include the following information:

- Elevation drawings, sections or illustrations indicating the architectural treatment of all proposed buildings and structures
- Floor plans of all proposed buildings and structures
- Type of use, number of employees, users, or occupants expected
- Type, location and treatment of exterior mechanical devices, such as vent exhaust fans, air conditioners, and elevators
- Type of exterior building materials
- Material board with exterior colors of all building materials

VARIANCES must be clearly shown

Any other information City Staff may request

Additional Notes

- The City Council meets on the first (1st) and third (3rd) Wednesday of the month.
- The Planning Commission meets on the fourth (4th) Tuesday of the month.
- Make sure you give yourself enough time to receive approvals from all reviewing agencies.
- If the site plan process takes place on a wetland, than you may have to fill out the Joint Application Form for Activities Affecting Water Resources in Minnesota

PLANNING COMMISSION MEETING DATES IN 2017

Applications and supporting documents must be submitted 30 days prior to the Planning Commission meeting.

January 24
February 28
March 28
April 25
May 23
June 27

July 25
August 22
September 26
October 24
November 28
December 19

CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

CITY

- Mark Vierling, City Attorney
1809 Northwestern Ave. S.
Stillwater, MN 55082
Tel (651) 967-7344
MVierling@eckberglammers.com

- Hakanson Anderson
Attn: Craig Jochum – City Engineer
3601 Thurston Ave.
Anoka, MN 55303
Phone: 763-427-5860
craigjj@haa-inc.com

HIGHWAY/TRANSPORTATION

- Anoka County, Public Services Division,
Highway Department
Attn: Jane Rose, Traffic Engineering Manager
1440 Bunker Lake Blvd.
Andover, MN 55304-4005
Phone: 763-862-4231
jane.rose@co.anoka.mn.us

- MN Department of Transportation-Metro
Division, Waters Edge
Attn: Development Review Coordinator
1500 West County Road B-2
Roseville, MN 55113-3174
Phone: 651-234-7500
www.dot.state.mn.us

JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District
Attn: Becky Wozney
1318 McKay Dr NE, Ste 300
Ham Lake, MN 55304
Tel (763) 434-2030, ext. 14
becky.wozney@anokaswcd.org

- MN Dept of Natural Resources
Attn: Area Hydrologist
1200 Warner Road
St. Paul, MN 55106-6796
Phone: 651-259-5802

- MN Dept of Natural Resources
Attn: Ecological Services
1200 Warner Road
St. Paul, MN 55106-6796
Phone: 651-259-5755

- Watershed Management Organization – Upper Rum River
Attn: Calvin Bahr
Phone: 612-306-1483
ckbahr@q.com

- Dennis Rodacker
Board of Water & Soil Resources
Phone: 651-296-6736
dennis.rodacker@state.mn.us

- U.S. Army Corps of Engineers
Attn: Rachel A Nuetzel
180 Fifth St East, Ste 700
St. Paul, MN 55101
Phone: 651-290-5282
rachel.a.nuetzel@usace.army.mil

- Watershed Management Organization - Sunrise
Attn: Leon Mager, Vice Chair
19511 E. Tri Oak Cir
Wyoming, MN 55092
Phone: 763-434-9652
LAM3@ISD.net