

CHAPTER 9

ADMINISTRATION – SITE AND BUILDING PLAN REVIEW

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01-9-1: PURPOSE: The purpose of this Chapter is to establish a formal site and building plan review procedure and provide regulations pertaining to the enforcement of site design standards consistent with the requirements of this Article.

01-9-2: EXCEPTIONS TO REVIEW:

Except in those cases specifically cited within this Article, the following shall be excepted from the foregoing requirements of this Chapter:

- A. Agricultural uses and developments.
- B. Single-family detached dwellings.
- C. Two-family attached dwellings.

01-9-3: SKETCH PLAN:

- A. Prior to the formulation of a site plan, applicants may present a sketch plan to the Zoning Administrator prior to filing of a formal application. The plan shall be conceptual but shall be drawn to scale with topography of a contour interval not greater than two feet (2') and may include the following:
 - 1. The proposed site with reference to existing development, topography, and drainage conditions on adjacent properties, at least to within two hundred feet (200').

2. Natural features.
 3. General location of existing and proposed structures including signs.
 4. Tentative access, circulation and street arrangements, both public and private.
 5. Amenities to be provided such as recreational areas, open space, walkways, landscaping, etc.
 6. General location of parking areas.
 7. Proposed public sanitary sewer, water and storm drainage.
 8. A statement showing the proposed density of the project with the method of calculating said density also shown.
 9. Extent of and any proposed modifications to land within the special Environmental Protection Districts as established by Chapter 45 of this Article.
 10. Other items as may be deemed necessary by City staff.
- B. The Zoning Administrator shall have the authority to refer the sketch plan to the Planning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the Zoning Administrator, Planning Commission, and/or City Council shall be considered advisory only and shall not constitute a binding decision on the request.
- C. Sketch plan review shall not activate the sixty (60) day time requirements pursuant to Minnesota Statutes 15.99, as may be amended.

01-9-4: PROCEDURE: An application for site and building plan review is to be processed in accordance with the provisions of Section 01-3-3 of this Article. A public hearing is not required to consider an application for site and building plan review.

01-9-5: CRITERIA: The Zoning Administrator shall evaluate the proposed site plan based upon compliance with the City Comprehensive Plan, provisions of this Article, and other applicable chapters of the City Code.

01-9-6: INFORMATION REQUIREMENT: The information required for all site plan applications generally consists of the following items, and shall be submitted unless waived by the Zoning Administrator.

- A. Site boundaries, buildings, structures and other improvements shall be identified on-site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
1. Scale of plan (engineering scale only, at one inch equals fifty feet (1" = 50') or less.
 2. North point indication.
 3. Existing boundaries with lot dimension and area.
 4. Existing site improvements.
 5. All encroachments.
 6. Easements of record.
 7. Legal description of the property.
 8. Ponds, lakes, springs, rivers or other waterways bordering on or running through the subject property.
- B. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
1. Name and address of developer/owner.
 2. Name and address of architect/designer.
 3. Date of plan preparation.
 4. Dates and description of all revisions.
 5. Name of project or development.
 6. All proposed improvements, including:
 - a. Required and proposed setbacks.
 - b. Location, setback and dimensions of all proposed buildings and structures.
 - c. Location of all adjacent buildings located within one hundred feet (100') of the exterior boundaries of the property in question.

- d. Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles.
 - e. Location, number, and dimensions of proposed loading spaces.
 - f. Location, width, and setbacks of all curb cuts and driveways.
 - g. Vehicular circulation.
 - h. Sidewalks, walkways, trails.
 - i. Location and type of all proposed lighting, including details of all proposed fixtures.
 - j. Location of recreation and service areas.
 - k. Location of rooftop equipment and proposed screening.
 - l. Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
 - m. Location, sizing, and type of water and sewer system mains and proposed service connections.
- C. Grading/stormwater drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
- 1. Existing contours at two foot (2') intervals (may be prepared by a Minnesota licensed surveyor).
 - 2. Proposed grade elevations at two foot (2') maximum intervals.
 - 3. Drainage plan, including the configuration of drainage areas and calculations.
 - 4. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
 - 5. Spot elevations (may be prepared by a Minnesota licensed surveyor).
 - 6. Proposed driveway grades.
 - 7. Surface water ponding and treatment areas.

8. Erosion control measures.
- D. Landscaping plan, utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
1. Planting schedule (table) containing:
 - a. Symbols.
 - b. Quantities.
 - c. Common names.
 - d. Botanical names.
 - e. Sizes of plant material.
 - f. Root specification (bare root, balled and burlapped, potted, etc.).
 - g. Special planting instructions.
 2. Location, type and size of all existing significant trees to be removed or preserved.
 3. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
 4. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
 5. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
 6. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
 7. Delineation of both sodded and seeded areas with respective areas in square feet.
 8. Coverage plan for underground irrigation system, if any.
 9. Where landscape or manmade materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.

10. Other existing or proposed conditions which could be expected to affect landscaping.
- E. Other plans and information as required by the Zoning Administrator including, but not limited to:
1. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
 2. "Typical" floor plan and "typical" room plan drawn to scale with a summary of square footage for each use or activity.
 3. Fire protection plan.
 4. Extent of and any proposed modifications to land within the Environmental Protection Districts, as established by Chapter 45 of this Article.
 5. Type, location and size (area and height) of all signs to be erected upon the property in question.
 6. Vicinity map showing the subject property in reference to nearby highways or major street intersections.
 7. Sound source control plan.
 8. Lighting plan.

01-9-7: PLAN MODIFICATIONS: An amended site plan involving major changes shall be applied for and administered in a manner similar to that required for a new site plan.

01-9-8: BUILDING CODES:

- A. **Review and Approval:** The review and approval of site improvements pursuant to the requirements of City adopted building and fire codes shall be in addition to the site plan review process established under this Chapter. The site plan approval process does not imply compliance with the requirements of these building and fire codes.
- B. **Building Permit Required:** Except as hereinafter provided, no person, firm, or corporation shall construct, erect, alter, wreck or move any building or structure or parts thereof within the corporate limits of the City of Howard Lake, without first securing a building permit from the City. Application for a building permit shall be made on a blank form to be furnished by the City of Howard Lake.

- C. **Issuing of Permits:** The Building Inspector shall issue the building permit only after determining that the building plans, together with the application, comply with the terms of this Article. A building permit shall be valid for one (1) year after date of issuance.
- D. **Schedule of Fees, Charges, and Expenses:** The City Council shall establish a schedule of fees, charges and expenses, and a collection procedure, for building permits, appeals, and other matters pertaining to this Article. The schedule of fees shall be posted in the Office of the City Clerk, and may be altered or amended only by the City Council.
- E. **Building Permit Information:**
1. All building permit applications must be accompanied by the following documents, unless exempted by the Building Inspector:
 - a. Two (2) sets of building plans and specifications showing all easements and elevations (in relation to street grade).
 - b. Two (2) copies of a certified land survey.
 - c. Two (2) copies of a plot plan indicating property lines, building setbacks (from right-of-way) and location of all utility lines.
 2. The City requires a one thousand dollar (\$1,000.00) street damage deposit for the construction of all new homes, commercial and accessory buildings, and all major construction projects which involve vehicles carrying heavy loads. Applicants are advised that this check is cashed. Following construction, the street surface is inspected and if no problem has appeared, the deposit will be refunded. It is the applicant's responsibility to request return of the street deposit.
 3. City utility information is available for review by the public during regular office hours at City Hall. If further information is required, the City Engineer must be contacted at the inquirer's expense. The City accepts no liability for:
 - a. Locations of any service lines.
 - b. Locations of main lines not shown on City utility lines.
 4. The processing of building permits takes up to one (1) week.
 5. Applicants are responsible for pick up and payment of building permits.

6. No building permit will be issued until payment is made in full, including all deposit(s) (if any).
7. Inspections during construction may be made by contacting the Building Inspector to request an appointment a minimum of twenty-four (24) hours in advance. Applicants are advised that the site address, inspection record, and approved plans must be posted on site or no inspection will be performed and a re-inspection fee may be charged.
8. Any work which begins prior to issuance of a building permit shall be subject to a fine.
9. Prior to occupancy of any building, a final inspection must be performed. When a final inspection is completed, the Building Inspector will issue a certificate of occupancy.

F. **Certificate of Occupancy Required:** The purpose of a certificate of occupancy inspection is to insure that all aspects of the plans which were approved for a building permit have been complied with by verifying such with an on-site visual inspection of the project. At the completion of a building project, a request for a certificate of occupancy inspection shall be made for the following types of projects:

1. New residences.
2. New commercial buildings.
3. Additions to existing commercial buildings.
4. Change of commercial use.
5. Changes of occupancy load of a commercial use.
6. Changes of tenancy of a commercial use.

01-9-9: PLAN AGREEMENTS: All site and construction plans officially submitted to the City shall be treated as a formal agreement between the applicant and the City. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard, or specifications without prior submission of a plan modification request to the Zoning Administrator for review and approval.