



# **SITE PLAN APPLICATION**

## **Questions?**

**Please call the Planning Department at 320-234-4203**

## **Important Points-**

- ✓ Cost is \$400.00 (non-refundable)
- ✓ Application is due the 3<sup>rd</sup> Friday of the month to be on the next month's agenda
- ✓ Planning Commission meeting is the 3<sup>rd</sup> Tuesday of the month at 5:30 p.m. in the City Council Chambers
- ✓ Planning Commission makes a recommendation to the City Council which meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month

# APPLICATION FOR SITE PLAN APPROVAL

## City of Hutchinson, Minnesota

### SUBMITTAL OF COMPLETED APPLICATION IS REQUIRED PRIOR TO APPLICATION DEADLINES

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Date Filed: \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_
  2. Telephone No.: \_\_\_\_\_
  3. Cell Phone No.: \_\_\_\_\_
  4. Fax No.: \_\_\_\_\_
  5. E-mail Address: \_\_\_\_\_
  6. Address of Applicant: \_\_\_\_\_
  7. Name of Property Owner: \_\_\_\_\_  
(if different from applicant)
  8. Telephone No.: \_\_\_\_\_
  9. Address of Property Owner: \_\_\_\_\_
  10. Street Address of Property Involved: \_\_\_\_\_
  11. Legal Description of Property: \_\_\_\_\_
  12. Is the property \_\_\_\_\_ ABSTRACT or \_\_\_\_\_ TORRENS (check one & attach deed or certificate of title)
  13. Present Use of Property: \_\_\_\_\_
  14. Proposed Use of Property: \_\_\_\_\_
  15. Description of Request: \_\_\_\_\_
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### APPLICATIONS FOR SITE PLAN APPROVAL SHALL INCLUDE THE INFORMATION REQUIRED IN SECTION 154.174 "SITE PLAN APPROVAL" OF THE ZONING ORDINANCE.

16. **Acknowledgement and Signature:** I hereby certify that I have completed, read and examined this application and know the same to be true and correct. I accept responsibility for compliance with all applicable laws and City Provisions, including those noted on the Staff Report, survey, plan review notes and representation or lack of representation of setbacks, easements and property lines. The granting of this permit does not presume to give authority to violate or cancel the provision of any other State or local law regulating construction or the performance of construction.

**Legal property owner signature required:** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**To be completed by staff:**

**Property Identification No.:** \_\_\_\_\_

Note: The Planning Commission requests, in the case of the applicant and owner not being the same person, that both should be represented at the meeting.

## § 154.174 SITE PLAN REVIEW.

(A) The City Council declares it necessary and appropriate to require site plan approval of development in certain zoning districts to preserve and promote attractive, well-planned, stable urban conditions. This includes all proposed multiple-family buildings (three or more units), commercial developments, industrial developments and all proposed developments in the flood plain district. Site plan approval by the Zoning Administrator and Director of Engineering must be obtained before a building permit is issued.

(B) True and accurate representation of the following requirements are the responsibility of the applicant.

(1) *Application for site plan approval.* Applications for site plan approval shall be on a form provided by the Zoning Administrator and shall include the established processing fee. The application and copies of the site plan shall be submitted by the last working day of the month for the next month's agenda of the city's Planning Commission.

(a) In all cases, the site plan shall contain:

1. Name of the project;
2. Location of the project, including a vicinity map;
3. Name and mailing address of the developer and/or owner;
4. Name, telephone number and mailing address of the project engineer and/or architect;
5. Date of plan preparation;
6. North point and graphic scale;
7. Boundary line of the project site with dimensions. All site plans shall be drawn at an engineering scale (e.g., one inch = 40 feet); and
8. A registered land survey if deemed necessary by the Zoning Administrator.

(b) The site plan shall also contain the following features, both existing and proposed, drawn by a registered engineer, architect, landscape architect or land surveyor:

1. Topographic contours at a minimum interval of two feet;
2. Adjacent and on-site streets and street rights-of-way;
3. Utilities and utility right-of-way easements, manhole rim elevations and pipe elevations and sizes;
4. Buildings, signs and light poles;
5. Parking and loading facilities;
6. Surface water collection and conveyance features, including arrows indicating the direction of surface water flow over the map of proposed contours;
7. Surface water ponds, ditches and wetlands;
8. Sidewalks and bicycle paths;
9. Location of tree cover, including the designation of trees of 15 inches in diameter or more;
10. Fences and retaining walls;
11. Shielded exterior refuse collection areas;
12. Landscaping, including species and minimum size. Regulations on landscaping are set forth in § 154.115 of this code;
13. Traffic flow on- and off-site;
14. Height above mean sea level of buildings;
15. Project data including square footage of buildings and number of parking spaces;
16. A description of proposed exterior finish materials; and
17. The current zoning of the property and a listing of all required federal, state and city permits and the status of those applications.

(c) The Zoning Administrator may require the developer to submit the following items if he or she feels that they are important for adequate understanding of the project by the Planning Commission, City Council or public:

1. Aerial photograph(s) of the site;
2. Cross-section drawings;
3. Perspective sketch(es); and
4. A professional analysis of traffic impact or other infrastructure impact (e.g., storm sewer, water or sanitary sewer).

(2) *Review and recommendation by the Planning Commission.* In considering applications for site plan approval under this chapter, the Zoning Administrator shall consider the following: how the site plan relates to conditions both on and off the site, conformance with the Comprehensive Plan, the impact of the site plan on the existing and anticipated traffic and parking conditions, building location and height, sanitary sewer, water and drainage conditions, landscaping, lighting, open space, signage, setbacks and related matters.

(3) *Developer's or builder's agreement.* Prior to issuing a building permit, the Zoning Administrator may require the developer or builder to sign an agreement with the city which assures that particular elements of the site plan approval application, either proposed by the applicant or imposed by the Zoning Administrator, City Engineer or Planning Commission, shall be carried out. The Planning Commission may require the applicant to post a performance bond or irrevocable letter of credit to ensure that certain improvements are implemented.

(2004 Code, § 154.169) (Ord. 464, passed 1--96)