

City of Minot

SITE PLAN REVIEW APPLICATION AND CHECKLIST

PROJECT SUMMARY:		
Project Name:	City/ETA Location: <input type="checkbox"/> City <input type="checkbox"/> ETA (Application fee & number of copies needed are based on location)	
Property Location (Legal Description – Lot, Block, Addition):		
Property Address:		
New Construction or Addition to Existing: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition to Existing	Existing Use of Property:	
Parcel Size (sf):	Building Footprint (sf):	
Number of Stories:	Total Square Footage of Building:	
Proposed Use of Property/Building (with square footages of each use if multiple uses):	Number of Off-street Parking Spaces Required:	
	Number of Off-street Parking Spaces Provided:	
PROPERTY OWNER:		
Name:	Daytime Telephone Number:	
Mailing Address:		
DEVELOPER (IF DIFFERENT THAN OWNER):		
Name:	Daytime Telephone Number:	
Mailing Address :		
CONTACT PERSON (FOR PURPOSES OF PROCESSING THIS APPLICATION):		
Name of Contact Person:	Name of Firm, if Applicable:	
Mailing Address:		
Daytime Phone Number:	Fax Number:	E-mail Address:
TO BE COMPLETED BY CITY STAFF:		
Zoning District:		
Occupancy Classification:		
Type of Construction: <input type="checkbox"/> I – F.R. <input type="checkbox"/> II – F.R, One-hour, N <input type="checkbox"/> III – One-hour, N <input type="checkbox"/> IV – H.T. <input type="checkbox"/> V – One-hour, N		

The following information is required on all site plans submitted for approval.

I. GENERAL INFORMATION	Applicant's Checklist	City Staff Checklist
A. Set(s) - two (2) for City of non-reduced sheets (minimum scale of 1" = 50'). If more than one sheet is submitted, all sheets must be numbered, be of the same size and include matchlines along with an index.		
B. Project summary information (must be the same as application form): <ul style="list-style-type: none"> • Name, address and telephone number of owner/developer • Name of proposed development • Legal description of property – lot, block, and addition • Address of property 		
C. Name, address and telephone number of engineer, surveyor and architect.		
D. North direction indicator.		
E. Scale including graphic or a numeric scale		
F. Date (original and all revisions) shown on all sheets.		
G. All dimensions, both linear and angular. Linear measurements should be expressed in feet and decimals of a foot. Angular land measurements should be expressed by bearings. Curved land measurements should be defined by radius, central angle, and arc distances.		
H. All sheets with topographic information and/or specific elevations must include an indication of the vertical datum used (NGVD29 or NAVD88).		
II. EXISTING CONDITIONS	Applicant's Checklist	City Staff Checklist
A. Parcel boundary lines of the property with dimensions and area (platted dimensions).		
B. Location of any non-access control lines, with dimensions.		
C. Location, width and identification of existing easements (both public and private).		
D. Building setback dimensions.		
E. Existing topographical features, contour lines for slopes greater than five percent, and existing drainage patterns.		
F. Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, and any other manmade features, dimensioned and clearly distinguished from proposed improvements.		
G. All adjacent and on-site streets, including dedicated right-of-way width, pavement widths, curb and gutter locations, curb elevations (or street elevations where no curb is in place), sidewalks and curb ramps.		
H. Within and/or adjacent to property: existing municipal utilities including light poles, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, and any other stormwater facilities (location and size).		
I. The boundaries of any floodway, floodway fringe, 100-year floodplain, streams and/or wetlands.		
III. PROPOSED CONDITIONS	Applicant's Checklist	City Staff Checklist
A. Limits of any proposed demolition.		
B. Proposed street cuts and any street land and/or sidewalk closures.		
C. Proposed new and/or relocated municipal utilities including mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with distance to building), inlets and any other stormwater facilities (location and size), including sidewalk trench drains.*		
D. Location of any relocated street lights.*		

III. PROPOSED CONDITIONS (Continued)	Applicant's Checklist	City Staff Checklist
E. Proposed buildings and structures, with locations, footprints, entrances, area by floor, finished floor elevation, building construction type, number of stories, and distance of buildings from other buildings and/or property lines. The building construction type and the use of automatic fire suppression system should be clearly indicated.*		
F. Proposed driveways, including distance from lot lines, width at top, relationship to non-access control lines. Any proposed driveway closures. For rural roadway approaches, add the location and diameter of culverts.*		
G. Proposed off-street parking areas, including dimensions, elevations, setbacks and number of spaces. List number of parking spaces provided and how calculated.*		
H. Proposed sidewalks and/or trails, both on-site and within adjacent right-of-way, with locations and dimensions. Proposed crosswalk ramps at corner lots.*		
I. Proposed fencing, if located across a drainage easement, and all proposed retaining walls (location and height).*		
J. Dumpster (or any other solid waste handling facilities) location, size of dumpster (verify need with Public Works), dimensions of concrete pad (must be level and a minimum of 4" concrete), and any proposed screening labeled with height and material (there must be a 24" clear zone on all sides of pad and no overhanging structures, vegetation or utilities). If access to dumpster is not directly accessible from public right-of-way, a damage claim waiver is required before service can be started.*		
K. Proposed fire access features, including location of hydrants, location and dimension of fire lanes (minimum width of 20' – required when any portion of an exterior wall of the first story of the building is located more than 150' from fire department access road), and height of any overhead obstructions. Dead-ends greater than 150 feet in length need an approved turn-around. A 45-foot turning radius is needed for adequate clearance for turns. A minimum vertical clearance of 13' 6" is needed to accommodate vehicles.		
L. Proposed contours lines for slopes greater than five percent.*		
M. Items C-L above, marked with an asterisk (*), are to be shown on one sheet for scanning or provided in a digital format for use in the City's GIS system. In addition to this comprehensive sheet, additional sheets may also be provided if needed to provide details not legible in the comprehensive sheet. Notes and removals may also be on separate sheets.		
N. Copy of recorded common use agreement if multiple-family, commercial, or industrial with separate ownership (common water, sanitary or drainage facilities; common access drives, lanes, and lots; access easement to backyard area).		

LANDSCAPING PLAN REQUIREMENTS

A landscaping plan is required for the construction of any principal commercial, industrial, institutional, or multi-family building with more than four units; for the installation of any parking area or the expansion of any existing parking area by five or more required off-street parking spaces; and for a change in the use of the property that requires rezoning to a more intensive zoning classification or a special use permit.

Copies of the City’s landscaping and screening ordinance can be obtained from the Planning and Development Department.

IV. LANDSCAPING PLAN	Applicant’s Checklist	City Staff Checklist
A. North point and scale.		
B. The boundary lines of the property with dimensions and area.		
C. The location of all driveways, parking areas, sidewalks, structures, utilities, or other features, both existing and proposed, affecting the landscaping of the site.		
D. The location, common name, scientific name to the species level, size and quantity of all existing trees, shrubs or other vegetation intended for use in meeting the requirements of the City’s landscaping and screening requirements.		
E. The location, common name, scientific name to the species level, size and quantity of all proposed landscape materials.		
F. The location and height of any proposed earthen berms, masonry fences, or other features used to meet the City’s landscaping or buffer yard requirements.		
G. The location of any existing and/or proposed easements.		
H. The square footage of each interior parking lot landscaping area and the overall square footage of all interior parking lot landscaping areas shown.		

STORMWATER MANGEMETN PLAN/PERMIT REQUIREMENTS

A stormwater management plan/permit is required for all residential developments with three or more units, commercial projects, and industrial projects. The Engineering Department will not issue a stormwater permit until the stormwater management plan has been reviewed and approved by the City. The application for a stormwater permit is separate from this site plan review application, but must be submitted in conjunction with the site plan.

A stormwater management plan submittal and review waiver request may be made under the following conditions or as deemed appropriate by the City Engineer:

- The associated plat along with its stormwater management plan was approved within the past 24 months and no significant changes occur to the plan due to the proposed site plan construction.
- The disturbed area is less than 2,000 square feet and construction will not significantly change drainage patterns or imperviousness.

An approved waiver of the storm water management plan by the City Engineer does not grant a waiver of the stormwater permit, permit fee requirement and erosion control requirements as part of the permit.

All stormwater management plans must be prepared by a professional engineer who is registered in North Dakota.

V. STORMWATER MANAGEMENT PLAN	Applicant's Checklist	City Staff Checklist
Existing Site Plan		
A. Applicant.		
B. Contact person (during construction).		
C. Site location.		
D. Existing topography, with a maximum of two-foot contours or adequate spot elevations to determine drainage patterns, with indication of datum used (NGVD29).		
E. Watershed map.		
F. Stream delineation, public waters, wetlands and their description.		
G. Existing stormwater facilities.		
H. Soil types.		
I. Current vegetative cover.		
J. Current land use.		
K. 100-year floodplain, floodfringes and floodways, with indication of datum used (NGVD29 required for areas with floodplain information in that datum).		
Construction Site Plan		
A. Location and dimension of proposed land disturbing activities and phasing or schedule of those activities.		
B. Approximate location of all temporary soil or dirt stockpile areas.		
C. Specific location and description of construction site wind and water erosion control measures. Location of concrete washout area(s).		
D. Schedule of anticipated start and completion dates.		
E. Provisions for maintaining the construction site erosion control measures prior to, during and after construction including a final seeding or stabilization plan.		
Plan of Final Site Conditions		
A. Final grading plan, showing relationship to existing conditions, with indication of datum used (NGVD29).		
B. Proposed ground cover/resurfacing (ie – grass, pavement, stones, etc).		
C. Drainage plan for developed site.		
D. Existing and proposed impervious areas.		
E. NDDOT permit required for drainage to State right-of-way.		

Stormwater Management Plan Report		
A. Pre- and post-development hydrology and hydraulic analysis. Any elevation noted is to be shown in the vertical datum (NGVD29).		
B. Erosion and sediment control during and after construction.		
C. Protective measures for proposed and existing structures.		
D. Water quality concerns		

05/09