

Information and Instructions: This Site Plan Review Checklist must be completed and submitted with each new site plan application. Applicants shall provide copies of all supporting documentation. Applicants may provide any additional explanatory remarks in the "NOTES" section. Additional comments may be provided using a separate sheet that identifies the appropriate Item No.

Item No.	Description of Site Plan Requirements	Check One "Yes", "No", or "NA"		
Note: All Site Plans must be accompanied by a project narrative and must include the following items				
<b>Section A: Site Plan Sheet</b>		Description (if applicable)	Sheet #	NA
A1	Type of use			
A2	Proposed Name			
A3	Legal Description			
A4	Property Survey by a registered land surveyor	N/A		
A5	The number of employees expected to work at the site			
A6	A site plan accurately scaled and dimension specifically showing the location of all buildings	N/A		
A7	A building plan certified by an architect or engineer registered in the State of MN (or under direct superv.)	N/A		
A8	Present use and zoning of the subject property and all directly adjacent parcels			
A9	Proposed zoning			
A10	Location of all existing and proposed structure and improvements on the property			
A11	Location of significant historical and natural features including, but not limited to, wetlands, lakes, river, etc.	N/A		
A12	Site access(es)	N/A		
A13	Loading docks	N/A		
A14	Location of all bituminous and concrete surfaces and curbing areas	N/A		
A15	Waste storage area location and construction materials			
A16	Townhouse developments: location of building footprint for each unit	N/A		
A17	Setbacks (include front, side, rear in response)			
A18	Residential developments: number of residential units and net density for project			
A19	Proposed building(s) square footage calculations			
A20	Subject property square footage and acreage calculations			
A21	Building coverage calculation in square feet and total percentage			
A22	Impervious and building surface calculation in percentage and square feet			
A23	Green space calculation in percentage and square feet			
A24	Off-street parking and outside storage or display areas, including dimensions	N/A		
A25	Dimensions (length and width) of all private drives			
A26	Scale of plat, date, and north arrow	N/A		
A27	Traffic Generation Analysis, as determined necessary by the City	N/A		
A28	Additional information as requested by the City	N/A		
<b>Section B: Landscape and Tree Preservation Plan</b>				
Survey of existing tree cover prepared by ISA certified arborist				
B1	Location of proposed lots and building pad			
B2	Tree species			
B3	Tree diameter (dbh)			
B4	Tree condition			
B5	Oak Trees: submittal required with preliminary plat			
B6	Soil conditions			
B7	Existing contour data in tree disturbance or removal extending 50 feet beyond limits of plat (USGS data)			

B8	Proposed tree removal limits (no removal April 15-July 15)			
B9	Proposed number of trees to be planted			
B10	Proposed species of trees to be planted			
B11	Proposed size of trees to be planted			
	Irrigation System			
B12	Specifications on backflow device, rain sensor, and enclosure			
	General			
B13	Additional information as requested by the City			