

¹ SECTION 3. SITE AND BUILDING PLAN REVIEW

Subsection 1. Purpose. The purpose of this section is to establish a formal site plan review procedure and provide regulations pertaining to the enforcement of site design and construction standards consistent with the requirements of this chapter.

Subsection 2. Exceptions to Review. Except for developments in the Rural Service District, single family detached dwellings, two-family attached dwellings and minor changes, additions, or alterations as determined by the Zoning Administrator, all building and site plans for multiple family, commercial, PUDs, subdivision or industrial construction shall be subject to review and approval by City Staff.

Subsection 3. Plans Required. In order to evaluate compliance with building performance standards, five (5) copies and one electronic file of the following plans and/or specifications, shall be submitted in fulfillment of the requirements of this Ordinance. Plans to be submitted shall be to scale and shall include:

- (A) Topographic map prepared by a licensed surveyor with: contours at 1-foot intervals; property boundaries and legal description; all on-site improvements shown; adjacent streets with curb lines and spot elevations at top of curb (or edge of pavement if no curb); existing utilities and service connections; trees over 4" diameter identified or tree lines if grouped; existing telephone, gas, electric, and cable utilities identified as overhead or underground.
- (B) Proposed Grading, Drainage and Erosion Control Plan with: all proposed improvements; proposed contours; proposed drainage system plan; proposed erosion control facilities. Drainage system plan design objective should be to provide controls such that post-development runoff does not exceed predevelopment runoff. Plans and specifications shall be prepared by an Architect or Engineer, as appropriate, licensed to practice in the State of Minnesota.
- (C) Landscape Plans. Landscape plans shall be required in order to determine compliance with the Performance Standards in Section 4 of the zoning code. Failure to implement the approved landscape plan within six months of the issuance of a Certificate of Occupancy shall be cause for revocation of the Certificate of Occupancy. All landscape plans submitted for approval shall contain or have attached thereto the following information:
 - (1) The location and dimensions of all existing and proposed structures, parking lots and drives, roadways and right-of-ways, sidewalks, bicycle paths, ground signs, lighting, refuse disposal areas, bicycle parking areas, fences, freestanding electrical equipment, tot lots and other recreational facilities and other freestanding structural features.
 - (2) The location, quantity, size and name, both botanical and common names, of all proposed planting materials.
 - (3) Existing and proposed grading of the site, including proposed berms, indicating contours, at one foot intervals.

- (4) Specification of the type and boundaries of all proposed ground cover.
- (5) Irrigation plan, if proposed.
- (6) Elevations, cross-sections of fences, and other details as determined necessary by the City Engineer.
- (7) Location, size and name of existing trees, if any, and any unique or special areas of existing vegetation.
- (8) Building Plans to scale, to include: interior floor layout and usage; UBC (State Building Code) occupancy group; exterior elevation renderings identifying exterior materials and all architectural features. Plans and specifications shall be prepared by an Architect or Engineer, as appropriate, licensed to practice in the State of Minnesota.
- ¹¹ (9) Signage Plan per Chapter 1500, Section 27.
- (10) Lighting Plan. Exterior lighting plan to be prepared by a licensed Electrical Engineer or Electrician, as appropriate.
- (11) Geotechnical investigation (if required by City Engineer).
- (12) Copies of storm sewer calculations and soils reports shall accompany the plans.

Subsection 4. Plan Review Process.

- (A) Purpose. The purpose of this section is to establish a formal plan review procedure and provide regulations pertaining to the enforcement of site design and construction standards as agreed to by the applicant through officially submitted plan documents.
- (B) Building Permits. The Building Official and the Fire Marshall shall approve all plans prior to the issuance of any building permit.
- (C) Three (3) weeks shall be allowed for staff review to be completed. If not approved as submitted, one (1) copy of the plans will be returned to the applicant with required corrections or changes noted in red. Ten (10) days shall be allowed for review of revised plans.
- (D) If approved as submitted, notification will be given to the applicant. If the applicant and the City Engineer cannot agree on the proposed site and/or building features, then the applicant shall be required to present the proposal to the Planning Commission for resolution of issues. The Planning Commission shall determine whether these requirements have been adequately addressed and incorporated, and shall forward its recommendations to the City Council for approval.
- (E) 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 specification without prior submission of a plan modification request to the Building Official and City Engineer for review and approval.

- (F) **Enforcement.** The Building Official shall have the authority to order the stopping of any and all site improvement activities, when and where a violation of the provisions of this section has been officially documented by the Building Official, or the City Engineer.

Subsection 5. **Plan Agreements.** All site and construction plans officially submitted to the City shall be treated as a formal agreement between the Owner/Developer, Building Contractor and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard or specification without prior submission of a plan modification request to the Building Official and City Engineer for review and approval.

Subsection 6. **Enforcement.** The Building Official shall have the authority to order the stopping of any and all site improvement activities, when and where a violation of the provisions of this section has been officially documented by the Building Official, or the City Engineer.

Subsection 7. **Lapse of Approval.** Unless otherwise specified by the Zoning Administrator or City Council as may be applicable, the site plan approval shall become null and void one (1) year after the date of approval, unless the property owner or applicant has substantially started the construction of any building, structure, addition or alteration, or use requested as part of the approved plan. The property owner or applicant shall have the right to submit an application for time extension in accordance with this Section.

Subsection 8. **Building Code.** 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 Section. The site plan approval process does not imply compliance with the requirements of these building and fire codes.