

RESIDENTIAL DESIGN REVIEW  
NON-CONFORMING LOT

Return to:

Department of Community Development  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126  
(651) 490-4680

**Site Identification:**

Address: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Telephone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (home)

Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner (if different from applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

**Signatures:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by City: \_\_\_\_\_ By Whom: \_\_\_\_\_

## FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Completed design review worksheet.
3. **One** 8 1/2"x11" and one 11" by 17" half-scale reproducible print shall be submitted for each required sketch, drawing, or plan. **Two** 24"x36" copies of each plan sheet for staff review.

**Digital Copies** of plans can be submitted at: <http://www.shoreivewmn.gov/pc/application>

Including certificate of survey. The survey must include:

- a. All property lines, property dimensions, and lot area.
  - b. Existing grade, at maximum two-foot contour intervals.
  - c. All public or private easements and all abutting streets and alleys.
  - d. Location and dimensions of all existing structures.
  - e. Basement and ground floor elevations for existing and proposed single-family residences.
  - f. Shortest distance from residence and any attached accessory structure (deck, porch, or garage) to the front, side, and rear property lines.
  - g. Shortest distance of any detached accessory structures from property lines, as appropriate.
  - h. All existing impervious surface including driveways, sidewalks, patios, etc.
  - i. All trees must be shown, identifying landmark trees by species and diameter. Any trees proposed for removal must be so noted on the plan.
  - j. Location of both adjacent residences.
  - k. Shortest distance of both adjacent residences, including any attached accessory structure (deck, porch, or garage), from front property lines.
4. Site plan, drawn to scale, showing proposed improvements.
  5. Grading, drainage, and utility plan, drawn to scale, with contour interval of two-feet.
  6. Building elevations drawn to scale for all sides of any proposed structure or addition, including notes on proposed exterior colors and materials.
  7. Landscape plan showing existing and proposed vegetation.
  8. Completed application(s) for all other approvals necessary for the proposed development.

9. A \$150.00 filing fee payable to the City of Shoreview. **The City filing fee is non-refundable.**

**Care should be taken in preparation of the plan sheets to insure legibility and readability.** The information must be formatted to facilitate review.

### REVIEW PROCESS

1. Planning Commission Review. Applications that require review by the Planning Commission shall be processed after receipt of a complete application that contains all the required submittal information. The City Manager shall refer the application to the Planning Commission and establish a date for hearing of the application. The application shall be heard and acted on by the Planning Commission in accordance with Minnesota Statute 15.99.
2. Hearing. The Planning Commission shall hold a hearing, preceded by mailed notice as required by Section 203, in consideration of granting the request. The Planning Commission shall review the application in accordance with the requirements of the Development Ordinance. Upon review of the application, the Planning Commission shall table the application for further consideration, approve the application with conditions thereof or deny the application and provide reasons thereof.
3. Notice and Hearing Procedure.
  - a. Mailed Notice. Notice of the purpose, time and place of a public hearing shall be mailed at least 10 days before the date of the hearing to each recorded owner of property within 150 feet of the perimeter of the property that will be the subject matter of the public hearing. An affidavit containing the names of the property owners and the addresses to which the notices were mailed shall be made a part of the record of the proceedings.
  - b. Failure to Give Notice. Failure to give mailed notice or defects in the notice shall not invalidate the proceedings provided a bona fide attempt has been made to comply with the mailed notice requirement.
4. Issuance and Conditions. If approved, the Planning Commission may impose conditions and safeguards therein to insure that the proposed use will not be detrimental to the health, safety or general welfare of the community and that the use is in harmony with the general purpose and intent of the Development Ordinance and the Comprehensive Guide Plan. If denied, the Planning Commission shall provide the reasons thereof.
5. Decision and Appeal. The Planning Commission has the authority to table, grant or deny the request in accordance with the requirements of the Development Ordinance upon majority vote of its membership. Decisions of the Planning Commission shall be final unless the applicant or other aggrieved party submits an appeal in accordance with Section 203.020(E), Appeals to Planning Commission Decisions.

## NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize approval of your request. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In so doing, you may reduce the time required by the City to act on your proposal.
4. Approved design review applications must be acted upon within one year from the date of approval or approval shall become null and void.
5. The applicant and/or property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any conditions(s) of any resulting approval or permit.

## DEFINITIONS

Accessory Structure, Detached. An accessory structure that is separated from the principal structure by at least 6 feet with no connecting structures except for at-grade sidewalks or pathways.

Building Height. Building height is measured from the highest roof peak to the lowest point at finished grade. Finished grade is the final grade upon completion of construction. Grade is defined as the lowest point within 5 feet of the building.

Foundation Area. That portion of the lot covered with roofed structures generally measured to the foundation or footings. Includes dwellings, attached accessory structures, cantilevered areas, detached accessory structures greater than 150 square feet in area, and covered porches, covered decks, and covered patios.

Impervious Surface Coverage. Any surface that prevents substantial infiltration of precipitation and prohibits the growth of vegetation. Such surfaces include, but are not limited to, driveways, parking lots, patios, roofs, sidewalks, streets, swimming pools and tennis courts. Impervious materials include asphalt; brick; concrete; crushed rock or stone; gravel; plastic; and stone. The Public Works Director shall determine whether any proposed surface or material is pervious or impervious. The use of the material shall be considered when making a determination of the pervious or impervious nature of any material, i.e., areas subject to repeated pedestrian and vehicular traffic become compacted and are considered impervious.

Landmark Tree. A well-shaped, healthy tree of significant age for its species with a trunk diameter as measured four and one-half feet above the ground that meets or exceeds the following: 15 inches - Ash, Birch, Black Cherry, Cedar, Maple, Pine, Spruce, Elm, Oak, and other species; and 30 inches - Box Elder, Cottonwood, and Willow.

Slope, Steep. Lands having average slopes over 12% as measured over horizontal distances of 50 feet or more, including all soils grouped in County Soil Survey Slope Classes C, D, E, F.

**RESIDENTIAL DESIGN REVIEW WORKSHEET**

*All information must be completed on this form for your Residential Design Review Application to be considered complete.*

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

**LOT COVERAGE**

Impervious surface coverage (see definitions) shall not exceed 30 percent.

Lot Area: \_\_\_\_\_ square feet

Allowed Lot Coverage: \_\_\_\_\_ square feet

Maximum of 30% of lot area

Does existing lot coverage exceed allowed lot coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

Existing Lot Coverage:		Proposed Lot Coverage:	
Dwelling:	square feet	Dwelling:	square feet
Attached Garage:	square feet	Attached Garage:	square feet
Detached Garage:	square feet	Detached Garage:	square feet
Boathouse:	square feet	Boathouse:	square feet
Shed:	square feet	Shed:	square feet
Driveway/Parking:	square feet	Driveway/Parking:	square feet
Walks/Paths:	square feet	Walks/Paths:	square feet
Patios/Concrete Pads:	square feet	Patios/Concrete Pads:	square feet
Other: (specify)	square feet	Other: (specify)	square feet
Other: (specify)	square feet	Other: (specify)	square feet
TOTAL:	square feet % of lot area	TOTAL:	square feet % of lot area

**BUILDING HEIGHT**

Maximum building height shall not exceed 28 feet as measured from highest roof peak to lowest point at finished grade on the street side of the dwelling, and the dwelling shall not exceed two stories as viewed from the street.

Proposed building height: \_\_\_\_\_ feet

**FOUNDATION AREA**

Foundation area (see definitions) of all structures shall be limited to 18 percent of the lot area or 1,600 square feet, whichever is greater. If the existing foundation area exceeds the allowed foundation area, the foundation area percentage may be maintained but not increased.

Lot Area: \_\_\_\_\_ square feet  
 Allowed Foundation Area: \_\_\_\_\_ square feet  
 Does existing foundation area exceed allowed foundation area? \_\_\_\_\_ Yes \_\_\_\_\_ No

Existing Foundation Area:		Proposed Foundation Area:	
Dwelling:	square feet	Dwelling:	square feet
Attached Garage:	square feet	Attached Garage:	square feet
Detached Garage:	square feet	Detached Garage:	square feet
Shed*:	square feet	Shed*:	square feet
Other (specify):	square feet	Other (specify):	square feet
TOTAL:	square feet	TOTAL:	square feet

\*Exclude if 150 square feet or less.

**BUILDING SETBACKS**

**Front (Street).** The required minimum front setback is 25 feet; however, if the existing setbacks for the two adjacent dwellings exceed this requirement, the setback for any new dwelling or new addition shall be equal to the average setbacks for the two adjacent dwellings, plus or minus 10 feet. In those cases where there is only one existing adjacent structure which has a setback greater than 25 feet, then the setback for the new structure or new addition shall be equal to the average of 25 feet and the setback of the existing adjacent structure, plus or minus 10 feet.

Existing Setback, Subject Property: \_\_\_\_\_ feet  
 Existing Setback, Adjacent Property 1: \_\_\_\_\_ feet  
 Existing Setback, Adjacent Property 2: \_\_\_\_\_ feet  
 Allowed Setback (Average of adjacent plus or minus 10 feet): \_\_\_\_\_ feet  
 Proposed Setback: \_\_\_\_\_ feet

**Side (Interior).** The required minimum setback for living area is 10 feet. The required minimum setback for accessory areas is 5 feet.

Existing Setback: \_\_\_\_\_ feet  
 Allowed Setback: \_\_\_\_\_ feet  
 Proposed Setback: \_\_\_\_\_ feet

**ARCHITECTURAL MASS**

The architectural design and mass of the structure is determined by the City to be compatible with the existing neighborhood character.

When determining compliance with the existing character of a neighborhood, the City considers: dwelling style (2-story walkout, rambler, etc.); roof design; garage width, height, and depth; garage style (attached versus detached); location and amount of driveway/parking/ sidewalk area; and/or the location and design of doors, windows, decks and porches.

The City may also restrict deck enclosures; prohibit accessory structures except for a garage; and require greater than standard setbacks.

Proposed Materials:

Building Walls: Primary \_\_\_\_\_  
Accent \_\_\_\_\_  
Trim \_\_\_\_\_

Proposed Colors:

Building Walls: Primary \_\_\_\_\_  
Accent \_\_\_\_\_  
Trim \_\_\_\_\_  
Roof: \_\_\_\_\_

LANDMARK TREES

Are any landmark trees (see definitions) proposed for removal as part of this project? Yes No  
If yes, how many? \_\_\_\_\_ (Identify trees to be removed on site plan.)

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