

# PLANNING ESSENTIALS: SITE AND BUILDING PLAN REVIEW

## HOW TO APPLY

Submit the following information:

- Site and building plan review application
- A currently certified Abstract of Title or an Owner's Duplicate Certificate of Title and copies of all unrecorded documents necessary to establish a legal or equitable interest by the applicant in the property involved
- Statement describing the intended use of the property
- Traffic study may be required, depending on size and location of proposal
- Site plan
  - Drawn to scale
  - Shows site dimensions including
    - Gross site area
  - Shows location and dimensions of existing development
    - Structures
    - Parking
    - Drives
    - Lighting
    - Easements
- Grading and drainage plan
  - Drawn to scale
  - Contour interval of two-feet
  - Show runoff route and calculation from roofs, parking lots, and other impervious surfaces
  - Location, size, and elevation of existing and proposed catch basins and storm sewer facilities
- Building elevations of proposed structure(s)
  - Drawn to scale
  - Shows exterior colors and materials
  - Shows screening for roof-mounted equipment
- Utility plan
  - Shows existing and proposed public and private utilities
- Landscape plan showing existing and proposed vegetation
- Sign plan showing type, size, and location of proposed signs
- Site lighting plan
- Erosion and sediment control plan
- Designation of environmentally sensitive area (wetlands, shoreland boundaries, etc.)



- Calculate square footage of impervious surface within the area
- Calculate quantity of soil to be graded, excavated, or filled
- One 8 1/2" x 11" and one 11" x 17" half-scale reproducible print for each required sketch, drawing, or plan
- Two 24"x36" copies of each plan sheet (if required by staff)
  - Digital Copies of plans can be submitted at [shoreviewmn.gov](http://shoreviewmn.gov)

## APPLICATION FEES

- Filing fee: \$500
  - Non-refundable

## PROCESSING YOUR APPLICATION

This request requires a public hearing. Staff will review the application in accordance with sections 203.020 and 203.041 of the city code. After review, staff will schedule a hearing.

- Notice:
  - Mailed notice:
    - Staff will provide written notice to property owners with 350 feet of the property 10 days before the public hearing
    - Notice will include the purpose, time, date and location of the public hearing
    - An affidavit with the names and addresses of the property owners will be a part of the meeting's record
  - The process will not be invalidated if:
    - Mailed notice did not occur
    - Defects in the notice occurred despite staff's attempt
- Review:
  - Planning commission will:
    - Hold a hearing and review the request according to city code
    - Make a recommendation to the city council for approval or denial and provide the reasons for it
      - The request can also be tabled for further review
  - City council will
    - Consider the request based on the planning commission's recommendation
    - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions.
  - If approved, the city council may impose conditions and safeguards that ensure the 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 comprehensive guide plan
- If denied, the city council will provide reasons for it
- Decision
  - Decisions are final

## MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

Applicant must get building and sign plans before beginning construction.

Applicant must get approval from watershed district on their own.

Before filling or excavating a wetland, the applicant may need approval from:

- Watershed district
- Minnesota Department of Natural Resources
- U.S. Corps of Engineers

## QUESTIONS?

Shoreview Community Development Department  
651-490-4680 | [shoreviewmn.gov](http://shoreviewmn.gov)

