

COLUMBIA HEIGHTS

SITE PLAN APPLICATION - SUBMISSION CHECKLIST

The City reserves the right to require additional submittal items if it is deemed necessary to act upon the Site Plan application. Engineering approval may also be required and must meet engineering requirements set by the City Engineer or contained in the City Code.

SITE PLAN DOCUMENTS AND REQUIREMENTS	RECEIVED
1. Three (3) sets of 24" x 36" blueprints	
2. Plans to be submitted should include (20) 11 x 17 copies to scale, (2) 8 ½ X 11 copies of the Storm Water Management Plan, and a PDF file of full plan set submitted digitally (including application and narrative). Note: Digital submissions MUST be 11 x 17 @ 300 dpi and file size must be under 20 mb.	
3. Photograph(s) showing location of proposal and its relationship to the site and existing buildings.	
4. Samples or photographs of building materials.	
5. Show adjacent roadways.	
6. Show north point indication.	
7. Date of plan preparation.	
8. Dates and description of all revisions.	
9. Scale of plan in both text and graphical format (engineering scale only, at 1"=50' or less).	
10. Legend of all symbols, abbreviations, and linework either in one centralized location or on each sheet.	
11. Engineering/architectural certification, in conformance with the State of Minnesota requirements, on each sheet	
Application form	
1. Completed application, with fee. (Application signed by both property owner and applicant).	
2. Detailed narrative of proposed use of the building. (See attachment "Required Findings").	
Site Plans	
1. Vicinity Map	
2. An accurately scaled site plan showing the location of proposed and existing buildings	
3. Existing and proposed topography	
4. Vehicular access and parking areas	
5. Landscape plan	
6. Elevation views and renderings of all proposed buildings and structures, specifying building materials	
7. Grading and drainage plan with existing and proposed two-foot contours	
8. All other site features	

ENGINEERING PLAN REVIEW CHECKLIST**RECEIVED**

The following items are required by the Public Works Department to be shown/provided as part of the application process

General

1. Easements over all utilities, ponds and drainage ways. Ponding easements to 100-year HWL, +2 or 5 vertical feet dependent on outletted (2) or landlocked (5) pond.
2. Estimated costs for utility and street work.
3. All existing easements must be shown on plan.
4. Four (4) sets of final (revised) plan sets to engineering.

Grading

1. Cut and fill quantity
2. Slopes not to exceed 4:1, public; 3:1 private; or retaining wall design
3. Erosion control plan.
4. Restoration process.
5. Show existing/proposed contours.
6. Certified grading plan (at completion).

Streets

1. Minimum cross section design.
2. Access for future developments, if possible.
3. Wear course: one year after base course.
4. Temporary cul-de-sacs, if needed.
5. ROW dedication = 60' or 80'.
6. Grades not to exceed 5% (arterial); 7% (collector); 8% (local).
7. Vertical curve length – 30 mph design (local).
8. Driveway spacing.
9. Traffic forecasts – Impact on existing system.
10. Street width and cul-de-sac diameter – 38' back to back & 96' diameter.
11. Cul-de-sac length less than 500'
12. No plantings in ROW or vision triangle.
13. Guardrails or bumpers on private streets and lots.
14. MnDOT and/or county access permit.

Sanitary Sewer

1. Size and type of pipe.
2. Manhole spacing.
3. Inverts adequate to serve all homes shown.
4. Capacity: existing & development demand.
5. Stub outs for existing homes.
6. Stub outs for future developments.
7. Services extended to property line w/ invert.
8. Public vs. private.

Watermain	RECEIVED
1. Residential or commercial demand.	
2. Size and type of pipe (lateral main: 8" min.)	
3. Gate valves – adequate for isolation. Located in street.	
4. Hydrant spacing – 450' to 500' on public roads; locate per UFC requirements. Typical 4' B/C.	
5. Loop watermain whenever possible.	
6. All services extended to property line.	
7. Oversize any long services.	
8. Stub outs for existing homes.	
9. Stub outs for future developments.	
10. Public vs. private.	
Storm Water Management	
1. Storm Water Management Plan	
2. NPDES Phase II requirements.	
3. Catch basin spacing and capacity.	
4. Storm sewer calculations and pipe sizing data (include catchment area map).	
5. Culverts – if needed.	
6. Maintain existing drainage ways & pond capacities.	
7. Lowest building opening at least 2' above HWL or 5' if landlocked.	
8. Public sewer if in public streets or in/out of ponds.	
9. Private sewer if in private streets or parking lots.	
10. No outlets in areas that would cause erosion.	
11. Easement for future pond outlets.	
12. Pond skimmers.	
13. DNR and/or MnDOT permits.	

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AGENCY APPROVALS CHECKLIST

MINOR SUBDIVISION (LOT SPLIT) DOCUMENTS AND REQUIREMENTS	RECEIVED
Grading	
MnDNR	
US Army Corp of Engineers	
MPCA-NPDES (>1 acres disturbed)	
Watershed District (when directed)	
Sanitary Sewer	
MPCA – Sewer extension	
Met Council Waste Water Services (Send MPCA Permit and Location Map)	
Watermain	
MN Department of Health	
Storm Sewer	
MnDNR	
Miscellaneous	
Anoka County – Access/Entrance; Utility Drainage; Other	
MnDOT – Access/Entrance; Utility/Drainage; Other	
Other _____	
Other _____	

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The purpose of the Site Plan review process is to promote the efficient use of land and visual enhancement of the community, ensure that newly developed and redeveloped properties are compatible with adjacent development, and that traffic conflicts, public safety and environmental impacts are minimized to the greatest extent possible.

REQUIRED FINDINGS

Required findings: The Development Review Committee shall conduct the administrative review of all site plan approval requests. All findings and decisions of the Committee shall be forwarded to the Planning and Zoning Commission for final decision, unless the Zoning Administrator determines that Development Review Committee approval of site plan is sufficient. The Planning and Zoning Commission shall make each of the following findings before approving the site plan:

- (a) The site plan conforms to all applicable requirements of this article.
- (b) The site plan is consistent with the applicable provisions of the city's comprehensive plan. (c) The site plan is consistent with any applicable area plan.
- (d) The site plan minimizes any adverse impacts on property in the immediate vicinity and the public right-of-way.

Conditions of approval: The Development Review Committee and the Planning and Zoning Commission may impose conditions of approval on any site plan and require guarantees deemed necessary to ensure compliance with the requirements of this section.

Changes to approved site plan: An approved site plan may not be changed or modified without the approval of the City Zoning Administrator. If the proposed change is determined by the Zoning Administrator to be minor in nature, a revised site plan may not be required. In all other cases, a revised site plan shall be submitted for review and approval in accordance with this section.

Expiration of site plan approval: The approval of a site plan by the Planning and Zoning Commission shall be valid for a period of one year.