

Case File No. \_\_\_\_\_  
Property Identification No. \_\_\_\_\_



## City of Prior Lake APPLICATION FOR SITE PLAN APPROVAL

Requested Action	Brief description of proposed project <small>(Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary).</small>

<b>Applicant:</b> _____
<b>Address:</b> _____
<b>Telephone:</b> _____ (home) _____ (work) _____ (cell)
<b>Email:</b> _____

<b>Property Owners</b> (if different than applicant): _____
<b>Address:</b> _____
<b>Telephone:</b> _____ (home) _____ (work) _____ (cell)
<b>Type of Ownership:</b> <input type="checkbox"/> Fee <input type="checkbox"/> Contract for Deed <input type="checkbox"/> Purchase Agreement
<b>Email:</b> _____

<b>Legal Description of Property</b> (Attach additional pages if necessary): 
<b>PID of Property:</b> _____
<b>Address of Property:</b> _____

**To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff.**

\_\_\_\_\_  
**Applicant's Signature** **Date**

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Fee Owner's Signature** **Date**

\_\_\_\_\_  
**Fee Owner's Printed Name**

# PROCEDURE FOR AN APPLICATION FOR SITE PLAN APPROVAL

**Overview:** The site plan review procedure is an administrative review performed by City staff for uses which, because of their nature, operation and location in relation to other uses, require a more thorough review procedure. The purpose of this procedure is to identify all relevant issues and permit requirements prior to the application for a building permit.

**Pre-Application Procedure:** Prior to submitting an application for Site Plan approval, applicants are encouraged to meet with City Staff to discuss the following:

- City Plans and policies that might relate to or affect the property.
- Preliminary development or building plans for the property.

**The applicant is responsible for understanding the requirements of the City Zoning Ordinance,** including setbacks, landscaping, parking, required improvements, submittal requirements, signs, and so on. City Staff will also advise you of other potential governmental jurisdiction involvement.

The following must be brought to the pre-application meeting:

- The location of the property; and
- Any preliminary plans developed for the property.

If a decision is made to proceed after the advisory meeting or meetings, a formal application is made.

**Process:** Within ten (10) business days of submission of the application, the applicant will receive formal, written notice from the City about whether the application is complete. The Community Development Department will refer the application to City Departments and to other interested parties. The Community Development Department will then review the proposed development for compliance with the provisions of the Zoning Ordinance, the Subdivision Ordinance and other applicable ordinances. Within 60 days of receipt of a complete application, the Community Development staff will take action to approve or deny the application.

## APPLICATION INSTRUCTIONS

***No application will be considered until all required information is submitted. The following information, along with the attached checklist, is required for a complete application. The City also reserves the right to request additional information when needed to review an application.***

- **Application Fee:** Check payable to the “City of Prior Lake”. The filing fee is \$255.00.
- **Signed Application:** A completed application form signed by the owner or owners of the property. Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.
- **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

# SITE PLAN APPLICATION CHECKLIST

**PROJECT NAME:** \_\_\_\_\_

**DEVELOPER:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>FILE NUMBER</b>
<b>DATE SUBMITTED</b>
<b>REVIEWED BY</b>

For City Use Only

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
The following data is required as part of a Site Plan application according to the City of Prior Lake Zoning Ordinance.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by city staff to ensure required materials were submitted.
<b>Application</b>		
1. A complete Application Form, signed by the applicant and the fee owner of the property.		
2. The name, address and telephone number of the owner, the owner's agent, the applicant, surveyor and designer of the project.		
3. The required filing fee of \$255.00.		
4. Five (5) full copies and one 11" X 17" reduction of each sheet		
<b>5. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1- 2 and 4 as listed above and any additional information required (see page 2 of this application, required information) or as suggested by Staff to:</b> <a href="mailto:speppin@cityofpriorlake.com">speppin@cityofpriorlake.com</a> <b>2- If over 10MB in size please send/use with any of the following options:</b> <b>Dropbox, weblink to FTP site, or disk drive.</b>		

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
<b>Required Information (Section 1108.903):</b>		
1. A certificate of survey of the property;		
2. A detailed site plan based on the current survey. The site plan must include the following information:		
a. Site dimensions		
b. Site conditions and existing development on the subject property and immediately adjacent properties.		
c. The proposed use of all areas of the site.		
d. The proposed density, type, size and location of all dwelling units, if dwelling units are proposed.		
e. The general size, location and use of any proposed nonresidential buildings on the site.		
f. All public streets, entrance and exit drives, and walkway locations.		
g. All parking areas.		
h. Trash enclosures.		
i. Outdoor mechanical equipment.		
3. Landscaping Plans, including irrigation plans.		
4. A tree inventory and tree preservation plan.		
5. Lighting plans showing all outside and building exterior lighting.		
6. Signage Plans.		
7. Grading and erosion control plan, including storm water drainage calculations		
8. Utility plans.		
9. A fire protection plan identifying fire lanes, hydrant locations, post indicator valves and Siamese connections.		
10. Building plans, including exterior wall elevations, exterior building materials and cross section floor layouts.		
11. Any other information the City may request to determine whether the proposed project meets the requirements of this subsection.		
<b>Summary Sheets which include the following:</b>		
1. Proposed densities, ground floor area and floor area ratios.		
2. Acreage or square footage of individual land uses on the site.		