

APPENDIX B. SUBMISSION REQUIREMENTS

Rezoning Application

The following shall be submitted as part of a rezoning application:

1. Give the name(s) of the petitioner(s), and the petition shall be signed by each of them. The address of each petitioner shall be given.
2. Specific description of the area to be rezoned.
3. Statement of the present zone classification of the area and the proposed zone classification.
4. Statement of how the rezoning will fit in the general zoning pattern of the neighborhood and the zoning plan of the entire city.
5. A map showing the property to be rezoned.

PUD General Development Plan Amendment Application

The following shall be submitted as part of a PUD General Development Plan Amendment application:

A map (e.g. plat map) showing the property to be rezoned and all abutting or nearby public streets.

A site plan drawn to scale, showing the following, must accompany the application form (complete with applicant(s) and owner(s) signatures):

1. Existing and any proposed uses
2. All buildings and structures
3. Parking stall and drive areas
4. Sign structures
5. Landscaping/vegetative features, wetlands, and other significant land forms/features
6. Paved and gravel surfaces

One full-size site plan and one 11" x 17" site plan are required. Planning & Zoning Department staff may waive submission of the full-size site plan, when appropriate.

Create or Amend a Medical Service District Zoning District Application

The following shall be submitted as part of an application to create or amend a Medical Service District Zoning District:

A site plan, drawn to scale, must accompany the application form (complete with applicant(s) and owner(s) signatures). The site plan showing the general layout of the entire area must include:

1. Traffic pattern plan
2. Parking plan
3. Access points
4. Proposed district boundary and ownership
5. Location and square footage of all existing and proposed future structures and uses
6. Applicable building density information
7. Landscaping plan
8. Exterior signage
9. Estimates of traffic and land impacts on surrounding public streets

One full-size site plan and one 11" x 17" site plan are required. Planning & Zoning Department staff may waive submission of the full-size site plan, when appropriate.

A map (e.g. plat map) showing the subject property and all abutting or nearby public streets is required. The map must not be larger than 11" x 17".

Temporary Excavation Permit Application

The following shall be submitted as part of a temporary excavation permit application:

A site plan drawn to scale, showing the following, must accompany the application form (complete with applicant(s) and owner(s) signatures):

1. Property lines and dimensions
2. Size, location, and use of all existing and future buildings, excavation areas, processing areas, and stockpiles
3. Parking stalls and drive areas
4. Points and widths of ingress and egress
5. Proposed elevations, drainage and access routes to be used in hauling to and/or from the site and its frequency
6. Proposed elevations, drainage, and access routes to be used in hauling to and/or from the site and its frequency

One full-size site plan and one 11" x 17" site plan are required. Planning & Zoning Department staff may waive submission of the full-size site plan, when appropriate.

Variance Application

The following shall be submitted as part of a variance application:

A site plan drawn to scale, showing the following, must accompany the application form (complete with applicant(s) and owner(s) signatures):

1. Property lines
2. Size, location, and use of all existing and proposed buildings
3. Parking stalls and drive areas
4. Sign structures
5. Landscaping/vegetative features, wetlands, and other significant land forms/features
6. Paved and gravel surfaces

One full-size site plan and one 11" x 17" site plan are required. Planning & Zoning Department staff may waive submission of the full-size site plan, when appropriate.

Conditional Use Permit Application

The following plans, drawn to scale, shall be submitted as part of a conditional use permit application:

1. Location of the lot and all existing and proposed structures and/or uses on the lot.
2. Dimensions of the lot and all existing and proposed structures and/or uses on the lot.
3. Elevations (topography) of the lot, streets, sanitary and water facilities.
4. Points of access to and from the lot.

If the conditional use permit is for land within the Scenic Rivers District, the following shall also be submitted as part of a conditional use permit:

1. All applications for a conditional use permit shall be accompanied by a map showing all lands within one-quarter mile of the affected property together with the names and addresses of the owners of the land in such areas or the nearest ten property owners, whichever will provide notice to the greatest number of landowners.
2. In order to secure information upon which to base its determination, the Zoning Board of Appeals may require the applicant to furnish, in addition to the information required for a permit, the following information:
 - a. A plan of the area showing contours, soil types, high water mark, ground water conditions, bedrock, slope and vegetative cover.
 - b. Location of buildings, parking areas, traffic access, driveways, walkways, piers, open spaces and landscaping.
 - c. Plans of buildings, sewage disposal facilities, water supply system and arrangement of operations.
 - d. Specification for areas of proposed filling, grading, lagooning or dredging.
 - e. Other pertinent information necessary to determine if the proposed use meets the requirements of this Ordinance. The Zoning Board of Appeals, in evaluating each application, may request that other state or federal agency make available expert assistance when possible.

If the conditional use permit is for land within the Floodplain Overlay District, the following shall also be submitted as part of a conditional use permit:

1. Plans in triplicate drawn to scale showing the nature, location, dimensions, and elevation of the lot, existing or proposed structures, fill, storage of materials, flood-proofing measures, and the relationship of the above to the location of the stream channel.
2. Specifications for building construction and materials, flood-proofing, filling, dredging, grading, channel improvement, storage of materials, water supply and sanitary facilities.
3. Transmit one copy of the information described in subsection 4.3-1 above to a designated engineer or other expert persons or agency for technical assistance, where necessary, in evaluating the proposed project in relation to flood heights and velocities, the seriousness of flood damage to the use, the adequacy of the plans for protection, and other technical matters.

Special Exceptions Permit Application

The following shall be submitted as part of a special exceptions permit application:

A site plan drawn to scale, showing the following, must accompany the application form (complete with applicant(s) and owner(s) signatures):

1. Property lines and dimensions
2. Size, location, and use of all buildings
3. Parking stalls and drive areas
4. Points and widths of ingress and egress
5. Recreation and other open space areas
6. Facilities and uses of recreation areas
7. Landscaping features on the property, such as sod, seeded grass, trees, including species and size at time of planting, ornamental shrubs and bushes, including species and size at time of planting; flower gardens, landscape rock, patios, sidewalks, and other paved surfaces
8. Other property or use related information as deemed necessary to evaluate the request for a special exceptions permit.

One full-size site plan and one 11" x 17" site plan are required. Planning & Zoning Department staff may waive submission of the full-size site plan, when appropriate.

Land Use Change Permit Application

The following shall be submitted as part of a rezoning application:

A site plan drawn to scale, showing the following, must accompany the application form (complete with applicant(s) and owner(s) signatures):

1. Property lines and dimensions
2. Size, location, and use of all buildings
3. Parking stalls and drive areas
4. Points and widths of ingress and egress
5. Recreation and other open space areas
6. Facilities and uses of recreation areas
7. Landscaping features on the property (sod, seeded grass, trees, including species and size at time of planting, ornamental shrubs and bushes, including species and size at time of planting; flower gardens, landscape rock, patios, sidewalks, and other paved surfaces)
8. Property or use-related information as deemed necessary to evaluate the request for a land use change permit

One full-size site plan and one 11" x 17" site plan is required. Planning & Zoning Department staff may waive submission of the full-size site plan, when appropriate.

Sign Permit Application

The following shall be submitted as part of a Sign Permit application:

1. Name, address and telephone number of the applicant.
2. Location of building, structure or lot to which, or upon which, the sign is to be attached or erected.
3. Drawing of the sign showing dimensions and describing the face of the sign.
4. Upon Request: Give a copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinances.
5. Name of person, firm, corporation or association erecting sign.
6. Written consent of the owner of any vacant land on which the sign is to be located.
7. Such other information as the Building Inspector requires to show full compliance with this and all other laws and ordinances of the City.

Floodway and Flood Fringe District Determinations within the General Floodplain District

Upon receipt of an application for a permit or other approval within the General Floodplain District, the applicant shall be required to furnish such of the following information as is deemed necessary by the Zoning Administrator for the determination of the regulatory flood protection elevation and whether the proposed use is within the Floodway or Flood Fringe District:

1. A typical valley cross-section(s) showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development, and high water information.
2. Plan (surface view) showing elevations or contours of the ground, pertinent structure, fill, or storage elevations, the size, location, and spatial arrangement of all proposed and existing structures on the site, and the location and elevations of streets.
3. Photographs showing existing land uses, vegetation upstream and downstream, and soil types.
4. Profile showing the slope of the bottom of the channel or flow line of the stream for at least 500 feet in either direction from the proposed development.

The applicant shall be responsible to submit one copy of the above information to a designated engineer or other expert person or agency for technical assistance in determining whether the proposed use is in the Floodway or Flood Fringe District and to determine the regulatory flood protection elevation. Procedures consistent with Minnesota Regulations, Parts 6120.5000 - 6120.6200 and 44 Code of Federal Regulations Part 65 shall be followed in this expert evaluation. The designated engineer or expert is strongly encouraged to discuss the proposed technical evaluation methodology with the respective Department of Natural Resources' Area Hydrologist prior to commencing the analysis. The designated engineer or expert shall:

1. Estimate the peak discharge of the regional flood.
2. Calculate the water surface profile of the regional flood based upon a hydraulic analysis of the stream channel and overbank areas.
3. Compute the floodway necessary to convey or store the regional flood without increasing flood stages more than 0.5 foot. A lesser stage increase than 0.5 foot shall be required if, as a result of the additional stage increase, increased flood damages would result. An equal degree of encroachment on both sides of the stream within the reach shall be assumed in computing floodway boundaries.
4. The Zoning Administrator shall present the technical evaluation and findings of the designated engineer or expert to the City. The City must formally accept the technical evaluation and the recommended Floodway and/or Flood Fringe District boundary or deny the permit application. The City, prior to official action, may submit the application and all supporting data and analyses to the Federal Emergency Management Agency, the Department of Natural Resources or the Planning Commission for review and comment. Once the Floodway and Flood Fringe District Boundaries have been determined, the City shall refer the matter back to the Zoning Administrator who shall process the permit application consistent with the applicable provisions of this Code.

Land Use / Zoning Permit Application

The following shall be submitted as part of a land use / zoning permit application:

A site plan drawn to scale, showing the following, must accompany the application form (complete with applicant(s) and owner(s) signatures):

1. Property lines and dimensions
2. Size, location, and use of all buildings
3. Parking stalls and drive areas
4. Points and widths of ingress and egress
5. Recreation and other open space areas
6. Facilities and uses of recreation areas
7. Landscaping features on the property (sod, seeded grass, trees, including species and size at time of planting, ornamental shrubs and bushes, including species and size at time of planting; flower gardens, landscape rock, patios, sidewalks, and other paved surfaces)
8. Property or use-related information as deemed necessary to evaluate the request for a land use change permit

One 11" x 17" site plan is required along with a \$20 fee.