



Planning & Zoning Department

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Site Plan Review Checklist

General Information

Before a building permit will be issued for the new construction or expansion of any principal or accessory structure, a site plan must be submitted for review. In the case of new construction of principal structures (not additions or accessory buildings, unless required by the City due to complexity of the site),

The Zoning Administrator shall approve a site plan for a single family or two family principal structures or for any accessory structure which meets all of the requirements of the City Zoning Code. Site plans for commercial, industrial, public and multi-family (greater than a two-family house) principal structures, and for any other structures for which the Zoning Administrator is unable to make a final determination as to whether they meet all zoning and performance requirements, will be submitted for review by the Planning Commission and City Council (Ref: Annandale City Zoning Ordinance Section 150.40).

THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ORDER FOR A SITE PLAN REVIEW APPLICATION TO BE CONSIDERED COMPLETE (THE ZONING ADMINISTRATOR MAY WAIVE ANY ITEM BY INITIALING NEXT TO THE CHECK BOX).

- Schedule a pre-application meeting with the Planning Department to discuss project and what will be needed in order to complete the application. Date: _____
- All requested information must be submitted at least thirty (30) days before the Planning Commission meeting in which the permit is to be reviewed. Please refer to the "Application Deadlines and Hearing Dates" document for specific deadlines.
- Submit the Application of Planning Consideration to the Planning Department.
- Submit the Site Plan Review application fee as prescribed in the City Fee Schedule.
- Submit to scale, eight (8) full size site plans, two (2) 11"x17", and one (1) electronic copy of the following to the Planning Department:
 - Survey showing:
 - North arrow
 - Legal description of the property

- Names of all abutting streets
 - Dimensions of all lot lines, setbacks, and easements of record
 - Parking, ingress and egress, and traffic flow design
 - Site grading plan, stormwater drainage plans and other utility location
 - Sanitary sewer and water plan
 - Fire protection including hydrants
 - Pavement design, proposed landscaping and lighting designs and signage plans
 - Grade elevations at the lot corners, crown of street, existing and proposed at all major corners of proposed structures, proposed lowest floor, proposed garage floor, and proposed top of foundation
 - Any other site related information which may be requested by the Administrator, City staff, consultants, or the Planning Commission or City Council.
 - Significant trees and existing vegetation
 - Wetlands on property and adjacent to property line
 - Impervious surface calculations
 - Shoreland Overlay district if applicable
 - If located within a floodplain, FEMA Floodplain ordinary and high water levels.
- Site Plan of proposed improvements showing the following:
 - Location and dimensions of all buildings, parking areas, storage areas, driveways, access points, and berms
 - Setbacks from front, side and rear lot lines
 - Easements
 - Natural Resource Preservation and Mitigation Plan
 - Landscape Plan including species and sizes
 - Drainage and stormwater plan
 - Utility Plan
 - Signage Plan
 - Lighting Plan
 - Floor plan and building elevations, including building materials of all sides of the building.
- Color Rendering
 - Submit a table of all proposed uses by type and square footage, including estimated water and sewage usage.
 - Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development
 - Obtain approval from the Watershed District in which the property is located.

Process following application completion (Ref. Annandale City Zoning Ordinance Section 150.40):

The Planning Commission shall review and comment on the site plan and the recommendation of the Planning Commissions shall be forwarded to the City Council. The applicant shall have the option of bringing the same site plan to the Council for approval, or of making revisions to the site plan which are recommended by the Planning Commission prior to submitting the same to the Zoning Administrator for Council review and approval.

The City Council, after receipt of the Planning Commission's recommendation, shall review the plan and approve, deny, or recommend revisions to the site plan. No building permit shall be issued for the development until the final site plan approval has been given by the Council. No Certificate of Occupancy shall be issued until all improvements shown on the approved site plan are completed or, in the discretion of the City Council, a performance bond is given guaranteeing the completion. A bond or letter of credit may be required by the City Council to warrant certain conditions for one or two years after the Certificate of Occupancy is issued.

The City Council may require additional studies, consultant reports, or other documentation in order to determine the impacts of specific site plans. If requested by the Council, the cost of such additional studies, including time spent by the City Engineer, shall be paid by the applicant for site plan approval.

Further question or information:

Feel free to contact the Planning & Zoning Department at 320.274.3055

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