



D E P A R T M E N T O F

# Community Development

PLANNING DIVISION

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## How to Request a Site Plan Review

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A Site Plan Review application is required when the site of a particular land use requires City Council approval.

**Purpose.** This section establishes Site Plan Review procedures and provides regulations pertaining to the enforcement of site design standards consistent with the requirements of this chapter. These procedures are established to promote high quality development to ensure the long-term stability of residential neighborhoods and enhance the built and natural environment within the city as new development and redevelopment activities occur.

**The first step** in applying for a Site Plan Review is to contact the Department of Planning and Development. If you choose to pursue a Site Plan Review request, a pre-application meeting should be arranged with the Planning Staff.

**Pre-Application Meeting:** This meeting should be scheduled with the Planning Staff prior to the application submittal.

The purpose of this meeting is to be advised how the City's policies and plans might affect your project and to assign a Staff representative to help you coordinate your application submittal. The Planning Staff will provide you with a preliminary review for your project. **The applicant must be responsible for understanding City Code Section 152.033 "Site Plan Review."** Based on this meeting, a decision can be made whether to submit a formal Site Plan Review application. The Planning Staff will also try to advise of other potential governmental jurisdiction involvement. The following items must be brought to the Pre-Application Meeting:

1. The address or location of the property.
2. Any preliminary plans developed for the property.

To avoid any potential delay in processing plans or applications, it is advisable to submit the application several days prior to the official deadline. No application will be scheduled for a Planning Commission Public Hearing until all required information is submitted.

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## SUBMITTAL REQUIREMENTS:

- Application Fee:** Check payable to the “City of Brooklyn Park.” The non-refundable application and an area identification sign fee for a Site Plan Review is **\$350**. There is also an escrow deposit of **\$1,000**, which is used to pay for City Staff time spent reviewing the application and legal notices. **Please note that additional escrows and sureties will be required for on (and off) site improvements after approval and prior to release of the Site Plan Review.**
  
- Signed Application:** Include authorization from the property owner on the application form or by attached letter if an agent signs the application.
  
- Project Narrative:** Addressed to *Planning Commission and City Council* including the following:
  - a. Property address and name of project
  - b. Description of request (i.e. Site Plan Review to construct an office building)
  - c. Statement of use, including type of business or housing
  - d. Description of existing conditions and any changes that are proposed to the property
  - e. Primary Contact information (Name, address, telephone number) for the following: Property Owner, Business Representative, Developer, Architect, Engineer, Surveyor, Landscape Architect, and Builder
  
- Plans:** Initial submission of four (4) sets of full size prints and fifteen (15) sets of 11” × 17” size prints, **ALL FOLDED** to 8½” x 11”. Please combine and fold plans into full sets. If adjacent to County or State Road additional full size prints may be required. In addition a PDF should be emailed to the assigned Planner. Additional drawing submittals or revision may be required for the Planning Commission and/or City Council meetings. The following drawings shall be submitted:
  - 1. Certificate of Survey illustrating existing conditions complete with boundary topography and significant natural features. In addition, a complete legal description, the property description number(s), address and site location map shall be provided.
  - 2. Scaled Elevations and Floor Plans of proposed structures.
  - 3. Color Rendering of proposed structures from the primary adjacent street.
  - 4. Site plans including the following (drawn at an appropriate engineering scale):
    - a) Square footage and percentage of coverage for the following: total site, building, hard surface, parking and landscaped areas.
    - b) All buildings, structures, walls and fences: location, size, height, elevations, finished materials and conceptual floor plans with proposed use and square footage.
    - c) Off-street parking: locations, layout, dimensions, circulation, landscaped area square footage, total number of stalls required/provided and proposed surface, curb and gutter details.
    - d) Access: pedestrian, vehicular, service and points of ingress/egress.
    - e) Loading: location, dimensions, number of spaces, internal circulation.
    - f) Lighting: location, height, design, and detail. Lighting contours may be requested by

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staff as necessary.

- g) Signs: proposed location, size, height, material and illumination.
- h) Landscaping: with a schedule of the plantings showing quantities, botanical and common name, sizes, root type; also size and location of existing trees.
- i) Outdoor storage activities, where permitted in the district: type, location, and material.
- j) Height, location, and finished materials of screening devices (fences, retaining walls etc.
- k) Trash enclosures and recycling facilities: location, size and finished materials.
- l) Conceptual drainage and grading plan for site, showing proposed finished floor elevation of each building, street, parking, catch basin run and invert elevations and drainage flow. Retention and/or sedimentation of storm water runoff may be required for the site. The applicant should discuss these requirements with the Engineering Department prior to the development of a final site plan.
- m) Easements and location of utilities serving the proposed development.

## PROPERTY OWNERS LIST:

A list of property owners within a 500-foot radius of the subject property will be created by the City of Brooklyn Park as required by State Statutes. A fee of \$1.00 per name will be charged against the escrow account that is established by the applicant. If the subject property is within 500 feet of the city limits, a list of property owners should be obtained by calling the Hennepin County Auditor, Property Description Office, 6th Floor Administration Tower, Hennepin County Government Center (612-348-3271).

**Note:** No applications will be accepted unless all of the required materials and information are complete and accurate. An application for specific hearing date(s) must be received no later than 5:00 PM of the corresponding application deadline date. There will be no exceptions to this policy. The applicant or a designated representative is required to attend the Planning Commission and City Council meetings.

**SPECIAL NOTE:** You will also need to apply for a building permit and it could take up to four (4) weeks to process that permit through the building permit review process.

You may apply for a permit and have a building permit review proceeding concurrently with the Site Plan Review period. However, if the Site Plan Review is not approved, the money, which has been spent during the building plan review, will be lost.