



Application Date:	
Fee: \$400	Escrow: \$550

SITE PLAN

The City Council declares it necessary and appropriate to require site plan approval of development in certain districts to preserve and promote attractive, well-planned, stable, urban conditions. This includes all proposed multiple-family dwellings (3 or more units), mobile homes, commercial and industrial developments, and all proposed developments in Wetland Districts. Site Plan approval by the City Council must be obtained before a Building Permit is issued.

PARCEL IDENTIFICATION NO (PIN):		COMP PLAN FUTURE LAND USE:
LEGAL DESCRIPTION:		ZONING DISTRICT:
		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i>		
<ol style="list-style-type: none"> Chapter 25 Zoning, Sec. 25-3-800 Procedure for Site Plan Approval City of Oakdale Comprehensive Plan 		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made at least 30 days prior to the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CTY – City Staff check list

AP	CTY	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<p>Existing Site Conditions: A scalable existing conditions analysis, including 100-feet of the abutting properties of record, should include the following: (All plans shall be at a scale not smaller than 1" = 100')</p> <ul style="list-style-type: none"> ▪ Topographic Map, contour interval of 2' or less, north arrow, and date of survey ▪ Location and extent of tree cover, including identification of significant trees ▪ Existing easements, including pipelines and power lines ▪ Location and extent of wetlands and streams ▪ Existing drainage patterns ▪ Soil conditions as they affect development <p>COPIES: 3 - 2 Full Size, 1 Reproducible copy at 11" x 17" or 8 1/2" x 11" format</p>

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<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Engineering / Grading Plan:</u> (All plans shall be at a scale not smaller than 1" = 100')</p> <ul style="list-style-type: none"> ▪ Name and address of the owner, developer, site planner, engineer and surveyor ▪ Legal description, acreage of site, property boundary and dimensions, date of preparation and north arrow ▪ Proposed construction grading plan and an erosion control plan ▪ Final grading plan ▪ Proposed topographic contours at a minimum interval of two feet ▪ Proposed surface water holding ponds, drainage ditches, and drainage patterns ▪ Existing and proposed watermains, storm and sanitary sewer, electric, natural gas and telephone ▪ On-site and adjacent streets and right-of-way ▪ Location of existing streets, property lines, easements, water bodies, streams and other features within 100' of the boundary of the proposed subdivision ▪ Indication of height above mean sea level of the lowest floor <p>COPIES: 3 - 2 Full Size, 1 Reproducible copy at 11" x 17" or 8 1/2" x 11" format</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Site Design & Landscaping Plan:</u> (All plans shall be at a scale not smaller than 1" = 100')</p> <ul style="list-style-type: none"> ▪ Buildings and structures, both on the site and within 100 feet of the perimeter ▪ Detailed landscaping plan showing plantings, equipment, etc. ▪ Location and extent of tree cover, including identification of significant trees ▪ Parking facilities ▪ Wetlands ▪ Sidewalks, walkways, driveways, loading areas and docks, bikeways ▪ Traffic flow (on-site and off-site) ▪ Fences and retaining walls ▪ Exterior signs ▪ Exterior lighting (include a photometric plan) ▪ Exterior refuse collection areas <p>COPIES: 3 - 2 Full Size, 1 Reproducible copy at 11" x 17" or 8 1/2" x 11" format</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Cross Sections:</u> Cross section of property, including elevations, if requested</p> <p>COPIES: 3 - 2 Full Size, 1 Reproducible copy at 11" x 17" or 8 1/2" x 11" format</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Elevation Drawings:</u> Elevation drawings of all proposed structures and buildings, with dimensions</p> <p>COPIES: 3 - 2 Full Size, 1 Reproducible copy at 11" x 17" or 8 1/2" x 11" format</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Land Use Statistics:</u> Proposed location and quantities of land uses, broken out as percentages of the total project area, as well as in acres. Uses to break out: <i>Residential, Common Open Space, Public Open Space, Streets, Commercial, Industrial Office</i> Include dwelling unit density and site coverage in percent and square footage.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Listing of gross square footage of existing and proposed structures.
<input type="checkbox"/>	<input type="checkbox"/>	A staging plan for a project involving more than one construction season.
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.

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<input type="checkbox"/>	<input type="checkbox"/>	Names and address of ALL owners, and any other person having legal interest, of the property
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan submittal form completed and signed by all necessary parties
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$400
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$550

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
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Review and Recommendation by the Planning Commission. The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval or continue the application.

Review and Decision by the City Council. The City Council shall review the application at the next meeting after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for site plan.

Approval of the site plan is tentative, involving merely the general acceptability of the layout. Subsequent approval may be required of the engineering proposals pertaining to water supply, storm drainage, sewage disposal, gas and electric service, grading, gradients, roadway widths and the surfacing of streets.

This application must be signed by all owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Applicant

Date