

TO BE SUBMITTED WITH APPLICATION

For Site Plan Review/Building Permit Authorization:

1. **Site Plan:** Three full-sized scale drawings, two 11" x 17" copies (suitable for photocopying), and one 8 ½" x 11" reduction (in lieu of 11"x17" & 8 ½" x 11" drawings, an electronic PDF version on CD or flashdrive will be accepted). Show the locations of all buildings, structures, driveways, curbs, plazas, parking lots, fences, landscaped areas, trash receptacles, freestanding signs, and other important site features. A mass model may be required for multi-family, commercial and industrial projects.
2. **Landscape Plan:** Three full-sized scale drawings, two 11" x 17" copies (suitable for photocopying), and one 8 ½" x 11" reduction (in lieu of 11"x17" & 8 ½" x 11" drawings, an electronic PDF version on CD or flashdrive will be accepted). Show size, location, quantity, caliper and species of all plant materials, including ground covers, and the availability of water. The City also requires a plan completed by a registered landscape architect for all multi-family, commercial and industrial projects in excess of \$1,000,000 (one million dollars). A landscaping bond may also be required.
3. **Building Elevations:** Three full-sized scale drawings, two 11" x 17" copies (suitable for photocopying), and one 8 ½" x 11" reduction (in lieu of 11"x17" & 8 ½" x 11" drawings, an electronic PDF version on CD or flashdrive will be accepted). Show exterior construction, building signs, materials and colors.
4. **Grading and Drainage Plan:** Three full-sized scale drawings, two 11" x 17" copies (suitable for photocopying), and one 8 ½" x 11" reduction (in lieu of 11"x17" & 8 ½" x 11" drawings, an electronic PDF version on CD or flashdrive will be accepted). Show how site drainage and erosion control will be provided.
5. **Application Escrow Agreement** and determined cash deposit.

For Public Hearing Items (must be received no later than three weeks prior to public hearing date):

1. Exact legal description and Dakota County property identification number of all properties within 350 feet of the subject parcel, **INCLUDING THE SUBJECT PARCEL.**
2. Abstractor's certificate of property ownership of all parcels within 350 feet.
3. Mailing labels for the property owners identified within 350 feet of the subject parcel.
4. **For Preliminary Plats Only** (plat, grading & utility plans):
Three full-sized scaled drawings.
Two copies of the drawing, 11" x 17" or smaller (suitable for photocopying) [in lieu of 11"x17" drawings, an electronic PDF version on CD or flashdrive will be accepted).
One 8 ½" x 11" reduction of the drawing (in lieu of 8 ½" x 11" drawings, an electronic PDF version on CD or flashdrive will be accepted).
5. Application Escrow agreement and determined cash deposit.

For Final Plat:

1. Three full-sized copies and one set of 11" x 17" reductions (in lieu of 11"x17" drawings, an electronic PDF version on CD or flashdrive will be accepted) of the draft final plat.
2. Abstract or Certificate of Title, if necessary.
3. Any easements as required by the city (for roads, parks, storm water drainage, etc.).
4. Application Escrow agreement and determined cash deposit.

For Variance:

1. Exact legal description of the property.
2. Survey of the property showing the proposal.
3. Scaled, dimensioned plans.
4. Application Escrow agreement and determined cash deposit.

Application Escrows and Financial Securities:

An **Application Escrow** and Deposit Agreement are collected with a land use application to pay for the review of a land use application by City consultants such as Attorneys, Traffic Engineers, and Soil & Water Engineers. A deposit agreement must be executed that states that the applicant will replenish the account balance when it falls below \$500. The balance of the escrow will be refunded after the City determines that there are no outstanding charges to be billed against the account for review of the application.

A **Development Agreement Financial Guarantee** ensures the completion of public and private improvements that have been required by the City Council. The amount of a financial security is calculated by the City Engineer at 125% of the estimated cost of the required improvements to be installed by the applicant, along with any additional administrative or installation costs. The balance of the financial security is refunded when work has been completed in compliance with City standards and specifications.

A **Certificate of Occupancy (C.O.) Financial Guarantee** is a guarantee in the form of cash or irrevocable letter of credit that is collected if a Certificate of Occupancy (C.O.) is requested prior to the completion of all required site improvements. The guarantee shall be 125% of the estimated cost to complete the improvements and must include an executed agreement that authorizes the City or its agents to enter the premises and complete the required improvements if they are not completed by a reasonably stipulated deadline, with the cost of such City completion to be charged against the financial guarantee.