



**City of Apple Valley
Planning and Development Department**

**SITE PLAN REVIEW/BUILDING PERMIT AUTHORIZATION
SUBMITTAL CHECKLIST**

All commercial, industrial, institutional, and multiple residential buildings must be reviewed and approved by both the Planning Commission and City Council. The review is to assure that the site plan meets proper zoning performance standards (setbacks, height, landscaping, parking stalls, etc.) and that the appearance of the building meets community standards.

_____ **Application form and fees.**

_____ **Exact legal description** and Dakota County property identification number.

_____ **The following number of copies of the project plans:**

_____ Three (3) sets of full-sized scale drawings

_____ Two (2) sets 11" x 17" reductions*

_____ One (1) set of 8½" x 11" reductions*

**(An electronic PDF version on CD or flashdrive accepted in lieu of reduced drawings)*

_____ **Signed Deposit Agreement** and required escrow.

_____ **If the site is adjacent to a State highway**, the applicant must submit two (2) complete copies of site plans to the Minnesota Department of Transportation. Mn/DOT also requires the submittal three (3) copies of preliminary plats.

NOTE: ALL APPLICATIONS ARE DUE BY 9:00 A.M. ON DAY OF APPLICATION DEADLINE.

Project Plans

_____ **Site plan to include:**

- boundary lines of property with dimensions and area
- adjacent and on-site streets (names, width)
- minimum setback lines
- locations of all buildings - existing and proposed
- locations of all structures - existing and proposed
- locations of easements and utilities
- parking areas (dimensions, setbacks, # spaces)
- sidewalks/trails
- signage
- fence and retaining walls
- garbage and recycling containers
- exterior HVAC and electrical equipment

_____ **Landscape plan to include:**

- basic site plan and grading information
- location and identification of existing and proposed plants and/or man-made landscape elements
- details of proposed planting beds and foundation plantings

- delineation of both sodded and seeded areas
- details of fences, tie walls, planting boxes, retaining walls, berms and other landscape details
- location of landscape islands with identification of plant materials
- planting schedule indicating common names, botanical names, size of plant materials, root specifications, quantities, and special planting instructions
- irrigation plan
- nursery bid list that confirms the landscape materials meet or exceed 2 1/2 percent of the value of the construction of the building based on Means Construction Data.

_____ **Drainage/Grading plan to include:**

- existing and proposed contours at two (2) foot intervals to 1929 sea level datum
- existing and proposed building footprints with pad elevations and unit type
- ponds, wetlands, lakes, streams, marshes
- trees to be removed and trees to remain
- location of erosion/sediment control structures

_____ **Building elevations to include:**

- scaled elevation drawings of all existing and proposed buildings and structures indicating building materials, colors, maximum height above grade, exterior building lighting
- signage
- building floor plans for each story indicating gross and net leaseable square footage and/or dwelling unit sizes and unit mixes
- garbage and recycling containers
- rooftop equipment
- underground parking plans with stall and drive aisle dimensions

TIMELINE

- * Complete application must be submitted by deadline for presentation before the Planning Commission. Staff reviews the site plan/building permit application within 10 days of receipt of the application. If the application is not complete, staff will notify the applicant.
- * The proposal is placed on the agenda of a regularly scheduled Planning Commission meeting. The applicant must present the proposal before the Commission. No public hearing is required. All questions and concerns raised by the Commission must be satisfactorily answered before the Commission will make a recommendation to the City Council. After the Commission makes a recommendation, the proposal may be placed on the agenda of the next regularly scheduled City Council meeting.
- * The City Council has 60 days to approve or deny the proposal, unless the City notifies the applicant that the process will take longer. The City must specify how long the process will take. The City Council generally hears and votes on the project at the same meeting.
- * Developer applies for a Natural Resources Management Permit (NRMP) after approval of project, usually at the time of building permit application. City Council approval may be required for an NRMP if site is 5 acres or larger; if not, staff approves NRMP administratively.