



SITE PLAN REVIEW APPLICATION

The application form shall be answered fully and completely by the applicant. The City of Winsted will not consider a request for an applicant who does not provide all of the information requested on the application or such other information as the City of Winsted may require.

APPLICATION DATE: _____

APPLICATION FEE: **\$300.00**

PID No. _____ Property Location/Address: _____

Legal Description of the area proposed to be vacated (or submit electronically):

Current Zoning Classification: _____

Existing Use of Property: _____

Description of Request:

APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____
Street City State Zip

Mailing Address (if different from above): _____

Phone Number: _____ Email: _____

PROPERTY OWNER/FEE OWNER INFORMATION

Property Owner/Fee Owner Name (if different from above): _____

Address: _____
Street City State Zip

Mailing Address (if different from above): _____

Phone Number: _____ Email: _____

PROCEDURES

1. Include all applicable information regarding the project, as listed on the attached checklist.
2. Attach a copy of the legal description, if not included in the body of the application.
3. Pay the designated application fee (non-refundable). Escrow fees may be requested/collected, according to Winsted Municipal Code.

I HAVE READ AND AGREE TO COMPLY WITH ALL APPLICABLE ORDINANCES AND RULES ASSOCIATED WITH THIS APPLICATION. I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND AGREE TO THE CONDITIONS AND PROCESS SET FORTH IN THE WINSTED MUNICIPAL CODE.

SIGNATURES ARE REQUIRED TO COMPLETE THIS APPLICATION.

Signature of Applicant

Date

Signature of Property Owner/Fee Owner

Date

FOR OFFICE USE ONLY

Date App. Received: _____ Date Paid: _____ Amount Paid: _____ Method of Payment: _____
Application Reviewed: City Administrator/Zoning Date Reviewed/Initials: _____
 Public Works Date Reviewed/Initials: _____
 City Engineer Date Reviewed/Initials: _____
 City Planner Date Reviewed/Initials: _____
Application Approved/Denied: Approved (*Date Issued:* _____) Denied (*Reason:* _____)



SITE PLAN REVIEW CHECKLIST

INFORMATION REQUIREMENT

Request for site plan approval, shall be filed with the City Administrator on an official application form. Such application shall be accompanied by a fee as established by City Council. Such application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the City Administrator, fully explaining the proposed change, development, or use. The request shall be considered as being officially submitted and complete when the applicant has complied with all specified information requirements. In cases where an application is judged to be incomplete, the City Administrator or their designee shall notify the applicant of what information must be provided for the application to be deemed complete within fifteen (15) business days of the date of submission.

Include three (3) pre-sorted and pre-folded paper copies and electronic version (PDF format) of the information required for all site plan permit applications which generally consists of the following items, and shall be submitted unless waived by the City Administrator.

- A. Site boundaries, buildings, structures and other improvements shall be identified on site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
1. _____ Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less.
 2. _____ North point indication.
 3. _____ Existing boundaries with lot dimension and area.
 4. _____ Existing site improvements.
 5. _____ All encroachments.
 6. _____ Easements of record.
 7. _____ Legal description of the property.
 8. _____ Ponds lakes, springs, rivers or other waterways bordering on or running through the subject property.
 9. _____ Current title commitment of the property/properties.
- B. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
1. _____ Name and address of developer/owner.
 2. _____ Name and address of architect/designer.
 3. _____ Date of plan preparation.
 4. _____ Dates and description of all revisions.
 5. _____ Name of project or development.
 6. _____ All proposed improvements, including:
 - a. _____ Required and proposed setbacks.
 - b. _____ Location, setback and dimensions of all proposed buildings and structures.
 - c. _____ Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
 - d. _____ Location, number dimensions, and setbacks of proposed parking spaces and drive aisles.
 - e. _____ Location, number, and dimensions of proposed loading spaces.
 - f. _____ Location, width, and setbacks of all curb cuts and driveways.
 - g. _____ Vehicular circulation.
 - h. _____ Sidewalks, walkways, trails.
 - i. _____ Location and type of all proposed lighting, including details of all proposed fixtures.
 - j. _____ Location of recreation and service areas.
 - k. _____ Location of rooftop equipment and proposed screening.
 - l. _____ Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
 - m. _____ Location, sizing, and type of water and sewer system mains and proposed service connections.

- C. Grading/storm water drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
1. _____ Existing contours at two (2) feet intervals (may be prepared by a Minnesota licensed surveyor).
 2. _____ Proposed grade elevations of two (2) foot maximum intervals.
 3. _____ Drainage plan, including the configuration of drainage areas and calculations.
 4. _____ Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
 5. _____ Spot elevations (may be prepared by a Minnesota licensed surveyor).
 6. _____ Proposed driveway grades.
 7. _____ Surface water ponding and treatment areas.
 8. _____ Erosion control measures.
 9. _____ Stormwater easement sketch and legal description, where applicable.
- D. Landscaping plan, utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
1. _____ Planting schedule (table) containing:
 - a. _____ Symbols.
 - b. _____ Quantities.
 - c. _____ Common names.
 - d. _____ Botanical names.
 - e. _____ Sizes of plant material.
 - f. _____ Root specification (bare root, balled and burlapped, potted, etc.).
 - g. _____ Special planting instructions.
 2. _____ Location, type and size of all existing significant trees to be removed or preserved.
 3. _____ Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
 4. _____ Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
 5. _____ Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
 6. _____ Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
 7. _____ Delineation of both sodded and seeded areas with respective areas in square feet.
 8. _____ Coverage plan for underground irrigation system, if any.
 9. _____ Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevations.
 10. _____ Other existing or proposed conditions which could be expected to affect landscaping.
- E. Other plans and information as required by the Zoning Administrator including, but not limited to:
1. _____ Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
 2. _____ "Typical" floor plan and "typical" room plan drawn to scale with a summary of square footage for each use or activity.
 3. _____ Fire protection plan.
 4. _____ Extent of and any proposed modifications to land with the Environmental Protection Districts, as established by the Zoning Ordinance.
 5. _____ Type, location and size (area and height) of all signs to be erected upon the property in question.
 6. _____ Vicinity map showing the subject property in reference to nearby highways or major street intersections.
 7. _____ Sound source control plan.
 8. _____ Lighting plan.

The City Administrator or designee shall have the authority to refer a sketch plan or site plan to the Planning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the City Administrator, Planner, Planning Commission, and/or City Council shall be considered advisory only and shall not constitute a binding decision on the request.