



Zoning Application/Site Plan Review (in-house punch list)

Project Name: _____

Address: _____

PIN #: _____

Owner: _____

Applicant/Contact: _____ **Phone:** _____

Address: _____

E-Mail: _____ **Fax:** _____



_____ **(date) Determination of Completeness.** The zoning administrator shall review all applications and determine whether such applications are complete. Applications shall not be accepted complete until the applicant has complied with all of the following:

- 1) A pre-application meeting with city staff during which the appropriate application procedures, requirements and applicable zoning ordinance provisions are reviewed and explained.
- 2) Submittal of all required application forms relating to the application, including all additional applications for concurrent review as outlined in Section 75-020.
- 3) Submittal of all supporting information required by the zoning ordinance and application form. At a minimum, the supporting information shall consist of that submission material required for the specific zoning permit as provided for in this zoning ordinance.
- 4) Submittal of all fees.
- 5) Submission of all required environmental reviews pursuant to Minnesota Statutes and Rules.

_____ Design Review:

- 1) Elevations and dimensions of all sides of existing and proposed buildings, including roof mechanical equipment, vents, chimneys, or other projecting items above the roof line.
- 2) Elevations and dimensions of all existing or proposed solid waste and recycling containment areas.
- 3) Detailed exterior descriptions, including type and color of all exterior building materials, awnings, exterior lighting, mechanical screening material, fencing, metal flashing and the like.
- 4) Schematic floor plans showing, if applicable, window locations, doors, loading docks, projected interior layouts, seating, bar areas, waiting areas, vestibules, storage areas, food preparation areas, interior trash or recycling space and the like.
- 5) Heating, air conditioning and ventilating and electrical equipment heights, locations and screening materials.
- 6) Colored renderings, exterior building and finish material samples and colors pallets.
- 7) Schematic attached sign package that meets the sign ordinance.
- 8) A detailed landscaping plan as regulated elsewhere in this Division and Division 62.
- 9) Appropriate fee as established by the City Council by Resolution.
- 10) Other information as required.

_____ Grading Permit and Storm Water Management Plan (per submittals required in Division 57 and Division 90 and as required by the City Engineer)



2010 Zoning and Subdivision Application Calendar

Zoning and subdivision applications submitted to the Red Wing Planning Department will be processed based on the following Calendar.

Month	Submittal Deadline	Planning Commission Review	City Council Review
January	12-31-09	01-19-10	01-25-10
February	01-29-10	02-16-10	02-22-10
March	02-26-10	03-16-10	03-22-10
April	04-02-10	04-20-10	04-26-10
May	04-30-10	05-18-10	05-24-10
June	05-28-10	06-15-10	06-28-10
July	07-02-10	07-20-10	07-26-10
August	07-30-10	08-17-10	08-23-10
September	09-03-10	09-21-10	09-27-10
October	10-01-10	10-19-10	10-25-10
November	10-29-10	11-16-10	11-22-10
December	12-03-10	12-21-10	01-10-11

For More Information:

www.red-wing.org

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