



DEPARTMENT OF
**COMMUNITY DEVELOPMENT
PLANNING AND ZONING**

300 3rd Avenue NE
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HOW TO REQUEST A SITE PLAN REVIEW

A Site Plan Review is required before building permits or certificates of occupancy may be issued. The intent of the Site Plan Review process is to promote the safe and efficient use of land, to contribute to an orderly and harmonious appearance in the city and to ensure compliance with the city code. The Community Development Department shall have the authority to approve site plans upon consideration of all comments received from the Cambridge Review Committee (CRC), which consists of representatives from designated city departments.

THE FIRST STEP in seeking site plan approval is to contact the Community Development Department and schedule a *pre-application meeting with the Planning Staff*. The Planning Staff will provide you with the regulations that need to be met for site plan approval. The purpose of this meeting is to be advised how the City's regulations and policies affect the project, and to help you coordinate your application. Planning staff will provide you with preliminary recommendation(s) for the project. The following items must be brought to the pre-application meeting:

1. The address or location of the property.
2. A sketch or plat map of the area.
3. Any existing and preliminary plans developed for the property.

THE SECOND STEP in seeking site plan approval is the submittal of a completed application with plans meeting the requirements of this application (see below) and other related city ordinances. Upon receiving a complete application with all supporting materials, the plan review will be placed on the next available Cambridge Review Committee schedule for consideration.

Upon review by the CRC, the applicant shall then be advised of any changes, modifications or additions deemed necessary by the committee. Revised plans shall be submitted in accordance with the recommendation of the CRC in order to proceed with plan approval.

THE THIRD STEP. Upon receiving an acceptable site plan in accordance with advised changes, modifications or additions, the applicant may apply for a building permit. If the CRC has made a finding that approving the proposal involves additional land use requests such as subdivision, zoning changes, variances or conditional use permits, the procedure

for said land use requests shall be followed pursuant to the appropriate ordinances prior to building permit application.

APPLICATION DATA:

Development Name: _____

Street Location of Property: _____

Legal Description of Property: _____

Parcel Identification #'s _____

Zoning Classification: _____

Present Use of Property: _____

Property Owner: (please print) _____ Phone: _____

Address: _____

Owner Signature: _____

Applicant: (Please Print) _____ Phone: _____

Address: _____

Applicant Signature: _____

Site Plan Review Fee: _____ \$750.00

Date Paid: _____ Check #: _____ Receipt #: _____ Amount: _____

***NOTE:** Upon approval of plans and prior to issuance of permits, a Performance Agreement, as to approved site improvements, and a supporting financial guarantee, in an amount to be determined by the City, is required. Acceptable financial instruments include cash escrow, letter of credit or a certificate of deposit. A detailed cost breakdown of site improvements is required.*

PROJECT CONTACTS & DESIGN PROFESSIONALS: (please print)

Architect(s): _____ Phone: _____
Address: _____
E-mail: _____ Registration # _____

Landscape Architect(s): _____ Phone: _____
Address: _____
E-mail: _____ Registration # _____

Engineer(s): _____ Phone: _____
Address: _____
E-mail: _____ Registration # _____

Contractor(s): _____ Phone: _____
Address: _____
E-mail: _____ License # _____

Other: _____ Phone: _____
Address: _____
E-mail: _____

APPLICATION INSTRUCTIONS:

The developer shall submit four (4) copies of the following plans drawn to an appropriate scale of 1:20, 1:30, 1:40, 1:50, 1:00. An 11" x 17" reduction shall also be submitted. The site plan shall be approved prior to building permit application and contain the following information:

- **Site Plan**
- **Grading and Drainage Plan**
- **Landscape Plan**
- **Building Plans**

The site plan of the site shall indicate the following:

IDENTIFICATION

- Boundary Survey and Easements of record.
- Legal Description.
- North Arrow.
- Scale
- Name of Developer and Owner.
- Name of Engineer, Architect, and other design professionals.
- Plan dates including updated revision dates.

EXISTING CONDITIONS

- The location, size, type of construction and use of *existing* buildings/structures/impervious surface on the site and within 150 feet the outer boundaries of the property in question.
- Vehicle access and egress on the site and within 150 feet beyond the outer boundaries of the site.
- The location and dimensions of adjacent properties, abutting public right-of-ways and utilities serving the site (streets, sanitary sewer, watermain, storm drainage).
- The location and purpose of any existing dedication or easement.
- Significant topographical or physical features of the site.
- Wetland delineations for all wetlands present on the site.
- The location of any historical structure or other historical design element or feature.

PROPOSED IMPROVEMENTS

- The location, dimensions, total impervious surface and total area of the site.
- The location, dimensions, floor area, type of construction and use of each proposed building or structure.
- The location of vehicle access and egress on the site.
- Floor plan(s) showing specific uses within the proposed building.
- The exterior surfaces of all structures including typical elevations and percent coverage of "major" exterior surface materials (Ref. Zoning Ord. 156.088)

- Architectural graphics, including typical floor plans and elevations profiles and cross-sections.
- The location and dimensions of parking spaces, including striping, handicap stalls and ADA access ramps.
- Parking analysis table identifying the number of employees on a major shift and demonstrating site satisfaction of the minimum number of parking stalls on the site for the desired use (Ref. Zoning Ord. 156.060)
- The location and dimensions of loading docks with detailed means of ingress and egress.
- The proposed traffic circulation pattern within the area of the development, including the location and description of public improvements to be installed, including any streets and access easements.
- Pedestrian circulation.
- Location and screening of refuse areas and rooftop and ground level mechanical equipment (Zoning Ord. 156.065).
- Location , dimensions, and method of delineation and screening for any exterior storage or display areas (Ref. Zoning Ord. 156.085 &156.086).
- The location of all fire hydrants on the property and the location of all fire hydrants within 150 feet of the property.
- The location and dimensions of all accesses for fire and emergency vehicles.
- The location and purpose of any proposed dedication or easement.
- The location, type and intensity of safety and security lighting.
- A parking lot lighting plan identifying the location and type of lighting and measuring light output on the site and to the centerline of any adjacent street (Ref. Zoning Ord. 156.073).
- The location of any ground signs, including but not limited to any advertising or traffic control signage (Ref. Zoning Ord. 156.063).
- The location and proposed treatment of any historical structure or other historical design element or feature.
- Statement of whether or not the building will be sprinkled and fire flow availability for the sprinkler system and fire hydrants.

The grading and drainage plan shall include the following:

- The general drainage plan including estimated runoff for the development tract, including drainage calculations based on a 1, 10 and 100 year storm events.
- Existing and proposed grades with a minimum of two (2) foot contour intervals to a known sea level datum. The minimum finished grade of the parking and driving pavement areas shall not be less than one (1) percent.
- The direction of the drainage.
- Provisions to carry runoff to the nearest adequate outlet, such as storm drain, watercourse, ponding area or other public facility.
- Soil boring report indicating soil type, water table, and suitability of the soil for the proposed development, soil location and acres.
- Finished floor elevation of buildings.
- Erosion control measures.

The landscape plan shall indicate the following:

- The location and dimensions of all existing and proposed structures, parking lots and drives, roadways and right-of-ways, sidewalks, bicycle paths, ground signs, lighting, refuse disposal areas, bicycle parking areas, fences, freestanding electrical equipment, outdoor storage and display areas and other freestanding structural features. as
- The location, quantity, size and name, both botanical and common names, of all proposed planting materials.
- The location of existing buildings, structures and plant materials on adjacent property within 100 feet of the site.
- Existing and proposed grading of the site, including proposed berming, indicating contours, at one foot intervals.
- Specification of the type and boundaries of all proposed ground cover.
- Elevations of all fences proposed for location on the site.
- Irrigation plan.
- Elevations, cross-sections and other details as determined necessary by the Zoning Administrator.
- Location, size and name of existing trees, if any, and any unique or special areas of existing vegetation.
- Areas to be seeded and to be sodded.
- The proposed treatment of open spaces
- Landscape quantity and area table demonstrating satisfaction of minimum percentage of landscape area and minimum required plantings of the landscape ordinance.

Additional information

The site plan shall also contain the following information and be accompanied by the following submissions, as well as such additional information, drawings, plans or documentation as may be requested by the Planning Director or Zoning Administrator, if determined necessary or appropriate for a full and proper consideration and disposition of the application:

- A certificate of disclosure of ownership interest.
- When the development is to be constructed in stages, a schedule for the development of such stages shall be submitted stating the approximate beginning and completion time for each stage.
- A traffic study showing the impact of the development on public streets which serve the development. The study shall be undertaken by a registered traffic engineer.
- Environmental assessment as may be required by Minnesota State Statute.
- A preliminary plat of subdivision depicting the development parcel is required if the development parcel is not currently a lot of record that is subdivided in accordance with the subdivision ordinance. A preliminary plat shall also be required for any development which will involve a re-subdivision of an existing lot or parcel.