



# SITE PLAN APPLICATION CHECKLIST

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## APPLICATION CHECKLIST FOR SITE PLAN REVIEW

For the City of Champlin to accept an application submittal, all of the following information shall be submitted by the application deadline date. An incomplete application may delay the request. Exceptions to the deadline only as approved by the City Planner. If you should have any questions on this application, please contact the City Planner at 763-923-7102 or [schulte@ci.champlin.mn.us](mailto:schulte@ci.champlin.mn.us).

- A. Certificate of Survey as required by Section 106-26 of the Champlin City Code.
- B. Seven complete sets (scalable) and one 11" x 17" reproducible copy of drawings prepared by a registered architect or engineer with the following information:
  - 1) Name of Project.
  - 2) Name, address, phone number of applicant, engineer, and owner of record.
  - 3) Legal description.
  - 4) Date proposed, north arrow, engineering scale, number of sheets, name of drawer.
  - 5) Vicinity map (150 foot radius) showing relationship of the proposed development to surrounding streets, rights-of-way, easements, and natural features.
  - 6) Description of intended use of the site, buildings, and structures including type of occupancy and estimated occupancy load.
  - 7) Existing zoning and land use.
  - 8) Tabulation box indicating:
    - Size of parcel in acres and square feet.
    - Gross floor area of building.
    - Percent of site covered by building.
    - Percent of site covered by impervious surface.
    - Number of seats if use is a restaurant or place of assembly.
    - Number of parking spaces required.
    - Number of parking spaces provided, including handicapped.

- Height of all buildings and structures and number of stories.

9) Site Plan.

- Property line dimensions, location of all existing and proposed structures with distance from boundaries, distance between structures, building dimensions, and floor elevations shown. The plan shall depict all existing and proposed points of egress/ingress showing widths at property lines, turning radii abutting rights-of-way with indicated center line, width, paving width, existing and proposed median cuts, and intersections of streets and driveways. Underground utilities shall be provided for all new and substantially renovated structures.
- Grading, Drainage, and Utility Plan showing (with two-foot contour intervals) existing natural features as well as proposed grade elevations and sedimentation and storm-water retention ponds shall be provided as well as the identifying size and direction of existing water and sewer lines, fire hydrants, and distance of hydrant to proposed building shall be provided.
- Vehicular circulation plan shall be provided showing location and dimensions for all driveways, parking spaces, parking lot aisles, service roads, loading areas, fire lanes, emergency access, public and paved streets, alleys, sidewalk, bikepaths, direction of traffic flow, and traffic control devices. Concrete box (B 6 12) curbing is required along the perimeter of all paved areas.
- Landscaping plan shall be provided which details the location of proposed visual screens, walls, fences, buffer strips, landscaping, recreation areas, and lighting. Planting detail should also be included indicating plant species, size at planting, and size at maturity.

10) Architectural Plans.

- Architectural plans shall be prepared by an architect or other qualified person acceptable to the City and shall show the following:
  - a) elevations of all sides of the building
  - b) type and color of exterior building materials
  - c) a typical floor plan
  - d) the design, size, and location of all exterior signage
  - e) the location of trash containers and HVAC
- Roof top equipment must be screened.
- Location and detail of signage shall be provided
- Lighting location, style and mounting shall be provided
- Building elevations from all direction shall be provided

C. Other Submission Requirements:

- Completed application form with a statement regarding request.
- Evidence of ownership or an interest in the property.
- Application signed by the applicant and owner of property.

- Application fee.
- Reimbursement agreement.
- Any additional information.
- At the time of submittal, you will be required to meet with the City Planner to verify that the submittal is complete.