



SITE PLAN APPLICATION

11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7104 / www.ci.champlin.mn.us

For the City of Champlin to accept an application submittal, all of the following information shall be submitted at least 30 days prior to the Planning Commission scheduled meeting dates. If any portion of your submittal is incomplete, it may not be accepted or placed on the next Planning Commission agenda. If you should have any questions on the application, please contact Community Development at 763-923-7104 or lsmith@ci.champlin.mn.us.

Process Steps

1. Obtain planning application form and information from Community Development Department.
2. Review meeting schedule, application deadlines, relevant City Code, and pre-application materials and contact Community Development prior to the application deadline.
3. Submit application including the application form, fee and all other items included on the checklist below.
4. Site Plan approvals require a public hearing at Planning Commission and approval by City Council. The applicant or applicant's agent shall attend the Planning Commission and City Council meetings which address this project.
5. If applicable, enter into a site improvement performance agreement with the City and supply applicable letter of credit and escrow.
6. If the application is approved, the approved resolution must be submitted to Hennepin County for recording and proof of recording must be remitted to the City.
7. Conduct a pre-construction meeting with the City and contractors.

Relevant City Code (Sec. 126-99-103)

DIVISION 3. SITE PLAN REVIEW:

https://library.municode.com/mn/champlin/codes/code_of_ordinances?nodeId=PTIILADERE_CH126Z_O_ARTIIADEN_DIV3SIPLRE

Submittal Checklist

- A. Completed application form with a statement regarding request

- B. Evidence of ownership or an interest in the property
- C. Application signed by the applicant and owner of property
- D. Application fee
 - i. Fee: \$550
 - j. Escrow: \$2,000
- E. Reimbursement agreement
- F. Certificate of Survey as required by Section 106-26 of the Champlin City Code
- G. One complete set (scalable), one 11" x 17" set, and one electronic 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.
 - Percentage of site covered by parking area
 - Projected number of employees
 - 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.
- Tree inventory shall be provided which details the existing trees on site and shows the proposed trees to be removed and to be planted.
- Interior parking lot landscaping, screening and buffering as required.
- Utility plans identifying size and direction of existing water and sewer lines, fire hydrants, distance of hydrant to proposed building shall be provided. Such plans shall be prepared by a registered engineer

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 100 percent screened from view of an adjacent street or lot. Detail shall be provided
- Location and detail of signage shall be provided
- Lighting location, style and mounting shall be provided
- Building elevations from all direction shall be provided
- A list of proposed hazardous materials, use and storage shall be provided
- The proposed fire protection system shall be indicated

Any additional information as may be required to review the request in compliance with City Code.

Process Following Application Submittal

After receipt, your application will be evaluated by the City staff. The criteria for this evaluation will be the degree of compliance between the proposal and the City Code, which specifies the grounds for granting a **site plan**. The City will prepare comments and recommendations regarding the application.

Information regarding your request will be sent to property owners within 350-500 feet of your property prior to the meeting for which you are scheduled. You will receive a copy of the report prior to the meeting.

At the public hearing, the City will present the report and the recommendations. You will be given an opportunity to address the Commission and make any comments. Next, the Commission will open the public hearing and allow for any additional testimony. After questions and comments, the Planning Commission will discuss the request and make a formal recommendation to the City Council. The City Council will act on the request at their following meeting.

If approved, you will need to address all conditions of approval. A condition of approval is to enter into a site improvement performance agreement with the City and supply the applicable letter of credit and escrow.