

<h2 style="margin: 0;">APPLICATION FOR SITE PLAN REVIEW</h2>
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Application is hereby made for a Site Plan Review for the construction of a _____

_____ in a _____ zone district.

Address of Property: _____

Owner: _____

Address: _____

_____ Phone: _____

Applicant: _____

Address: _____

_____ Phone: _____

The following information is submitted in support of the application as described in the "Site Plan Review Procedures" and "Site Plan Review Requirements."

- 1) Completed application for Site Plan Review.
- 2) Complete Site Plan Review check list.
- 3) Cash fee \$_____.
- 4) Acknowledgement of Responsibility form completed.
- 5) Affirmation of Sufficient Interest form completed.
- 6) **Completed application to DNR**

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that **I am responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and **I am the party whom the City should contact** regarding any matter pertaining to this application.

I have read and understand the instructions supplies for processing this application. The documents and/or information I have submitted are true and **correct** to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

I agree to allow access by City authorized persons in, on, or to the property for purposes of review of this application and any necessary inspections.

Applicant's Signature

Date

Name of Applicant: _____

Address: _____

_____ Phone: _____

Name and Address of Additional Contract(s): _____

_____ Phone: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant: _____

Phone: _____

Street address/legal description of subject project: _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

SITE PLAN PERFORMANCE AGREEMENT

I, _____, (the DEVELOPER) and the City of Princeton (CITY) enter into this agreement to stipulate the required terms of performance in the completion of the site plan improvements. The DEVELOPER agrees to complete all improvements to the project area as specified in the attached site plan information. All improvements must conform to the specifications in the site plan and must be approved by the City's designated officials.

These improvements must be completed within a reasonable time after completion of the building construction; however, all improvements must be completed within _____ months of the City approval of the site plan.

The improvements referred to above include, but are not limited to, any required landscaping, green space provisions, berming, and screening. These items are considered satisfactorily completed upon the planting, seeding, or sodding of healthy and growing material to the specifications in the site plan.

In order to provide surety to the City of Princeton for completion of the site development according to the site plan specifications, the DEVELOPER agrees to provide \$_____ to the City as an escrow deposit. This escrow represents approximately \$0.50 per square foot of land lying outside of the building footprint. This escrow will be returned to the DEVELOPER in its entirety after all requirements specified in the attached site plan have been completed and approved by the City's designated official.

DEVELOPER

Its:

Date

CITY OF PRINCETON

By: _____
Its

Date

SITE PLAN REVIEW REQUIREMENTS

CHECKLIST

The following information is required when requesting site plan review approval:

NOTE: When possible, all drawings should utilize an engineer's scale and a sheet size of 24" x 36".

Appl'ct City

A. Map

The map indicates existing conditions on the site and all property within 200 feet. This scaled drawing should show:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Property boundaries and dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Adjacent roadways, roadway right-of-way, and access points. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Existing topographical contours (minimum interval 2 feet). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Existing structures. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Existing parking area and other manmade features. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Existing significant vegetation and trees 4" caliper or larger, by size and species (subject property only). |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Name of project/development. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Name and mailing address of Developer/Owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Name and mailing address of Engineer/Architect. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Date of preparation. |

B. Site Plan – This should be a scaled drawing indicating the following:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Building footprints, size, and dimensions. |
|--------------------------|--------------------------|---|

- 2. Parking areas indicating location of handicapped and compact spaces.
- 3. Setback lines.
- 4. Wetlands or floodplains (100-year high water mark and DNR classification).
- 5. Wetland alteration.
- 6. Ingress and egress points.
- 7. Sign locations and details.
- 8. Light Fixture details and placement.
- 9. Staging plan for any project involving more than one construction season which sets forth chronological order of construction and estimated completion dates.
- 10. Listing of all Federal, State, and City permits and status.
- 11. Location of trash containers and of heating and air conditioning equipment.
- 12. Description of all site improvements including fences, walls, lighting, walkways, patios, decks, and barriers.
- 13. On this plan a summary should be provided indicating building square footage, lot areas, parking spaces (indicating number of handicapped and compact spaces), lot coverage, sign details, type and height of light fixtures, dwelling unit density, and green space percentage.
- 14. Property line locations.

C. Landscape Plan

Complete landscaping, screening, and erosion control plans in the R-3, B-1, B-2, B-3, DD, HC-1, MN-1, and MN-2 districts and all PUDs shall be prepared and submitted for approval.

- 1. Plans:

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- a. Detailed natural land analysis, including vegetation, soil types, and slopes.
 - b. Manmade features.
 - c. Details of all proposed vegetative landscaping materials, including placement, Latin name, common name, caliper/height, quantity.
 - d. Details of all proposed non-vegetative landscaping and screening materials.
 - e. Where landscaping or manmade materials are used to provide required screening from adjacent and neighboring properties, a cross-section shall be provided at a legible scale illustrating the prospective of the site from the neighboring property and property line elevation.
 - f. Planting and construction schedule for completion of landscaping and screening plans. The final landscaping and screening plan must be approved by the Planning Commission at the time of site plan review.
2. Copies: 22 prints (seven (7) 2' x 3' and fifteen (15) 11" x 17") of site plan.
3. Number of plant materials required.
- In order to achieve an appropriate and complete quality landscaping of a site, the following minimum number of plant materials shall be provided as indicated below:
- a. One (1) overstory deciduous shade tree for every one thousand (1,000) square feet of total building floor area, or one (1) overstory deciduous tree for every one hundred (100) feet of site perimeter, whichever is greater.
 - b. One (1) coniferous tree for every one thousand (1,000) square feet of total building floor area, or one (1) coniferous tree for every one hundred (100) feet of site perimeter, whichever is greater.

- c. One (1) understory shrub for every three hundred (300) square feet of total building floor area, or one (1) understory shrub or every thirty (30) feet of site perimeter, whichever is greater.
- d. One (1) ornamental tree for every one thousand (1,000) square feet of total building floor area, or one (1) ornamental tree for every two hundred (200) feet of site perimeter, whichever is greater.

- 4. Minimum size of plantings:
 - a. Overstory deciduous – 2½ inch caliper.
 - b. Coniferous – 6 feet in height.
 - c. Shrubs – 24-inch pot.
 - d. Ornamental trees – 2 inch caliper.
- 5. Method of installation.

All deciduous and coniferous trees shall be ball and burlap and staked and guyed per National Nurseryman's Standards. All shrubs shall be potted.
- 6. Sodding and ground cover.

All open areas of any site not occupied by buildings, parking, or storage shall be sodded over four (4) inches of topsoil. Exceptions are as follows:

 - a. Seeding over four (4) inches of topsoil of future expansion areas (areas to be built upon within eighteen (18) months as shown on approved plans.
 - b. Undisturbed areas containing existing natural vegetation which can be maintained free of foreign and noxious materials.
 - c. Areas designated as open space for future expansion area properly planted and maintained with grass.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Slopes and berms: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Final slope grade steeper than the ratio of 3:1 will not be permitted without special approval of treatment, such as terracing or retaining walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Berming used to provide required screening of parking lots and other open areas shall not have a slope to exceed 3:1. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Use of Landscaping for Screening.

Where natural materials, such as trees or hedges are approved in lieu of required screening by means of walls or fences, density and species of planting shall be such to achieve ninety percent (90%) opaqueness year round. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Maintenance Policy: It is the responsibility of the property owner to ensure that the landscaping is maintained in an attractive condition. The owner shall replace any damaged or dead trees, shrubs, ground covers, and sodding. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Erosion Control: All open disturbed areas of any site shall be seeded as an erosion control measure. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Clear Cutting: No clear cutting of woodland areas shall be permitted. Shade trees of six (6) inches or more in caliper shall be saved unless it can be demonstrated that there is no other way to develop the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Wetland, Shoreland, and Marsh areas: Land and vegetation within one hundred (100) feet of any shoreland or marsh area shall be preserved and not altered in any way, shape, or form except seed or sod, except as otherwise noted within the Wild and Scenic Rum River Protection Area Ordinance. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Landscaping may be permitted in utility and drainage easements or road right-of-way with the approval of the Planner/Zoning Administrator. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. No plantings that may interfere with traffic visibility shall be permitted with the intersection sight distance triangle. |

D. Grading/Drainage Plans

This plan can be combined with landscape plan, indicating the following:

- 1. Existing contours and final land contours.
- 2. Method of drainage proposed (catch basins, culverts, and ponding areas) and design calculations.

E. Utility Plan

This plan can be combined with the Drainage Plan, indicating the following:

- 1. Sanitary sewer.
- 2. Water.
- 3. Hydrant location.
- 4. Miscellaneous external mechanical.
- 5. Utilities and utility right-of-way easements (electric, gas, telephone, water, and sewer).

F. Building Elevations

These elevations indicating the following:

- 1. Building heights.
- 2. Building materials of roof and façade.
- 3. The relationship of the building to the site and surrounding area.
- 4. Renderings of elevations and perspective drawings.

G. Written Narrative

This explains type of use, operational information, design parameters, development concept, and time schedule of the facility being proposed.

E. Transparencies

This includes A through F (the above).