

SITE PLAN REVIEW

COMMERCIAL/INDUSTRIAL PROJECTS

City of Princeton

City ordinance requires Site Plan Review of the following:

1. Multi-family,
2. Commercial,
3. Institutional, and
4. Industrial developments.

Site Plan Review by Staff

A. The **Applicant** or an authorized representative is responsible for:

1. Meeting with Building Official and Planner/Zoning Administrator to discuss the proposal to ensure compliance with appropriate ordinances and procedures.

B. In some instances with commercial/industrial development that meets all zoning and development requirements, the Planner/Zoning Administrator may determine that staff review is sufficient.

Site Plan Review by Planning Commission

A. The **Applicant** is responsible for:

1. Meeting with Building Official and Planner/Zoning Administrator to discuss the proposal to ensure compliance with appropriate ordinances and procedures.
2. Submitting all filing requirements to the Planner/Zoning Administrator at least ten (10) days prior to the regular Planning Commission meeting at which the review is to be held. **All required information must be received before the application will be scheduled for a Planning Commission meeting.** Applicants should attend the Planning Commission meeting.

3. After Planning Commission approval, you must:
 - a) Provide surety to the City in an amount of \$0.50 per square foot of the site footprint for landscaping/screening site improvements. The surety is refundable upon completion of the site work to the satisfaction of the Building Official and/or Planner/Zoning Administrator.
 - b) Arrange a pre-construction meeting with City staff prior to any work being performed on the site.
 - c) File an application for a building permit.

B. City staff is responsible for:

1. Placing this item on a Planning Commission agenda for review.
2. Preparing a staff report, recommending either approval with stipulations or denial, and forwarding to the Planning Commission three (3) days prior to the meeting. An owner's copy will be available at City Hall.
3. The Planning Commission reviews the application and makes recommendations and decision.
4. Notifying Applicant in writing of Planning Commission decision, sending along copies of the Performance Agreement for execution.

All site plan approvals are valid for **one year** from date of approval by the Building Official and Planner/Zoning Administrator.

SITE PLAN REVIEW REQUIREMENTS

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".

A. Map

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

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

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

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:
 - 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.

7. Slopes and berms:

- 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.
- b. Berming used to provide required screening of parking lots and other open areas shall not have a slope to exceed 3:1.

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.

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.

10. Erosion Control: All open disturbed areas of any site shall be seeded as an erosion control measure.

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.

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.
13. Landscaping may be permitted in utility and drainage easements or road right-of-way with the approval of the Planner/Zoning Administrator.
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).

**SPECIFICATIONS FOR COMMERCIAL, INDUSTRIAL, AND
INSTITUTIONAL SITE IMPROVEMENTS**

A. Streets and Parking Lots

All rooftop mechanicals shall be screened with materials that are architecturally compatible with the building. All ground level mechanicals (air conditioning units, electrical boxes, etc.) shall be screened with shrubs or an approved fence.

B. Trash Containers

All exterior trash containers shall be screened by an enclosure as approved by the Planning Commission.

C. Landscaping

Detailed landscape plans shall be included and approved by the Planning Commission.

D. Lighting

Off-street parking shall be illuminated to a minimum level of one (1) foot candle at ground level over the entire surface of the parking area. Wall packs are not permitted.

E. Signage

All signage shall be in conformity with the Princeton Sign Ordinance.

F. Performance Agreement

Upon City Council approval of a site plan and prior to the issuance of building permits or initiation of work on the proposed improvement or development, the developer shall execute a Performance Agreement setting out site improvement items and terms of completion of said items.

G. Surety

1. The posting of surety shall be required at the time a certificate of occupancy is to be issued. The owner shall provide the City with cash, corporate surety bond, approved letter of credit, or other surety satisfactory to the City in the amount equal to 110% of the estimated cost for completion of any uncompleted site improvements if the surety submitted is in the form of cash or letter, or 150% of such estimated cost if the surety submitted is in the form of a bond.
2. The City shall hold the surety for such period of time as set forth in the Performance Agreement.
 - a. The surety may only be released by the City Council.
 - b. Periodically, the amount of the surety may be reduced by the City Council.
 - c. Reductions and release actions will only be initiated after proper request has been made by the developer.
 - d. Failure to comply with the conditions of the site plan approval, the Performance Agreement or the Ordinances of the City shall result in forfeiture of the surety to the extent necessary to achieve the project's total compliance with the approved site plan.
3. Surety posted to guarantee the proper installation and vigorous growth of all landscape elements and screening required herein shall remain in effect for a full growing season, unless otherwise waived by Council action.
 - a. A growing season shall include the period of May 1 through October 31.
 - b. The one-year guarantee period for plant material installed after June 1 shall commence the following year.
 - c. Lots provided with an irrigation system covering one hundred percent (100%) of the area improved with landscaping need only provide a surety for one (1) growing season.

H. Required Inspections

1. After site is graded but prior to laying bituminous.
2. After first lift of bituminous is laid.

3. While pouring concrete curbs and gutters.
4. Call for a final site inspection two (2) weeks before you wish to occupy the building. A final calculation of uncompleted site improvements must be made and wording on the surety (bond or letter of credit) must be reviewed and approved by the City Attorney.

I. Construction of Berms

1. The construction of earth berms as buffers or screens has become popular to screen parking lots and to soften the “interface” between residential and commercial or industrial uses.
2. When berms are constructed on privately owned land, details can be resolved with the help of the Princeton City Engineer. The location and elevations of the berms can be shown on the final grading plan of a subdivision or on the grading plan that must accompany a site and building plan.
3. In some instances, however, it may be desirable to locate berms adjacent to major roadways. In this case, there are certain guidelines that must be followed. If the berm is to be partially located on right-of-way:
 - a. Berms are permitted only where a minimum of 60 feet of right-of-way exists as measured from the centerline of the road.
 - b. A maximum of one-half of the berm can extend into the right-of-way.
 - c. A berm can extend no more than 10 feet into the right-of-way.
 - d. The maximum slope of the berm within the right-of-way is three to one.
 - e. No trees are permitted in the right-of-way.
 - f. No special or additional maintenance will be performed by local government regarding the upkeep of the berm.
 - g. The property owner/developer is responsible for construction of the berm and any permit required for that construction.