



**CITY OF MONTICELLO**

Community Development  
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 Monticello, MN 55362  
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**Site Plan**

**Application Checklist**

**Applicant Name:** \_\_\_\_\_

Office Use Only	
<b>Application Date:</b>	<b>Application Review Date:</b>

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A completed City of Monticello Land Use Application form, including full legal description of property	
	Completed checklist form (this document) with all required items from below	
	Supporting title information establishing ownership interests in the property ( <i>a title commitment and/or signature of fee title property owner</i> )	
	Project narrative	
	A location map showing the general location of the proposed use within the community and the principal land uses surrounding the parcel on which the conditional use is proposed	
	Development plans for the proposed use as follows: (a survey may be required)	
	Name of the project	
	Date proposed, north arrow, engineering scale, number sheets and name drawer	
	Vicinity map showing relationship of the development to surrounding streets, rights-of- way and the like	
	Description of intended use of site, buildings, structures, including type of occupancy and occupancy load	
	A certificate of survey may be required. Survey to include the following components: <ul style="list-style-type: none"> <li>• Signed by a registered land surveyor</li> <li>• Current (within last 6 months) topographic survey and contours of all surface features including drainage ways, wetlands, etc.</li> <li>• Public utilities including pipe size, material type, depths</li> <li>• Private utilities</li> <li>• Legal description</li> </ul> Easements of record	
	Tabulation box, indicating the following: <ol style="list-style-type: none"> <li>1. Size of parcel in acres and square feet;</li> <li>2. Gross floor area of each building;</li> <li>3. Percent of site covered by impervious surface;</li> <li>4. Projected number of employees;</li> <li>5. Number of seats if intended use is a restaurant or place of</li> </ol>	

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	assembly; 6. Number of parking spaces required; 7. Number of parking spaces provided, including handicapped; 8. Dimension of parking spaces and aisles; 9. Existing zoning and land use designations; 10. Area of public open space (if applicable)	
	Property line dimensions, location of all existing and proposed structures with distance from boundaries, distance between structures, building dimensions and floor elevations within proposed site plan boundary shown and to a distance of 150 feet beyond	
	Topographic data within the property to be subdivided and 200 feet beyond the property boundary, showing contours as follows: 1. All areas of the proposed area with a slope greater than 25% must be clearly indicated: 2. Two-foot contours where slope is 7% or less; 3. Two-foot contours where slope is from 7% to 15%; and 4. Ten-foot intervals where slope is greater than 15%.	
	Grading, drainage and erosion control plan prepared by a registered professional engineer, providing all information outlined in Section 4-10(C) of Zoning Ordinance	
	Building Elevation Drawings: Include all sides/faces of the building. Elevations should include the visual location and size of all exterior utility and mechanical systems, including HVAC, meters, and powerlines.	
	Utility plans prepared by a registered professional engineer consisting of the following: 1. Location, size and grades of all existing sanitary sewer, water main, hydrants and storm sewer on site or adjacent to for proposed connection; 2. Location of all existing gas mains, electric and phone cables, light poles, power boxes and the like; 3. Location, size, grades and materials for all proposed public sanitary sewer, water main, hydrants and storm sewer; 4. Supplemental calculations for trunk sanitary sewer and water main, if required by the Community Development Department; 5. Supplemental storm sewer computation sheet verifying capacities and volumes for all pipe segments, if required by the Community Development Department; and 6. Existing and proposed drainage and utility easements	
	Street plans prepared by a registered professional engineer showing the following: 1. All existing and proposed points of ingress/egress; 2. Widths at property lines; 3. Turning radii abutting right-of-way; 4. Center line, paving width, existing and proposed median and curb cuts and intersection of streets and driveways; and	

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	5. Access alignment and grades.	
	Vehicular circulation system showing location and dimension for all driveways, parking spaces, parking lot aisles, service roads, loading areas, fire lanes, emergency access, if necessary, public and private streets, alleys, sidewalks, bike paths, direction of traffic flow and traffic control devices	
	Landscape plan prepared by a qualified professional providing all information outlined in Section 4.1(D)	
	Location, access and screening detail of large trash handling and recycling collection areas in compliance with the requirements of Section 5.3(D)(31)	
	Building elevations (colored renderings) which detail the materials being used	
	Location and screening detail of roof top equipment	
	Location and detail of signage providing all pertinent information outlined in Section 2.4(K)(3)(b)	
	Lighting location, style and mounting and light distribution plan	
	Any other information that may be reasonably required by the City to evaluate the application including but not limited to floor plans, building elevations, rendered drawings, and materials samples	
	Any other information that may be reasonably required by the City to evaluate the application	
	Electronic copies of all written narratives and plan sets required above <b><i>Submit electronic sets via flash/jump drive or .ftp only</i></b>	

**Base Plan Set Requirements**

One (1) Large Plan set – 24” x 36”

One (1) Reduced Plan set – 11” x 17”

Electronic copies of all Plan sets – ***submit electronic sets via flash/jump drive or .ftp only***

***\*If application is incomplete, full set of revised submittals are required for re-submittal of application.***

**Complete Application Required**

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

**Application Submission Schedule**

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department. Application submittals are due by 4 p.m. on the deadline date. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.

A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.

### **Site Plan Review Criteria**

Recommendations and decisions on a Site Plan shall be based on consideration of the following criteria:

- Whether the proposed development is consistent with requirements of ordinance and City Code;
- Whether the proposed development is in compliance with the applicable zoning district and overlay districts;
- Whether the proposed development is in compliance with other City approved planning documents (e.g. Downtown Revitalization Plan); and
- Whether the proposed development meets all the requirements or conditions of any applicable development approvals.

### **Site Plan Review Process**

- Upon receiving a complete application for site plan review, the Community Development Department shall review the plans to determine their conformance to all ordinance requirements. The Community Development Department may be assisted in conducting site plan reviews by representatives from other City departments or divisions.
- Applications determined to conform with the approval criteria shall be approved by the Community Development Department with any conditions deemed necessary. A notice of site plan approval shall be provided to the applicant that includes all conditions, comments, and recommendations.
- Site Plans not conforming with the approval criteria outlined in Section 2.4(F)(6)(a) shall be revised by the submitter to meet the requirements of the City ordinance prior to approval of any other permit.
- The approval of a site plan by the Community Development Department does not in any way guarantee future approval of other applications that may be required by the regulations of the City (e.g. a Building Permit, Certificate of Occupancy, subdivision approval, conditional use approval, etc).

### **Effect of a Site Plan Approval**

- The approval of a site plan by the Community Development Department does not in any way guarantee future approval of other applications that may be required by the regulations of the City (a Building Permit, Certificate of Occupancy, subdivision approval, CUP, etc).
- A Site Plan approved by the Community Development Department, including any conditions, shall run with the land and shall not be affected by a change in ownership.

### **Time Limit**

- Unless otherwise specified in the Site Plan approval, an application for a Building Permit shall be applied for must receive approval within one year of the date of the Site Plan approval, otherwise the Site Plan shall become invalid. Permitted timeframes do not change with successive owners.
- Upon written request, one extension of six months may be granted by the Community Development Department if the applicant can show good cause.