



**City of Minneapolis**  
**Community Planning & Economic Development**  
**Development Services Division**  
**250 South 4<sup>th</sup> Street, Room 300**  
**Minneapolis MN 55415-1316**  
**612-673-3000**

**ADMINISTRATIVE SITE PLAN REVIEW FOR SINGLE- AND TWO-FAMILY DWELLINGS AND MULTIPLE-FAMILY DWELLINGS HAVING THREE (3) OR FOUR (4) DWELLING UNITS**

**530.10. Purpose.** Site plan review standards are established to promote development that is compatible with nearby properties, neighborhood character, natural features and plans adopted by the city council, to minimize pedestrian and vehicular conflict, to reinforce public spaces, to promote public safety, and to visually enhance development. The regulations recognize the unique character of land and development throughout the city and the need for flexibility in site plan review.

**530.280. Design standards.** New single and two-family dwellings and multiple-family dwellings having three (3) or four (4) dwelling units shall comply with the applicable regulations of this zoning ordinance, including but not limited to the standards of Chapter 535, Regulations of General Applicability, related to front entrance, window area, and walkway requirements, and limitations on attached garages facing the front lot line. In addition, the zoning administrator shall ensure that such uses obtain a minimum of seventeen (17) points from Table 530-2, Single and two-family dwellings and multiple-family dwellings having three or four dwelling units.

**Table 530-2 Standards for Single and Two-family Dwellings and Multiple-Family Dwellings Having Three or Four Dwelling Units**

| <i>Points</i> | <i>Design Standard</i>   |
|---------------|--|
| 6             | The exterior building materials are masonry, brick, stone, stucco, wood, cement-based siding, and/or glass   |
| 4             | The height of the structure is within one-half story of the predominant height of residential buildings within one hundred (100) feet of the site  |
| 4             | The total diameter of trees retained or planted equals not less than three (3) inches per one thousand (1,000) square feet of total lot area, or fraction thereof. Tree diameter shall be measured at four and one-half (4.5) feet above grade.  |
| 3             | Not less than twenty (20) percent of the walls on each floor that face a public street, not including walls on half stories, are windows   |
| 3             | Not less than one (1) off-street parking space per dwelling unit is provided in an enclosed structure that is detached from the principal structure and is located entirely in the rear forty (40) feet or twenty (20) percent of the lot, whichever is greater, and the accessory structure is not less than twenty (20) feet from any habitable portion of the principal structure   |
| 3             | The structure includes a basement as defined by the building code  |
| 2             | Not less than ten (10) percent of the walls on each floor that face a rear or interior side lot line, not including walls on half stories, are windows   |
| 1             | The development qualifies for and, following construction, provides proof of receipt of a City of Minneapolis Stormwater Quality Credit  |
| 1             | The structure includes an open, covered front porch of at least seventy (70) square feet that is not enclosed with windows, screens, or walls, provided there is at least one (1) existing open front porch within one hundred (100) feet of the site. The porch may include guardrails not more than three (3) feet in height and not more than fifty (50) percent opaque. The finish of the porch shall match the finish of the dwelling or the trim on the dwelling. For the purpose of this section, raw or unfinished lumber shall not be permitted on an open front porch. |

**Attention:** If you need other disability related accommodations, such as a sign language interpreter, accessible meeting site, or materials in alternative format, please contact 612-673-2162 (673-2157 TTY/VOICE) at least five days prior to the meeting. If you want help translating this information, call – **Hmong** – Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; **Spanish** – Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700; **Somali** - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

**530.290. Accessibility.** Structures that provide certain accessible features shall be awarded points from Table 530-2, Standards for single and two-family dwellings and multiple-family dwellings having three or four dwelling units, equivalent to providing twenty (20) percent window area facing public streets, off-street parking in an enclosed structure that is detached from the principal structure, and a basement, without having to provide these features. Such structures shall obtain the remainder of the required minimum point total from the remaining categories. For the purpose of this section, a dwelling unit shall include, at a minimum, a ground-level accessible entrance, interior doorways not less than three (3) feet in width, and a ground-level restroom.

**530.300. Enclosed parking.** New single- and two-family dwellings established after November 1, 2009, shall provide not less than one (1) off-street parking space per dwelling unit in an enclosed structure.

**530.310. Alternative compliance.** (a) *In general.* Notwithstanding any other provision to the contrary, the zoning administrator may grant alternatives to the standards of this article by allowing a new structure to obtain fewer than the minimum number of points from Table 530-2, Single and Two-family Dwellings and Multiple-family Dwellings Having Three or Four Dwelling Units, upon finding each of the following:

- (1) The structure is consistent with the predominant scale of existing residential structures in the same zoning district in the immediate area. In comparing the scale of the proposed structure to existing structures, the zoning administrator shall consider floor area, building height, façade width, and consistency with an established pattern of front, side, and rear yards in the vicinity.
- (2) The structure achieves at least one (1) of the following:
  - a. The design incorporates traditional features and proportions found in the immediate area, which may include but shall not be limited to an examination of features such as windows, doors, roof lines, trim, gables, dormers, porches, or entry canopies; or
  - b. The design demonstrates exceptional creativity and incorporates high-quality, durable exterior materials.
- (3) On sloped sites, the design responds to the topography of the site by following existing patterns in the vicinity and minimizing the apparent mass of the structure when viewed from lower elevations.
- (4) The proposal is consistent with the applicable [urban design policies of the comprehensive plan](#).

(b) *Notification.* In conducting the review of requests for alternative compliance from this article, the zoning administrator shall mail notice of the request to property owners within one hundred (100) feet of the property and shall allow a public comment period of not less than ten (10) calendar days between the date of notification and the final decision. The zoning administrator's decision may be appealed in accordance with the standards of Chapter 525, Administration and Enforcement.

**535.90. Minimum size and width, principal entrance and windows, and location of attached garage requirements for residential uses.** (a) *Size and width.* The minimum gross floor area of a dwelling unit, except efficiency units, shall be five hundred (500) square feet. The minimum gross floor area of efficiency units shall be three hundred fifty (350) square feet. Not less than eighty (80) percent of the habitable floor area of single or two-family dwellings and multiple-family dwellings of three (3) and four (4) units shall have a minimum width of twenty (20) feet.

(b) *Principal entrance.* Single and two-family dwellings and multiple-family dwellings of three (3) and four (4) units shall include a principal entrance facing the front lot line. Subject to Table 535-1, Permitted Obstructions in Required Yards, the principal entrance shall be connected to the public sidewalk by hard-surfaced walkway not less than three (3) feet wide and shall include stairs where needed. Where no public sidewalk exists, the walkway shall extend to the public street. The principal entrance may face a side lot line

when part of a front vestibule or extended portion of the front facade, provided the entrance is located no further than eight (8) feet from the facade closest to the street.

(c) *Windows.* Not less than fifteen (15) percent of the walls on each floor of single and two-family dwellings and multiple-family dwellings of three (3) and four (4) units that face a public street shall be windows. Not less than five (5) percent of the walls on each floor of single and two-family dwellings and multiple-family dwellings of three (3) and four (4) units that face a rear or interior side lot line shall be windows. Half stories shall not be subject to the minimum window requirement.

(d) *Attached garage facing the front lot line.* Attached accessory uses designed or intended for the parking of vehicles accessory to single and two-family dwellings and multiple-family dwellings of three (3) and four (4) units shall extend no more than five (5) feet closer to the front lot line than the facade of a habitable portion of the first story of the dwelling when the garage door or doors face the front lot line. In addition, the width of the garage wall facing the front lot line, including basement-level garages, shall not exceed sixty (60) percent of the width of the entire structure.

## APPLICATION PROCESS

This application packet is used to file a site plan review required for zoning approval of a building permit for a single- and two-family dwelling and multiple-family dwelling having three (3) or four (4) units. The packet is a tool for gathering property-related information relevant to the site plan review application. It contains a checklist of materials required for a site plan review application and a worksheet to be completed by the applicant.

This application contains a list of both required and desired features to be included in new housing construction, called the Design Standards Checklist. Each feature has been assigned a point value. There are a total of 24 points available. **Applications must achieve a total point value of 17 to receive Zoning approval for a new building permit.** A building permit will not be issued without complying with the Design Standards Checklist. There is no authorized variance for these standards in Section 525.520 of the Minneapolis Zoning Code, although alternative compliance may be requested per 530.310.

Applicants are encouraged to contact the Development Services office for a pre-application meeting with a City Planner in order to discuss the zoning ordinance provisions. An appointment may be scheduled by phone at 612-673-3000 (Minneapolis 311).

To file the application, the applicant returns to the Development Services office and submits the required materials to the Development Coordinator (see [New One- or Two-Family Home Construction Process Guide and Checklist](#) or [New Commercial Building Process Guide and Permit Submittal Checklist](#) for three- and four-unit dwellings). Only applications that include all of the required items as identified in this land use application form are accepted. If any items are missing at the time of submittal, the application is deemed incomplete and staff may not accept the application.

Acceptance of an application for filing does not deem the application complete. The assigned planner will determine if the land use application is complete by conducting a thorough review of the application materials. The review may necessitate additional information, resulting in an incomplete application.

In the case of an incomplete application, staff issues a letter within fifteen (15) business days of the filing date of the application. The letter details the deficiencies of the application. When the applicant remedies the deficiencies, staff makes a final decision on behalf of the zoning administrator. The planner will author the final decision, including the conditions, if any, associated with an approval. Land use applications that remain incomplete for thirty (30) days or more are deemed withdrawn and returned to the applicant. In such cases, the applicant who still wishes to proceed must refile the application.

Any affected person can appeal the findings and decisions made by the zoning administrator. The appeal must be filed within ten (10) calendar days of the original decision or the decision is final. The Board of Adjustment hears each appeal of a zoning administrator decision.

For proposals with three or four dwelling units, Preliminary Development Review (PDR) is required in addition to the zoning review. PDR is an informal staff meeting that allows representatives of City departments including Public Works, Licensing, Park Board, and Public Safety to determine compliance with their requirements and/or determine the issues presented by the project. The PDR process must be completed prior to the submittal of a permit application. The PDR meeting is **not** an approval of the project and does **not** guarantee project approval. When you submit for your project you will be assigned a Development Coordinator who will guide you through the PDR process.

**ADMINISTRATIVE SITE PLAN REVIEW FOR SINGLE- TO FOUR-FAMILY  
DWELLING UNITS APPLICATION REQUIREMENTS CHECKLIST**

**If any of the items are missing at the time of submittal, staff will not accept the application.<sup>1</sup>**

|  |  |
|--|--|
|  | Completed Application Worksheet.   |
|  | Correct fees paid (checks payable to Minneapolis Finance Department).  |
|  | A letter from the property owner, if other than the applicant, authorizing the application.  |
|  | Copy of a letter or email, sent to the applicable neighborhood group(s), explaining the proposed project. The letter must contain the following information: 1. Description of the project. 2. Land use applications that the applicant is aware are needed for the project. 3. Address of the property for which zoning approval is sought. 4. Applicant's name, address, telephone number, and e-mail address, if available.<br>Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).   |
|  | Construction Management Agreement  |
|  | Verification of historic status of property and submission of any required HPC application(s). <sup>2</sup>  |
|  | Two copies (plus one 8 ½ x 11) of a scaled and dimensioned site plan <sup>3</sup> . Must include the following items: <ul style="list-style-type: none"> <li>▪ All property lines.</li> <li>▪ Streets, sidewalks and alleys, existing and proposed curb cuts. Indicate if public areas are to be vacated.</li> <li>▪ Indicate traffic flow on streets, alleys and drives.</li> <li>▪ Adjacent uses (show location and identify).</li> <li>▪ Building footprints and square footages (include garages and other accessory structures).</li> <li>▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages.</li> <li>▪ Walls, screens and fences (show location, type and height).</li> <li>▪ Mechanical equipment (air conditioning units, electrical transformers, etc.)</li> <li>▪ Fire hydrants, transit stops, public plazas, trash enclosures, trees in the public right-of-way.</li> <li>▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number).</li> <li>▪ Natural features and topography.</li> <li>▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.).</li> <li>▪ Indicate north arrow and date the plan was drawn.</li> <li>▪ Stormwater management plan for sites over one acre.</li> <li>▪ Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed.</li> </ul> |
|  | Two copies (plus one 8 ½ x 11) of scaled and dimensioned elevations of each façade.  |
|  | Two copies (plus one 8 ½ x 11) of scaled and dimensioned floor plans showing all floors.   |
|  | Three copies of a survey of the property. <ul style="list-style-type: none"> <li>▪ All property lines.</li> <li>▪ Existing spot elevations sufficient to show the existing elevation and grade of the site.</li> <li>▪ Location of existing building (survey to be completed prior to demolition when a building exists) including finished grade elevations at the building corners and floor level at main entry.</li> <li>▪ Existing elevation at corners of building on adjoining lots (the front and rear corner closest to the subject property).</li> <li>▪ Front and side yard setbacks on directly contiguous properties on the sides of the home. For properties on corner lots, contiguous properties must be included on survey.</li> <li>▪ Existing streets, sidewalks and alleys, curb cuts, fire hydrants, and trees located in the public right of way.</li> </ul>   |

<sup>1</sup> City staff will review the initial application submission and will notify the applicant of what, if any, additional information must be submitted for staff to evaluate the application for approval or denial. Please be aware that supplemental information may be requested during the evaluation process.

<sup>2</sup> Demolition of an existing structure requires review by CPED staff to determine if the property is an historic resource.

<sup>3</sup> The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale.*

**ALTERNATIVE COMPLIANCE**

**If alternative compliance is requested, the following additional items must be submitted:**

|  |  |
|--|--|
|  | A written statement by the applicant which addresses each of the required findings of Section 530.310.   |
|  | Completed Alternative Compliance Table.  |
|  | A list of property owners within 100 feet of the subject site and mailing labels. The 100-foot radius must be from the boundaries of the entire property in question. These must be purchased from Hennepin County Taxpayer Services Division, A-500 Government Center, 4 <sup>th</sup> Avenue S. Please contact Hennepin County in advance to request the list and labels (they are not available the same day they are requested). Phone: 612-348-5910. Submit all enclosures received from Hennepin County: 1. Map showing subject property, with highlighted 100 ft. circumference. 2. Mailing labels. 3. List of property owners. |
|  | Photos of surrounding properties within 100 feet of the subject site.  |
|  | Additional documentation, as needed.   |

**Fees**

| <b>Application type</b>                            | <b>Fee (dollars)</b>   |
|--|--|
| Administrative site plan review                    | 440  |
| Postage (for alternative compliance requests only) | Cost of first class postage x the number of property owners to be notified |

**1-4 SITE PLAN REVIEW APPLICATION WORKSHEET**

|  |  |                             |                             |                             |
|--|--|-----------------------------|-----------------------------|-----------------------------|
| <b>Property Owner/ Applicant</b>   | Name   |                             |                             |                             |
|  | Mailing Address<br>Including City, State and<br>Zip Code |                             |                             |                             |
|  | Phone Number   |                             |                             |                             |
|  | Fax  |                             |                             |                             |
|  | Email  |                             |                             |                             |
| <b>Applicant's Representative</b><br>(This person will be the<br>primary contact for staff,<br>and is the authorized agent<br>in place of the property<br>owner) | Name   |                             |                             |                             |
|  | Mailing Address<br>Including City, State and<br>Zip Code |                             |                             |                             |
|  | Phone Number   |                             |                             |                             |
|  | Fax  |                             |                             |                             |
|  | Email  |                             |                             |                             |
| <b>Neighborhood Group<br/>Contact</b> (Be sure to include<br>a copy of the letter or e-mail<br>that was sent)  | Organization   |                             |                             |                             |
|  | Contact Name   |                             |                             |                             |
|  | Phone Number   |                             |                             |                             |
|  | Date letter or e-mail was<br>sent                        |                             |                             |                             |
| <b>Property Information</b>  | Address(es)  |                             |                             |                             |
|  | Identification Number                                    |                             |                             |                             |
|  | Lot Area   |                             |                             |                             |
|  | Legal Description  |                             |                             |                             |
| <b>Building Data</b>   | Gross Floor Area<br>(square feet)                        | Proposed:                   |                             |                             |
|  | Building footprint area<br>(square feet)                 | Proposed:                   |                             |                             |
|  | Building Height  | Proposed stories:           | Feet:                       |                             |
|  | Dwelling Units   | Proposed:                   |                             |                             |
| <b>Window percentages<br/>(per floor, per façade)</b><br>Staff will measure based on<br>elevation drawings   | 1 <sup>st</sup> floor front:                             | 1 <sup>st</sup> floor side: | 1 <sup>st</sup> floor side: | 1 <sup>st</sup> floor rear: |
|  | 2 <sup>nd</sup> floor front:                             | 2 <sup>nd</sup> floor side: | 2 <sup>nd</sup> floor side: | 2 <sup>nd</sup> floor rear: |
| <b>Parking Data</b>  | Number of Spaces   | Proposed:                   |                             |                             |

| <b>Points Available</b> | <b>Design Standard</b>   | <b>Points Received</b>   |
|-------------------------|--|--------------------------|
| N/A                     | Not less than eighty (80) percent of the habitable floor area shall have a minimum width of twenty (20) feet.  | <b>REQUIRED STANDARD</b> |
| N/A                     | The principal entrance is required to face the front lot line. However, the principal entrance may face a side lot line when part of a front vestibule or extended portion of the front facade, provided the entrance is located no further than eight (8) feet from the facade closest to the street.   | <b>REQUIRED STANDARD</b> |
| N/A                     | The principal entrance shall be connected to the public sidewalk by hard-surfaced walkway not less than three (3) feet wide and shall include stairs where needed. Where no public sidewalk exists, the walkway shall extend to the public street.   | <b>REQUIRED STANDARD</b> |
| N/A                     | Not less than fifteen (15) percent of the walls on each floor that face a public street shall be windows. Not less than five (5) percent of the walls on each floor that face a rear or interior side lot line shall be windows. Half stories shall not be subject to the minimum window requirement. Window calculations are per floor, per façade, using the rough opening   | <b>REQUIRED STANDARD</b> |
| N/A                     | Attached accessory uses designed or intended for the parking of vehicles shall extend no more than five (5) feet closer to the front lot line than the facade of a habitable portion of the first story of the dwelling when the garage door or doors face the front lot line. In addition, the width of the garage wall facing the front lot line, including basement-level garages, shall not exceed sixty (60) percent of the width of the entire structure.  | <b>REQUIRED STANDARD</b> |
| 6                       | The exterior building materials are masonry, brick, stone, stucco, wood, cement-based siding, and/or glass   |                          |
| 4                       | The height of the structure is within one-half story of the predominant height of residential buildings within one hundred (100) feet of the site  |                          |
| 4                       | The total diameter of trees retained or planted equals not less than three (3) inches per one thousand (1,000) square feet of total lot area, or fraction thereof. Tree diameter shall be measured at four and one-half (4.5) feet above grade.  |                          |
| 3                       | Not less than twenty (20) percent of the walls on each floor that face a public street, not including walls on half stories, are windows   |                          |
| 3                       | Not less than one (1) off-street parking space per dwelling unit is provided in an enclosed structure that is detached from the principal structure and is located entirely in the rear forty (40) feet or twenty (20) percent of the lot, whichever is greater, and the accessory structure is not less than twenty (20) feet from any habitable portion of the principal structure   |                          |
| 3                       | The structure includes a basement as defined by the building code  |                          |
| 2                       | Not less than ten (10) percent of the walls on each floor that face a rear or interior side lot line, not including walls on half stories, are windows   |                          |
| 1                       | The development qualifies for and, following construction, provides proof of receipt of a City of Minneapolis Stormwater Quality Credit  |                          |
| 1                       | The structure includes an open, covered front porch of at least seventy (70) square feet that is not enclosed with windows, screens, or walls, provided there is at least one (1) existing open front porch within one hundred (100) feet of the site. The porch may include guardrails not more than three (3) feet in height and not more than fifty (50) percent opaque. The finish of the porch shall match the finish of the dwelling or the trim on the dwelling. For the purpose of this section, raw or unfinished lumber shall not be permitted on an open front porch. |                          |
| <b>27</b>               | <b>Total Points (For approval, total points received must be <u>17 or more</u> as per Section 530.280.)</b>  |                          |

**ACCURACY DECLARATION**

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant): \_\_\_\_\_

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

