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## ADMINISTRATIVE SITE PLAN REVIEW APPLICATION

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The Minneapolis Zoning Code (Chapter 525, Section 140) governs the land use application process.

**525.140. Application procedures.**

- (a) *In general.* All applications submitted shall be processed by the zoning administrator, who shall make a preliminary investigation, in accordance with the procedures set forth in this chapter.
- (b) *Determination of completeness of application.* The zoning administrator shall review all applications and determine whether such applications are complete. Applications shall not be accepted as complete until the applicant has complied with all of the following:
- (1) A pre-application meeting with city staff during which the appropriate application procedures, requirements and applicable zoning ordinance provisions are reviewed and explained.
  - (2) Submittal of all required application forms relating to the application, including all additional applications, as required in sections 525.20 and 525.30.
  - (3) Submittal of all supporting information required by city ordinance, the zoning administrator, the planning director, the application forms, or by law, including a list of all owners of record of property located in whole or in part within three hundred fifty (350) feet of the boundaries of the subject property, as identified in the records of the Hennepin County Department of Property Taxation.
  - (4) Submittal of all fees.
  - (5) Submittal of all required environmental reviews.
  - (6) Submittal of all required state and federal permits for uses located in the FP Floodplain Overlay District.
  - (7) For all land use applications requiring a public hearing as set forth in this zoning ordinance, except appeals of decisions of the city planning commission or board of adjustment, submittal of evidence that notification of the application has been mailed or delivered to the ward council office and the neighborhood group(s) for the area in which the property is located. For all applications for administrative site plan review as set forth in Chapter 530, submittal of evidence that notification of the application has been mailed or delivered to the neighborhood group(s) for the area in which the property is located. The neighborhood group(s) to be notified are those organizations that appear on the list maintained by the planning department for this purpose. The notification shall include the following information: a description of the project; the zoning approvals that the applicant is aware are needed for the project; the address of the property for which zoning approval is sought; and the applicant's name, address, telephone number, and e-mail address, if available. Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two (2) neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).
- (c) *Incomplete applications.* If after the application has been accepted, the zoning administrator determines that the application is not complete, the zoning administrator shall notify the applicant in writing within

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fifteen (15) business days of receipt, specifying any deficiencies of the application, including any additional information which must be supplied, and that no further action shall be taken by the city on the application until the deficiencies are corrected.

- (d) *Remedy of deficiencies.* If the applicant fails to correct the specified deficiencies within thirty (30) days of the notification of deficiency, the application shall be deemed withdrawn and will be returned to the applicant.
- (e) *Extensions of time.* Upon written request by the applicant, the zoning administrator may, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant by these application procedures.

## ADMINISTRATIVE SITE PLAN REVIEW APPLICATION REQUIREMENTS CHECKLIST

**Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.<sup>1</sup>**

	Pre-application meeting.
	Statement of proposed use and description of the project.
	A letter from the property owner, if other than the applicant, stating support for the application.
	A letter from the business owner, if other than the applicant, stating support for the application.
	<p>Copy of a letter or email, sent to the applicable neighborhood group(s), explaining the proposed project. The letter must contain the following information:</p> <ol style="list-style-type: none"> <li>1. Description of the project.</li> <li>2. Land use applications that the applicant is aware are needed for the project.</li> <li>3. Address of the property for which zoning approval is sought.</li> <li>4. Applicant’s name, address, telephone number, and e-mail address, if available.</li> </ol> <p>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).</p>
	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	Verification of historic status of property and submission of any required HPC application(s). <sup>2</sup>
	An approved waiver from the restrictions of any applicable interim ordinance.
	Photos of the property and existing structures.
	One copy of scaled and dimensioned elevations of each façade (identify exterior materials).
	One copy of scaled and dimensioned floor plans showing all floors.
	One copy of scaled and dimensioned signs (locations, types and dimensions).

***Checklist continues on next page.***

<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 also be requested during the evaluation and hearing process.

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

**Checklist continued.**

One copy of a scaled and dimensioned site plan.<sup>3</sup> Must include the following items:

- All property lines.
- Streets, sidewalks and alleys, include existing and proposed curb cuts. If public areas are to be vacated, indicate this.
- Indicate traffic flow on streets, alleys and drive aisles.
- Adjacent uses (show location and identify).
- Building footprints (including garages and other accessory structures) and square footages.
- Other impervious surfaces (walkways, decks, patios, etc.) and square footages.
- Structure encroachments (including areaways, balconies, door swings, etc.) in the right-of-way.
- Dimensioned parking, including handicap accessible spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc).
- Bicycle parking spaces.
- Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount).
- Indicate snow storage area or propose a snow removal plan.
- Walls, screens and fences (show location, type and height).
- Mechanical equipment (air conditioning units, electrical transformers, private or public utilities, etc.)
- Fire hydrants, transit stops, public plazas, trash enclosures, trees in the public right-of-way.
- Proposed and existing lighting (location, type and size).
- Natural features and topography.
- Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.).
- Stormwater management plan for sites over one acre.
- Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed.
- Indicate north arrow and date the plan was drawn.

**FEES**

APPLICATION TYPE	FEE (DOLLARS)
Administrative site plan review	
0 – 9,999 square feet of lot area	675
10,000 – 43,559 square feet of lot area	930
43,560, square feet of lot area or more	1,150
Amendment to approved plan filed within two (2) years of original approval	300

<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. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided. If the project is subject to Chapter 530, Site Plan Review, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.*

## APPLICATION WORKSHEET

<b>Property Owner/Applicant</b>	Name		
	Mailing Address Including City, State and Zip Code		
	Phone Number		
	Fax		
	Email		
<b>Applicant's Representative</b> <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name		
	Mailing Address Including City, State and Zip Code		
	Phone Number		
	Fax		
	Email		
<b>Neighborhood Group Contact</b> <i>Be sure to include a copy of the letter or e-mail that was sent</i>	Organization		
	Contact Name		
	Phone Number		
	Date letter/ e-mail sent		
<b>Property Information</b>	Address(es)		
	Identification Number		
	Lot Area		
	Legal Description		
<b>Name of Proposed Project</b> <i>If applicable</i>			
<b>Property History</b>	Name of current business:	Beginning / end dates:	Type of business / use:
	Name of former business:	Beginning / end dates:	Type of business / use:
	Name of former business:	Beginning / end dates:	Type of business / use:

<b>Building Data</b> <i>Fill in existing &amp; proposed even when no change is proposed</i>	Gross Floor Area (square feet)	Existing to remain:	Proposed new:
	Building footprint area (square feet)	Existing to remain:	Proposed new:
	Building Height	Existing stories & feet:	Proposed stories & feet:
	Dwelling Units	Existing:	Proposed:
<b>Specific Uses</b> <i>As applicable</i>	Place of Assembly, or Reception or Meeting Hall	Auditorium Area (square feet)	
	School	Number of Classrooms:	Number of Students of Legal Driving Age (full attendance):
<b>Parking Data</b>	Number of standard spaces	Existing:	Proposed:
	Number of compact spaces	Existing:	Proposed:
	Number of handicap spaces	Existing:	Proposed:
	Total spaces	Existing:	Proposed:
	Number of bicycle spaces	Existing:	Proposed:
	Number of loading berths	Existing:	Proposed:
<b>Landscaping Data</b>	Landscaped area (square feet)	Existing:	Proposed:
<b>Fence Data</b>	First fence (circle one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):
	Second fence (circle one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):

<b>Sign Data</b>	Number of signs	Existing:	Proposed:
	First sign (circle one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x Width (feet):
		If lit, how?	Area (square feet):
	Height above grade (feet):		
	Second sign (circle one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x Width (feet):
		If lit, how?	Area (square feet):
	Height above grade (feet):		

**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: \_\_\_\_\_