



## Type 7 Review Procedure

Planning Commission Review and Decision

### FOR OFFICE USE ONLY:

Received by: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Escrow: \_\_\_\_\_

Applicant Name:

## Land Development Application Process Selection Form

All applicants must complete a **Land Development Application**.

In addition to the Land Development Application, check only **ONE** review process per application and complete the required supplemental materials:

1. Zoning Certificate – Site Plan Review

[See Land Development Code Section 5.5.1\(B\)\(4\)](#)

Check here if this development will utilize the standard review process:

Standard Review

**A Site Plan is required.**

Check here if this development will utilize the flexible track process:

Flexible Track

**A Site Plan and Flexible Track Design Narrative are required.**



## Land Development Application

This form must be filled out completely before your application will be accepted.

### 1. Applicant

Name:

Street:

City:

State:

Zip:

Business Telephone:

Fax:

Email:

### 2. Property Identification Number (PID) for this site plan:

### 3. Property Address for this site plan:

Street:

City:

State:

Zip:

### 4. Legal Description (attach a separate document, if too long for this space):

### 5. Project Name and Project Description:

### 6. Property Owner

Same as the Applicant

Name:

Street:

City:

State:

Zip:

Business Telephone:

Fax:

Email:

### 7. Project Contact

(Architect, Designer, Engineer, Land Surveyor, or Landscape Architect, if applicable)

Name:

Role in Project:

Company:

Street:

City:

State:

Zip:

Business Telephone:

Fax:

Email:



**8. Additional Design/Engineering Professional (if applicable)**

Name: \_\_\_\_\_ Role in Project: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Notice**

Review of a Land Development Application and the decision to approve, approve with modifications, or deny the application will be based on the standards and criteria found the Northfield Land Development Code. These standards and project review criteria reflect the Comprehensive Plan of the City of Northfield, and stipulate the minimum and/or maximum requirements necessary to safeguard public health, safety, aesthetics, and general welfare.

Approval of this Land Development Application does not absolve the applicant from obtaining all other applicable permits, including but not limited to, stormwater management permits, building permits, Minnesota Department of Transportation access permits, and/or other applicable permits and approvals.

***I (We) certify that I (we) have submitted all the required information to apply for approval of a Land Development Application and that the information is factual.***

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Property Owner(s)** (Note: No other signature may be substituted for the Property Owner's Signature.)

**and:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Applicant)**

\_\_\_\_\_  
**(City Approval)**



## Site Plan Requirements

Applicant Name:

As stipulated in the Zoning Ordinance, all items relevant to the proposed project must be noted on a Site Plan diagram unless City staff or its designees authorize exclusion of specific items *in advance*. To obtain authorization to exclude items, applicants must schedule a Pre-Application Meeting prior to submitting the Site Plan.

The Site Plan must be prepared by a Professional Engineer licensed by the State of Minnesota. (Note: if the applicant submits a separate Grading and Utility Plan prepared by a licensed Professional Engineer, then the Site Plan may be prepared by a civil engineer, a land surveyor, a landscape architect, or an architect licensed by the State of Minnesota.)

Applicants must provide four (4) paper copies of the Site Plan, drawn to scale on a sheet not to exceed 24" x 36", and one (1) additional set reduced to a sheet no larger than 11" x 17".

**Please check the boxes of all items submitted for Site Plan approval.**

### A. General Plan Information

- 1) **Date:** Drawings must clearly indicate the date of preparation.
- 2) **Scale:** Drawing scale must be no smaller than 1" = 10' and no larger than 1" = 60', unless an alternative scale is approved in advance by the City Planner.
- 3) **Legend:** Drawings must include a North arrow and list of abbreviations.

### B. Property Information

Drawings or attached documentation must show the following:

- 1) Property address(es).
- 2) Legal Description.
- 3) Boundary Survey.
- 4) Lot width dimensions and area calculation.
- 5) Zoning designation of the property.
- 6) Proposed use of the property in sufficient detail to determine code compliance.
- 7) Existing and proposed contours at 2-foot intervals, including location of water bodies, watercourses, swamps and flood-prone areas with delineated channel encroachment lines, wetland boundary lines, 100-year flood plain boundary line, and floodway boundary line.
- 8) When a property is located in a flood-prone area, drawings must indicate existing and proposed site grades, contours and elevations, base flood elevation data, top-of-foundation elevations, finished floor elevations, and any proposed watercourse relocation.
- 9) Location of natural features including existing trees, rocky outcrops and similar features.

### C. Existing and Proposed Building and Site Improvement Information

Drawings or attached documentation must show the following:

- 1) Size and location of all existing buildings and structures.
- 2) Size and location of all proposed buildings, additions, structures and uses.
- 3) Setback or build-to distance to property lines.
- 4) Exact exterior dimensions of each building.
- 5) Topographic elevation of lowest floor of habitable space for structures and additions located within the floodplain.
- 6) Location of entrances.
- 7) Number of dwelling units and/or square footage of each non-residential type of use.
- 8) Location of existing and proposed outdoor trash and dumpster areas and methods for screening such areas.

- 9) Location of existing and proposed outdoor mechanical equipment areas and methods for screening such areas.
- 10) Location and type of existing and proposed ground–or pole–mounted signs.
- 11) The location of existing and proposed fences and walls.

#### **D. Utility and Storm Water Management and Erosion Control Information**

Drawings or attached documentation must show the following:

- 1) Existing and proposed location and size of sanitary sewer mains and service lines, or septic tanks and leaching fields.
- 2) Existing and proposed location and size of water mains, service lines and hydrants, and/or water wells.
- 3) Existing and proposed location of high-pressure gas lines and high-tension electrical transmission lines.
- 4) Existing and proposed location and size of storm drainage facilities on the property and adjacent to the property.
- 5) Storm water management plan, including storm water calculations supporting the design.  
(Note: Such a plan shall show grades and/or elevations within 50 feet of the property boundaries, direction of surface flow, detention and/or retention areas, and outlet control structures and devices.

#### **E. Site Access and Parking Improvement Information**

Drawings or attached documentation must show the following:

- 1) Location and dimensions of all existing parking areas, paved surfaces, and abutting public and private streets.
- 2) Location and dimensions of proposed parking areas, individual parking spaces, and drive aisles, including methodology of calculating required parking spaces to comply with parking standards of the LDC.
- 3) Delineation of disabled parking spaces meeting LDC requirements.
- 4) Driveways, curb cuts, easements, rights-of-way, loading areas, dividers, curbs, and islands.
- 5) Parking and drive improvement surface material.
- 6) Traffic control and access measures.
- 7) Locations and design detail of proposed bicycle parking, including methodology of calculating required spaces to comply with the bicycle parking standards of the LDC.
- 8) Design detail illustrating compliance with bicycle parking shelter requirement.
- 9) Proposed location of pedestrian and bicycle access and circulation.

#### **F. Site Lighting Improvement Information**

Drawings or attached documentation must show the following:

- 1) Lighting Plan prepared by an architect, landscape architect, or lighting designer.
- 2) Location of proposed lighting improvements and the type of illuminating devices, fixtures, and lamps.
- 3) Design detail indicating lighting height, supports, reflectors and other devices, including a design description or manufacturer's catalog cuts and drawings, including sections.
- 4) Photometric data, such as that furnished by manufacturers, showing the angle of cut-off, light illumination, or light emission in foot candles at the property line.

#### **G. Tree Preservation Plan Detail**

Drawings or attached documentation must show the following:

- 1) A tree inventory prepared by an arborist, nursery professional, landscape architect, or horticulturist indicating the exact location, type, size, and health of all trees with a Diameter at Breast Height (DBH) of 12" or greater.
- 2) A written recommendation from the professional who prepared the tree inventory, indicating which trees or tree stands should be protected.
- 3) A tree protection and replacement plan in compliance with the removal and replacement requirements of the LDC.

## **H. Existing and Proposed Landscape Improvement Information**

Drawings or attached documentation must show the following:

- 1) Detailed landscape plan indicating existing landscape material to be removed or saved, and/or material to be installed new.
- 2) Landscape plan indicating compliance with plant size and quality requirements of the LDC.
- 3) Detailed listing of proposed landscape plant materials indicating compliance with the City-approved list of trees and plants and also indicating compliance with species diversity requirements of the LDC.
- 4) Description of measures to protect existing vegetation accommodate on-site storm water management during construction.
- 5) Parking lot landscape plan indicating compliance with either the small parking lot or large parking lot requirements of the LDC.
- 6) Parking lot landscape plan demonstrating compliance with perimeter landscape and interior landscape requirements of the LDC.
- 7) Landscape buffering plan between zoning districts indicating compliance with the buffer width and minimum buffer planting requirements of the LDC.

## **I. Architectural Detail and Related Information**

- 1) Two (2) copies of architectural drawings of all new buildings or structures or alterations, at a scale not less than 1/8" per foot. Plans must illustrate:
  - All exterior wall elevations.
  - Building materials in compliance with standards of the Land Development Code.
  - Window opening calculations for each façade.
  - Primary entrance orientation and entrance design detail.



## Fast Track Site Plan Requirements

Applicant Name:

As stipulated in the Zoning Ordinance, all items relevant to the proposed project must be noted on a Site Plan diagram unless City staff or its designees authorize exclusion of specific items *in advance*. To obtain authorization to exclude items, applicants must schedule a Pre-Application Meeting prior to submitting the Site Plan.

The Site Plan must be prepared by a Professional Engineer licensed by the State of Minnesota. (Note: if the applicant submits a separate Grading and Utility Plan prepared by a licensed Professional Engineer, then the Site Plan may be prepared by a civil engineer, a land surveyor, a landscape architect, or an architect licensed by the State of Minnesota.)

Applicants must provide four (4) paper copies of the Fast Track Site Plan, drawn to scale on a sheet not to exceed 24" x 36", and one (1) additional set reduced to a sheet no larger than 11" x 17".

**Please check the boxes of all items submitted for Fast Track Site Plan review and approval.**

### A. General Plan Information

- 1) **Date:** Drawings must clearly indicate the date of preparation.
- 2) **Scale:** Drawing scale must be no smaller than 1" = 10' and no larger than 1" = 60', unless an alternative scale is approved in advance by the City Planner.
- 3) **Legend:** Drawings must include a North arrow and list of abbreviations.

### B. Property Information

Drawings or attached documentation must show the following:

- 1) Property address(es).
- 2) Legal Description.
- 3) Boundary Survey.
- 4) Lot width dimensions and area calculation.
- 5) Zoning designation of the property.
- 6) Proposed use of the property in sufficient detail to determine code compliance.
- 7) Existing and proposed contours at 2-foot intervals, including location of water bodies, watercourses, swamps and flood-prone areas with delineated channel encroachment lines, wetland boundary lines, 100-year flood plain boundary line, and floodway boundary line.
- 8) When a property is located in a flood-prone area, drawings must indicate existing and proposed site grades, contours and elevations, base flood elevation data, top-of-foundation elevations, finished floor elevations, and any proposed watercourse relocation.
- 9) Location of natural features including existing trees, rocky outcrops and similar features.

### C. Existing and Proposed Building and Site Improvement Information

Drawings or attached documentation must show the following:

- 1) Size and location of all existing buildings and structures.
- 2) Size and location of all proposed buildings, additions, structures and uses.
- 3) Setback or build-to distance to property lines illustrating compliance with LDC Table 3.2.4: Site Development Standards.
- 4) Exact exterior dimensions of each building.
- 5) Topographic elevation of lowest floor of habitable space for structures and additions located within the floodplain.
- 6) Location of entrances.
- 7) Number of dwelling units and/or square footage of each non-residential type of use.

- 8) Location of existing and proposed outdoor trash and dumpster areas and methods for screening such areas.
- 9) Location of existing and proposed outdoor mechanical equipment areas and methods for screening such areas.
- 10) Location and type of existing and proposed ground- or pole-mounted signs.
- 11) The location of existing and proposed fences and walls.

#### **D. Utility and Storm Water Management and Erosion Control Information**

Drawings or attached documentation must show the following:

- 1) Existing and proposed location and size of sanitary sewer mains and service lines, or septic tanks and leaching fields.
- 2) Existing and proposed location and size of water mains, service lines and hydrants, and/or water wells.
- 3) Existing and proposed location of high-pressure gas lines and high-tension electrical transmission lines.
- 4) Existing and proposed location and size of storm drainage facilities on the property and adjacent to the property.
- 5) Storm water management plan, including storm water calculations supporting the design.  
(Note: Such a plan shall show grades and/or elevations within 50 feet of the property boundaries, direction of surface flow, detention and/or retention areas, and outlet control structures and devices.
- 6) Sediment Erosion Control Plan for developments creating cumulative disturbed area(s) of .5 acres or more.

#### **E. Site Access and Parking Improvement Information**

Drawings or attached documentation must show the following:

- 1) Location and dimensions of all existing parking areas, paved surfaces, and abutting public and private streets.
- 2) Location and dimensions of proposed parking areas, individual parking spaces, and drive aisles, including methodology of calculating required parking spaces to comply with parking standards of the Land Development Code.
- 3) Delineation of disabled parking spaces meeting Land Development Code requirements.
- 4) Driveways, curb cuts, easements, rights-of-way, loading areas, dividers, curbs, and islands.
- 5) Parking and drive improvement surface material.
- 6) Traffic control and access measures.
- 7) Locations and design detail of proposed bicycle parking, including methodology of calculating required spaces to comply with the bicycle parking standards of the Land Development Code.
- 8) Design detail illustrating compliance with bicycle parking shelter requirement.
- 9) Proposed location of pedestrian and bicycle access and circulation.

#### **F. Site Lighting Improvement Information**

Drawings or attached documentation must show the following:

- 1) Lighting plan prepared by an architect, landscape architect, or lighting designer.
- 2) Location of proposed lighting improvements and the type of illuminating devices, fixtures, and lamps.
- 3) Design detail indicating lighting height, supports, reflectors and other devices, including a design description or manufacturer's catalog cuts and drawings, including sections.
- 4) Photometric data, such as that furnished by manufacturers, showing the angle of cut-off, light illumination, or light emission in foot candles at the property line.

#### **G. Tree Preservation Plan Detail**

Drawings or attached documentation must show the following:

- 1) A tree inventory prepared by an arborist, nursery professional, landscape architect, or horticulturist indicating the exact location, type, size, and health of all trees with a Diameter at Breast Height (DBH) of 12" or greater.
- 2) A written recommendation from the professional who prepared the tree inventory, indicating which trees or tree stands should be protected.
- 3) A tree protection and replacement plan in compliance with the removal and replacement requirements of the Land Development Code.



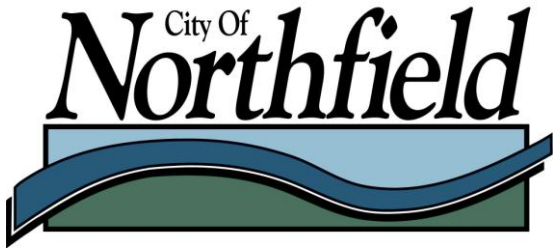
## **H. Existing and Proposed Landscape Improvement Information**

Drawings or attached documentation must show the following:

- 1) Detailed landscape plan indicating existing landscape material to be removed or saved, and/or material to be installed new.
- 2) Landscape plan indicating compliance with plant size and quality requirements of the Land Development Code.
- 3) Detailed listing of proposed landscape plant materials indicating compliance with the City-approved list of trees and plants and also indicating compliance with species diversity requirements of the Land Development Code.
- 4) Description of measures to protect existing vegetation and accommodate on-site storm water management during construction.
- 5) Parking lot landscape plan indicating compliance with either the small parking lot or large parking lot requirements of the Land Development Code.
- 6) Parking lot landscape plan demonstrating compliance with perimeter landscape and interior landscape requirements of the Land Development Code.
- 7) Landscape buffering plan between zoning districts indicating compliance with the buffer width and minimum buffer planting requirements of the Land Development Code.

## **I. Architectural Detail and Related Information**

- 1) Two (2) copies of architectural drawings of all new buildings or structures or alterations, at a scale not less than 1/8" per foot. Plans must illustrate:
  - a) Building materials in compliance with standards of the Land Development Code.
  - b) Exterior wall elevations illustrating building architectural massing utilizing a base, body and cap design or building architectural massing utilizing architectural variety (see LDC Section 3.4.3 D).
  - c) Building orientation in relation to street frontage.
  - d) Primary entrance orientation and entrance design detail.
  - e) Window opening calculations for each façade.
  - f) Design detail illustrating compliance with flat roof design requirements.



# ESCROW ACKNOWLEDGEMENT

The City's policy is to have all costs associated with the review of land use applications reimbursed by the applicant. In reviewing an application, the City requires that an escrow fee be submitted along with the other application packet components. The escrow fee, listed on the application form, covers all staff time and outside service costs that are incurred in reviewing the application.

**The applicant must submit the required escrow before the City will begin the review of the application.** The City will reimburse itself from the escrow deposit for all costs incurred in reviewing the land use application. If, in the discretion of the City, there is deemed to be an inadequate balance in the escrow account to pay for all the review costs, the City will notify the Contact Person listed on the application form of the need for an additional escrow deposit. **This deposit must be made before review of the application continues.**

Any balance remaining in the escrow account will be reimbursed to the applicant upon the occurrence of any of the following events: (1) Issuance of a Zoning Certificate of Approval; (2) the application is withdrawn by the applicant; or (3) the application is denied by the City for any reason. The City is not responsible for paying interest on the escrow funds deposited as part of the review of the land use application.

***By signing this agreement, the property owner, applicant, and contact person acknowledge that additional escrow fees may be necessary, and that this additional escrow fee will be submitted to the City before the review of the land use application continues.***

**Property  
Owner:**

Print	Signature	Date
Address	City	State/ZIP
Telephone	Alternate Phone/Cell	FAX

**Applicant:**

Print	Signature	Date
Address	City	State/ZIP
Telephone	Alternate Phone/Cell	FAX

**Contact  
Person:**

Print	Signature	Date
Address	City	State/ZIP
Telephone	Alternate Phone/Cell	FAX
Email Address		