

SITE PLAN APPLICATION

Application Fee: \$300 _____
 Escrow (planning): \$1,500 _____
 Escrow (stormwater): \$5,000 _____
 Total Fees¹: \$ _____

CITY STAFF USE ONLY
Case No: _____
Date Received: _____
60 Day Date: _____
Receipt No: _____

Street Address of Parcel: _____
Applicant Information
Name: _____
Address: _____
Phone # _____ Email: _____
Owner Information (if different from applicant)
Name: _____
Address: _____
Phone # _____ Email: _____

Site Information
Legal/PID # _____
Present Zoning: _____
Existing Use of Property: _____
Description of Request (including proposed use) _____ _____ _____

1. Fees are payable at the time of application and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. Escrows are a credit toward all reasonable expenses charged by staff and/or consultant's time necessary in the investigation, report, and recommendation to city council regarding the application.

Required Attachments and Exhibits²

- Narrative** outlining how the proposed use meets the evaluation standards outlined in city code section [§153.028](#). A list detailing: the number of employees, total and per average shift, anticipated number of customers, days and hours of operation, and all measures that will be taken to address possible address possible impacts to adjacent properties and infrastructure.
- Electronic and paper plan sets**, prepared and signed by a registered civil engineer, architect, and/or a landscape architect, showing all information listed below. Submittals shall include ten 11"x17" copies and one 24"x36" copy of the plans and all plans must be printed to scale.
 - Map of the property** showing lot area and yard dimensions of the subject property, as well as showing all properties within 150 feet of the subject property.
 - Building elevations** including dimensions and materials for all sides of the building(s).
 - Site layout** including existing and proposed utilities, parking layout, access and flow to allow for service in and around the site for pedestrians and automobiles, curbing type, location and dimensions of structures, screening measures such as fencing, walls, etc. including materials and height, lighting provisions including location, type, and footcandles.
 - Tree and landscaping plan** showing location, type, and size.
 - Topography and grading** existing and proposed, if being altered.
- Storm/surface water management** existing and proposed drainage areas, stormwater modeling showing proposed rates meet the existing rates for the atlas-14 2-, 10-, & 100-year storm events.
 - Infiltration**, if proposed, soil borings should be submitted to confirm adequate separation to groundwater and/or bedrock and to confirm the soil infiltration rate.
 - If disturbing more than 1 acre, submittals must also include water quality modeling showing a 50% total phosphorus removal from runoff from new or redevelopment.
 - If creating more than 1 acre of net, new impervious, include volume control calculations to show 1" over the net increase in impervious is being infiltrated if infiltration is feasible.

Signature and Acknowledgement³

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

(if different from applicant)

2. All application materials and fees must be filed on or before the dates listed on the submittal calendar on the [zoning page of the City of West St. Paul website](#). A meeting with city staff is encouraged prior to all submittals.
3. I hereby certify that I have read and reviewed this application and know all statements to be true and correct. All work herein mentioned will be done in accordance with all codes and ordinances of the City of West St. Paul and the State of Minnesota. I further understand that this application and related contents may be released to other local government agencies for review.