

SITE PLAN REVIEW APPLICATION
MELVINDALE PLANNING COMMISSION
8 sets of signed and sealed plans to be submitted

FEE: \$200.00 + \$25.00 Administrative Fee
PLUS \$1,000.00 deposit to cover actual costs of
engineering reviews (unused balance refundable)

JOB ADDRESS: _____

Between _____ Street and _____ Street Lot Number(s) _____

Type of Building _____ Construction Class _____

Describe the Proposed Occupancy/Use _____

Kindly complete this Application in full. Location, ownership and detail must be correct, complete and legible. Applications in duplicate required for each building. Eight (8) sets of signed and sealed plans must be filed with this Application. Lot plot including all encroachment details must be shown on plans submitted.

Designer's Name _____ Telephone No. _____

Address _____ Designer's License No. _____

Property Owner's Name _____ Driver License No. _____

Address _____ Telephone No. _____

Lot Size _____

Building Size _____ Ft. Wide _____ Ft. Long _____ Ft. High

Foundation Size _____ Number of Stories _____

Foundation Material _____

Structure of Walls _____

Distance between Building and Alley _____

Width of Side Yards _____ ft. and ft. _____

Square Ft. _____ Remarks: _____

Estimated Cost by Owner: _____ By Dept. _____

I HEREBY CERTIFY THAT THE ABOVE ANSWERS ARE CORRECT AND TRUE.

Signature of Owner or Agent

Date: _____

APPROVED BY PLANNING _____ Date _____

APPROVED BY COUNCIL _____ Date _____

CITY OF MELVINDALE

SITE PLAN REVIEW DATA CHECK-OFF SHEET

NOTE: Submit eight (8) copies of Site Plan

The following information shall be included on the site plan submitted for review and processing:

NOTE: The Engineer, Architect, Planner and/or Designer retained to develop the site plan shall be responsible for securing a copy of the ZONING ORDINANCE and following all requirements therein. Further, these professionals shall make themselves aware of all Master Plan requirements, such as major and minor thoroughfares, land use, recreation, education, drainage, water and sewer availability, etc.

1. Description of site. (Metes and Bounds description, or lot or parcel number) _____
 2. A scale of not less than 1" = 20' if the subject property is less than three (3) acres and 1" = 100' if three (3) acres or more. _____
 3. The names and addresses of the Architect, Planner, Designer or Engineer responsible for the preparation of the site plan. _____
 4. Date, North point and scale (Engineer scale only) _____
 5. The dimensions of all lot and property lines. _____
 6. The pavement location and right-of-way width of all abutting streets and alleys drawn to scale. _____
 7. The location and dimensions of all existing and proposed structures, drives and parking areas. _____
 8. The location of all existing driveways within 100 feet of the subject property, and to include driveways across thoroughfares, drawn to scale. _____
 9. If angle parking is shown, the angle shall be indicated on the plan, including direction of any one-way drives. _____
 10. The location and right-of-way widths of all easements. _____
 11. Topography and drainage indicated wherever questionable problem areas occur. _____
 12. Indications of proposed methods of sewage disposal, water supply, and storm drainage. _____
 13. The location and type of any required walls, fences or greenbelts. _____
 14. The intended use for all accessory buildings. _____
 15. KEY MAP: Site Location _____
 Relationship to major and minor thoroughfares _____
 Adjacent development: (Identify existing structures and land uses within 100 feet of subject property.) _____
 16. Describe the proposed use. (Be specific.) _____
-

17. A Summary Table indicating:
- The gross and net building area. (Non-residential) _____
 - Number of parking spaces required and provided. _____
 - Height of buildings in stories and feet. _____
 - Area of site in square feet or acres. _____
 - Full dimensions of building to lot lines. _____
 - Number of dwelling units by type: (I.E., one bedroom, two bedroom, multiple, etc.) _____

18. TO BE COMPLETED ON MULTIPLE SITE REVIEW ONLY:

- A. Typical floor plans for each type unit indicating:
 - 1. Principle entrance and service entrance. _____
 - 2. Relationship of typical unit within each structure, (I.E., front-rear relationship) _____
- B. Details of service areas: (I.E., garbage and trash collection, etc.) _____
- C. Details of recreation areas: (I.E., proposed development of play areas, etc.) _____

19. TO BE COMPLETED ON NON-RESIDENTIAL SITE REVIEW ONLY:

- A. Loading and unloading areas. _____
- B. Type and proposed location of any outside storage. _____