



*East Bethel Community Development*  
 2241 221st Ave. NE • East Bethel, MN 55011  
 Phone: (763) 367-7844 • Fax: (763) 434-9578

### SITE PLAN REVIEW

APPLICANT IS REQUIRED TO MEET WITH CITY STAFF **PRIOR** TO SUBMITTAL OF THIS APPLICATION

**APPLICATION FEE: \$500 ESCROW: \$1,000\***

\*CONSULTING FEES ACCRUED FROM THE CITY ENGINEER, CITY ATTORNEY, ETC WILL BE TAKEN FROM THE ESCROW AMOUNT. THE REMAINING ESCROW WILL BE REFUNDED AFTER THE PROJECT IS FINISHED AND HAS MET ALL OF THE CONDITIONS DURING FINAL INSPECTION. THE APPLICATION FEE IS NON-REFUNDABLE.

NAME OF PROJECT (IF APPLICABLE): \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_

LOCATION PID: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

**PROPERTY OWNER:**

NAME: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**APPLICANT:**

SAME AS PROPERTY OWNER

NAME: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

I FULLY UNDERSTAND THAT I MUST MEET WITH CITY STAFF TO REVIEW ALL SUBMISSION REQUIREMENTS AND CONDITIONS PRIOR TO OFFICIAL SUBMISSION, AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNING/ZONING COMMISSION AND CITY COUNCIL SCHEDULED MEETING DATES TO ENSURE REVIEW BY CITY STAFF.

\_\_\_\_\_  
 PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

**OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_

60 DAYS: \_\_\_\_\_

TOTAL FEE PAID: \_\_\_\_\_

120 DAYS: \_\_\_\_\_

ESCROW APPLICATION SUBMITTED: \_\_\_\_\_

SL  PF  LU

# SECTION 4 – SITE PLAN APPROVAL



- A. **Purpose.** The purpose of this section is to establish a formal site plan review procedure that will assist the city in achieving safe, functional, and attractive development. Site plan review is required for uses, other than the exempted uses below, prior to issuance of a building permit for new construction or additions to commercial buildings greater than ten percent of the existing building footprint, and is required in conjunction with an application for a:
- 1) CUP/IUP;
  - 2) Plat;
  - 3) Commercial development;
  - 4) Variance;
  - 5) Rezoning; and
  - 6) PUD.
- B. **Exemptions from review.** The following uses shall be exempted from the site plan review requirements:
- 1) Agricultural uses in the agriculture (A) and rural residential (RR) districts;
  - 2) Single-family detached and attached dwellings;
  - 3) Single-family attached dwellings approved by PUD and/or subdivision.
- C. **Site plan review.** Prior to developing a final site plan for submission, applicants must submit a concept plan to the city for review and comment.
- 1) City staff shall have the authority to refer the concept plan to the planning commission and/or city council for discussion, review, and informal comment. Any opinions, comments, or suggestions offered in this preliminary review shall not constitute a binding decision on the request.
- D. **Application.** The following data shall be submitted in conjunction with an application for site plan review. The city may waive some requirements depending on the complexity of the proposal.
- 1) *Certificate of survey.* The survey shall be drawn to scale of not more than one inch equals 50 feet and include the following information:
    - a) The date, north point, map scale, name and address of the applicant, owner, operator, surveyor, engineer and designer, including their license numbers and seals;
    - b) A correct boundary survey and legal description of the subject property;
    - c) Depiction of all existing ecological features such as watercourses, lakes, wetlands, wooded areas, and rock outcrops;
    - d) The location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines within the subject property and within a distance of 100 feet from the property boundaries;
    - e) Descriptions, reference points, and elevations of all benchmarks;
    - f) Location of all monuments existing at the time of the survey, and those which the surveyor shall have located at the corners of the subject property;
    - g) Reference to and relationship of municipal, township, county, or section lines to lines of the subject property by distances, angles, radii, internal angles, points and curvatures, tangent bearings, and lengths of all arcs;
    - h) Boundary lines of adjoining property within 100 feet, identifying owners.
  - 2) *Site plan.* The site plan shall be drawn to scale of not more than one inch equals 50 feet and include the following information:
    - a) Boundaries with dimensions and angles and ties to section lines;
    - b) Existing buildings on the site and within 100 feet;
    - c) Proposed buildings, additions, or demolitions;
    - d) Existing and proposed curbs, curb cuts and driveways, curb and driveway cross sections;
    - e) Existing and proposed parking and loading facilities, parking lot cross sections;
    - f) Trash and waste storage facilities;
    - g) Pedestrian circulation system with cross section;
    - h) Screening (fences, walls, landscaping, and berms) with construction details;
    - i) Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements.
  - 3) *Lighting plan.* The lighting plan shall include the following information:
    - a) Location of all exterior lighting;
    - b) Illumination pattern and data on lighting fixtures;
    - c) Details of lighting fixtures;
    - d) Relationship to lighting on abutting properties.
  - 4) *Grading and drainage plan.* The grading and drainage plan shall include the following information:

- a) Existing and proposed topography;
  - b) Existing and proposed drainage facilities;
  - c) Delineation of topography of subject property with contour intervals of not more than two feet and supplemental of one foot in extremely flat areas;
  - d) Calculations to determine sizing of pipes, structures, and water storage areas;
  - e) Erosion control measures;
  - f) Drainage easements.
- 5) *Utilities plan.* The utilities plan shall include the following information:
- a) Existing and proposed sanitary sewer and water systems;
  - b) Elevations, gradients, and sizing of all components; and
  - c) Utility easements.
- 6) *Landscape plan.* The landscape plan shall include the following information:
- a) Location, size, and species of all proposed plant materials;
  - b) Plant schedule;
  - c) Planting details;
  - d) Existing significant plants to be removed.
- 7) *Sign plan.* The sign plan shall include the following information:
- a) Site plan locating all free standing signs;
  - b) Diagrams of sign copy with dimensions and color;
  - c) Dimensions of all signs including sign structures and mounting systems;
  - d) Height of all signs;
  - e) Sign illumination system;
  - f) Structural plans showing materials, fabrication, and mounting system.
- 8) *Building plan.* The building plan shall include the following information:
- a) Elevation drawings, sections, or illustrations indicating the architectural treatment of all proposed buildings and structures;
  - b) Floor plans of all proposed buildings and structures;
  - c) Type of use, number of employees, users, or occupants expected;
  - d) Type, location, and treatment of exterior mechanical devices such as vent exhaust fans, air conditioners, and elevators;
  - e) Type of exterior building materials;
  - f) Material board with exterior colors of all building materials;
  - g) Outline specifications.
- 9) *Identification of variances.* All variances must be clearly shown.
- E. **Procedure.** Once a concept plan has been reviewed by the city staff, the applicant shall submit an application to the city for site plan review. The site plan review process shall be as follows:
- 1) The applicant(s) shall submit a completed application and all required site plan review materials to the city;
  - 2) City staff shall review the application and forward a report and recommendation, including all conditions, to the planning commission;
  - 3) The planning commission shall review the submitted site plan review application and recommendation from staff and make a formal recommendation to the city council. The recommendation from the planning commission shall include all conditions or modifications to the site plan review application;
  - 4) The site plan review application shall be placed on the city council's regular meeting agenda for final decision;
  - 5) The city council may remove, alter, or impose additional conditions to the site plan review application. A site plan review application shall receive a majority vote by the city council for approval. If an application is denied by the city council, the application may not be resubmitted for a period of three months following the date of denial. A vote denying the site plan review approval along with its findings shall be formally recorded;
  - 6) In evaluating its recommendation and approval, the planning and commission and city council shall take into consideration the following:
    - a) Consistency with the city comprehensive plan;

- b) Compliance with this ordinance;
- c) The preservation of the site in its natural state, to the extent practicable, by minimizing tree loss, soil removal, and grading;
- d) The harmonious relationships between buildings, open spaces, natural site features, architectural details, and vehicular and pedestrian circulation;
- e) The protection of adjacent and neighboring properties.

F. **Revocation.**

- 1) A violation of any condition set forth in a site plan shall be a violation of this chapter, and failure to correct said violation within 30 days of written notice of the violation from the city may result in revocation of the approved site plan.
- 2) The permittee must satisfy the conditions of the site plan approved by the city council within 60 days. Unless the permittee requests and receives from the city council an extension of time, failure to satisfy the conditions within 60 days will render the site plan void.

(Ord. No. 19, Second Series, 5-5-2010)

# Land Use Escrow Application

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Land Use Application: \_\_\_\_\_

Person/Company paying the escrow	Person/Company receiving returned escrow (if different from the person/company paying the escrow than permission is needed)
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Phone: _____
Mailing Address: _____ _____	Address: _____ _____
Amount entered into escrow: \$ _____	Email: _____

	Escrow Amount
<b>Type of Land Use Application</b>	
Tax Increment Financing	\$12,000
Preliminary Plat	\$5,000
Major Mining Permit	\$1,500
Admin. Subdivision, Comp Plan Amendment, Metes and Bounds Split, Minor Mining Permit, Site Plan Review, Vacation, Zoning Map Amendment	\$1,000
Final Plat	\$1,000 + \$50/Lot if new road
Environmental Review	\$650
Concept Plan Review, Conditional Use Permit, Conditional Use Permit Amendment, Grading Permit, Planned Unit Development Amendment, Variance, Zoning Text Amendment	\$500
Interim Use Permit/Amendment	\$300

**Escrow Information**

Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If the City of East Bethel is to acquire these fees while working on your Land Use Application, than you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned once the work has been approved by the Building and/or Community Development Director.

Escrow Payer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Staff: \_\_\_\_\_ Date: \_\_\_\_\_

***East Bethel Community Development***

2241 221<sup>st</sup> Ave NE | East Bethel, MN 55011  
Phone: (763) 367-7844 | Fax: (763) 434-9578

# Application Deadlines for 2020

Planning staff has ten (10) business days to deem an application complete. The submittal dates pertain to applications deemed complete by Planning staff. These dates do not pertain to Subdivisions applications.

<b>Application Deadline To be submitted by 4pm (30 days prior to PC meeting)</b>	<b>Planning Commission Meeting</b>
Friday, December 27, 2019	January 28, 2020
Monday, January 27, 2020	February 26, 2020
Friday, February 21, 2020	March 24, 2020
Friday, March 27, 2020	April 28, 2020
Friday, April 24, 2020	May 26, 2020
Friday, May 22, 2020	June 23, 2020
Friday, June 26, 2020	July 28, 2020
Friday, July 24, 2020	August 25, 2020
Friday, August 21, 2020	September 22, 2020
Friday, September 25, 2020	October 27, 2020
Friday, October 23, 2020	November 24, 2020
Friday, November 20, 2020	December 22, 2020

**Planning Commission meetings** are held on the 4<sup>th</sup> Tuesday of the month, unless a holiday falls on that day.

**City Council meetings** are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month, unless a holiday falls on that day.

Changes to meeting dates will be posted on the East Bethel City website.

## CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

### CITY

- City Attorney**  
Eckberg Lammers  
1809 Northwestern Ave. S.  
Stillwater, MN 55082  
(651) 967-7344  
[www.eckberglammers.com/](http://www.eckberglammers.com/)
  
- City Engineer**  
Hakanson Anderson  
Attn: Craig Jochum  
3601 Thurston Ave.  
Anoka, MN 55303  
763-427-5860  
[www.haa-inc.com/](http://www.haa-inc.com/)

### HIGHWAY/TRANSPORTATION

- Traffic Engineering Manager**  
Anoka County Highway Department  
1440 Bunker Lake Blvd.  
Andover, MN 55304  
763-862-4231  
[www.anokacounty.us/307/Highway-Department](http://www.anokacounty.us/307/Highway-Department)
  
- Development Review Coordinator**  
MN Dept of Transportation  
Metro Division, Waters Edge  
1500 West County Road B-2  
Roseville, MN 55113  
651-234-7500  
[metrodevreviews.dot@state.mn.us](mailto:metrodevreviews.dot@state.mn.us)

### JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District**  
Attn: Wetland Specialist  
1318 McKay Dr NE, Suite 300  
Ham Lake, MN 55304  
763-434-2030, ext. 14  
<https://www.anokaswcd.org/>
  
- Area Hydrologist**  
MN Dept of Natural Resources  
1200 Warner Road  
St. Paul, MN 55106-6796  
651-259-5802  
<https://www.dnr.state.mn.us/>
  
- Ecological Services**  
MN Dept of Natural Resources  
1200 Warner Road  
763-200-2581  
<https://www.dnr.state.mn.us/>
  
- Board of Water & Soil Resources**  
651-296-6736  
<http://www.bwsr.state.mn.us/>
  
- U.S. Army Corps of Engineers**  
180 Fifth St East, Suite 700  
St. Paul, MN 55101  
651-290-5282  
<https://www.mvp.usace.army.mil/>
  
- Sunrise Watershed Management Organization**  
19511 E. Tri Oak Cir  
Wyoming, MN 55092  
763-434-9652  
[LAM3@ISD.net](mailto:LAM3@ISD.net)
  
- Upper Rum River Watershed Management Organization**  
19900 Nightingale St. NW  
Oak Grove MN 55011  
651-259-5755  
<http://www.urrwmo.org/>