



COMMUNITY DEVELOPMENT DEPARTMENT

**160 LAKE STREET NORTH
BIG LAKE MN, 55309**

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**SITE PLAN APPROVAL
APPLICATION PROCEDURE &
DATA REQUIREMENTS**

PROCEDURE FOR SITE PLAN APPROVAL APPLICATION

The City of Big Lake requires site plan approval to preserve and promote attractive, well-planned urban conditions. This includes all site and building plans for multiple family residential, commercial, industrial, institutional, and public/semi-public uses. Site plan approval must be obtained before a building permit is issued. The Zoning Administrator shall forward copies of the application and site and building plans to the appropriate staff, consultants and governmental agencies for review and recommendation. The application for site plan approval shall be filed with the City on the official City application form, along with the established fee and escrow. Such application shall also be accompanied by two 11"x17" scale copies and an electronic copy via **email or .ftp only** (flash/jump drive not accepted) of detailed written materials, plans and specifications.

SITE PLAN DATA REQUIREMENTS

Name of project/development

- Location of project/development by street address
- Location map, including areas within one-half mile of site
- Name and mailing address of developer/owner
- Name and mailing address of engineer/architect
- Date of plan preparation
- North point indicator
- Scale (nothing greater than 1" equals 100')
- Boundary line of property with dimensions
- Location, identification and dimensions of existing and proposed:
 - Existing contours at two (2) foot intervals
 - Proposed grade elevations at two (2) foot maximum intervals.
 - Adjacent streets and street rights-of-ways
 - On-site street and street rights-of-way
 - Utilities and utility easements
 - Buildings and structures and setbacks
 - Parking facilities
 - Water bodies
 - Surface water holding ponds, drainage ditches and drainage patterns
 - Wetlands – Delineation and name of Delineator
- Sidewalks, walkways, driveways, loading areas and docks
- Fences and retaining walls
- All Exterior signs including elevations, materials and dimensions.
- Exterior Refuse collection areas, garbage and recyclables and details for enclosing and screening containers.
- Exterior lighting (Photometric Plan, Diagrams and Specs)
- Landscaping Plan (detailed plan showing plantings, type, number and size)
- Detailed Drainage analysis including storm water run-off model

- Grading Plan showing finished grade elevations
- Location of existing and proposed public and private open space
- A staging plan for any project involving more than one construction season which sets forth the chronological order of construction and relates the proposed uses and structures to the construction of various service facilities, and gives estimated completion dates
- Site Statistics, including site square footage, percent of site coverage (Impervious Surface), dwelling unit density and green space.
- Architecture elevation drawings in color of all proposed structures and buildings with dimensions. A description of all exterior finish materials.
- Typical floor plan and room plan drawn to scale with a summary of square footage by use or activity.
- A listing of all required Federal, State, and City permits and status of applications
- Other information considered pertinent by the City staff and consultants.
- Erosion Control Process
- Other plans and information as may be required by the City.

Design Standards: Plans which fail to meet the following criteria shall not be approved.

1. The proposed development application must be consistent with the Big Lake Comprehensive Plan, city zoning and subdivision ordinances, city codes, policies and plans, including:
 - a. Land Use Plan
 - b. Utility (Sewer and Water) Plans
 - c. Local Water Management Plan
 - d. Capital Improvement Plan
 - e. Transportation Plan
 - f. Stormwater Design Standards
2. The proposed development shall be served with an adequate and safe water supply.
3. The proposed development shall be served with an adequate and safe sanitary sewer system.