

Submission requirements

- 1) Four sets of full size prints: three sets with sheets individually folded (maximum size 9 x 12 inches); one set rolled.
- ~~2) Ten sets of readable prints, reduced to 11 by 17 inches and folded.~~
- 3) One set of prints reduced to 8 1/2 by 11 inches.
- 4) Written documentation.
- 5) Completed original application form.
- 6) Application fee.

Display plans

~~Display plans and graphics will be used on an overhead television display system. Plans should not exceed 25 inches high by 33 inches wide. They should be matte finished, mounted on a hard board and brightly colored with a gray or buff background.~~

~~Powerpoint presentation capabilities are also available. Contact the Communications Division for specifications at 952-563-8818.~~

REQUIRED INFORMATION

Written documentation

- 1) Name, address and telephone number of the owner/developer and architect/engineer.
- 2) Complete description of the project.
- 3) Site and building statistics.
- 4) Project phasing and construction scheduling.

Site plans

- 1) Boundary lines of property with dimensions.
- 2) Adjacent properties and structures.
- 3) Existing adjacent and on-site streets and rights-of-way.
- 4) Required and proposed rights-of-way of streets and easements adjacent to and on the site.
- 5) Existing and proposed sidewalks, walkways and bike-ways.
- 6) Locations of buildings and structures:
 - a) Basement and first floor elevations.
 - b) Structural dimensions.
 - c) Setbacks from property and zoning lines.
- 7) Freestanding sign locations with setback dimensions. Attach separate drawings of each sign, with dimensions.
- 8) Curbs, parking facilities and driveways with dimensions.
- 9) Location and detailed drawings of fences and retaining walls.
- 10) Access to interior refuse and recyclable collection areas.
- 11) Exterior air handling and electrical equipment.

- 12) Water bodies: streams, lakes, ponds, marshes and wetlands.
- 13) Traffic flow on-site and off-site (contact 952-563-4915).
- 14) Exterior lighting (contact 952-563-8920):
 - a) Location and height of all parking lot, walkway and wall fixtures.
 - b) Luminaire specifications.
 - c) Photometric illumination plan.
- 15) Construction phasing.
- 16) Site statistics:
 - a) Site and building square footage.
 - b) Percent of site coverage and floor area ratio.
 - c) Dwelling unit density.
 - d) Area of parks and open space.
 - e) Parking spaces, required and provided, employee, non-employee and handicapped.

Grading and drainage plans

- 1) Existing contours at a minimum interval of two feet.
- 2) Proposed contours at a minimum interval of two feet.
- 3) Existing individual trees 12 inch diameter or greater and/or tree masses as required.
- 4) Retaining wall locations and construction details.
- 5) Proposed berms for landscaping and screening.
- 6) Erosion control measures and temporary ponding areas.
- 7) Permanent ponding areas with retention calculations.
- 8) If requested, cross sections of existing and proposed grades including adjacent properties.
- 9) If requested, cut and fill plans showing extent earth-movement in two-foot increments.

Landscape plans

A complete landscape plan, showing location, size, number and species of all proposed plant materials may be required.

Building plans

- 1) Elevation drawings of all proposed buildings and structures, and identification of all exterior building materials.
- 2) Dimensioned floor plans for all stories of proposed buildings and structures with room usage.
- 3) Underground parking plans with dimensions.
- 4) Typical residential unit plans with dimensions and square footage.
- 5) Residential storage areas.
- 6) Signage details.
 - a) Building sign locations.
 - b) Dimensioned drawings of each sign.
 - c) Construction details (lighting, etc.).
- 7) Recyclable and trash storage locations.
- 8) Fire Department connections and communication panels.
- 9) Plans showing location, type, height and screening of rooftop equipment.
- 10) Floor plans showing the location of all gas and electrical metering equipment and other mechanical equipment.
- 11) Samples of exterior building materials and color.
- 12) Building statistics:
 - a) Gross and net leasable square footage of all existing and proposed structures.
 - b) Elevation above mean sea level of all floors and the roof.
 - c) Height of roof above grade.
 - d) Dwelling unit sizes and bedroom mixes.
 - e) Type of construction.

Utility plans

- 1) Existing and proposed water lines with pipe sizes.
- 2) Existing and proposed storm sewer systems on and adjacent to the site:
 - a) Pipe type and size.
 - b) Catch basin locations, top of casting and invert elevations.
 - c) Ponding areas and capacities.
- 3) Existing and proposed sanitary sewer systems on and adjacent to the site:
 - a) Pipe type and size.
 - b) Manhole locations, top of casting and invert elevations.
 - c) Lift station locations.
- 4) Existing and proposed water lines on and adjacent to the site:
 - a) Pipe type and size.
 - b) Fire hydrant locations.
 - c) Fire Department connections.
- 5) Existing and proposed telephone, electric, natural gas and cable television services.

For further information

City Hall

1800 West Old Shakopee Road

Planning and Economic Development Division	952-563-8920
Building and Inspection Division	952-563-8930
Fire Marshal	952-563-8933
Environmental Services Division	952-563-8934
Licensing Division	952-563-8728
Crime Prevention Unit	952-563-4900

Public Works

1700 West 98th Street

Engineering Division	952-563-4870
Traffic Section	952-563-4913
Utilities Division	952-563-8777