



## **Guidelines For Site Plan Approvals**

### **INTRODUCTION**

The purpose of these guidelines is to provide you with a summary of the site plan approval procedure and regulations. In addition, City staff is available for consultation and is willing to provide you with assistance throughout the review procedure. To that extent, you may find it helpful to meet with staff before an application is submitted.

Hopefully, the information in these guidelines will be helpful. However, if you have additional questions or if staff can be of further assistance, please feel free to call the City Planner at 425-0900

### **PROCEDURE**

The site plan approval process consists of four steps:

- Applicant meets with staff.
- Applicant submits application and all application fees to the City.
- Staff reviews site plan. The review process is approximately 15 days.
- Applicant attends a site plan review meeting with City Staff. Staff's comments are provided to the applicant during the meeting.
- Revised site plans maybe required. No building permits will be issued without final site plan approval.
- Staff may forward the site plan to the Plan Commission if there are issues requiring Plan Commission action. \*

\* Plan Commission meets at 6:30 p.m. on the first Tuesday of each month

### **APPLICATION**

The application must include the following information:

- Application form (see attachments)

- See attached fee schedule for application fee amount.
- 15 copies of site plan prepared by a registered surveyor or engineer (see attached "Site Plan Review Requirements")
- 15 copies of written project summary (see attached "Site Plan Review Requirements")
- Other information, as found necessary by the City

### **REVIEW CRITERIA**

The minimum requirements of the City Zoning Ordinance, Chapter 17 of the Municipal Code, must be met if the City is to approve the site plan (see the attached "Site Plan Review Form" for a list of the requirements).

### **ATTACHMENTS**

- Land Development Application
- Site Plan Review Requirements
- Site Plan Review Form
- Fee Schedule

# City of River Falls - Land Development Application

Applicant's Name	Telephone No.
------------------	---------------

Address

Fee Owner	Telephone No.
-----------	---------------

Address

Request For:

<input type="checkbox"/> Zoning District Change	<input type="checkbox"/> Special Exemption/Use
<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> PUD General Plan Review
<input type="checkbox"/> Variance	<input type="checkbox"/> PUD Specific Implementation Plan
<input type="checkbox"/> Administrative appeal	<input type="checkbox"/> Other:
<input type="checkbox"/> Home Occupation	

Area:

<input type="checkbox"/> City of River Falls (corporate limits)	<input type="checkbox"/> River Falls Township
<input type="checkbox"/> Clifton Township	<input type="checkbox"/> Kinnickinnic Township

Status of Applicant:

<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Buyer	<input type="checkbox"/> Other:
--------------------------------	--------------------------------	--------------------------------	---------------------------------

Present Zoning	Zoning Requested
----------------	------------------

Uses Proposed	Acreage(s)
---------------	------------

Location

Legal Description (Attach legal if needed)	
---	--

**The undersigned applicant or representative thereof, certifies that he/she is familiar with the state and local code applicable to this request; the procedural requirements of the city; and all other applicable city ordinances.**

Signed by Applicant	Date
---------------------	------

Signed by Fee owner	Date
---------------------	------

Application received by	Date
-------------------------	------

Fees:

Variance	\$			Site Plan Review	\$	
Zoning District Change	\$			Special Use Permit	\$	
Administrative Appeal	\$			Other:		
\$						
PUD General Dev. Plan Review	\$			<b>Total</b>	\$	
PUD Spec. Imple. Plan Review	\$					
Home Occupation	\$					

Application to be considered by the City \_\_\_\_\_, at their \_\_\_\_\_ meeting.



## Site Plan Review Requirements

1. Existing conditions
  - a) Property boundaries and dimension
  - b) Adjacent right-of-ways, roadways, driveways, and access points
  - c) Existing topological contours
  - d) Existing buildings and foundations
  - e) Existing other man-made features
  - f) Existing significant vegetation (trees, other vegetation)
2. Site Plan
  - a) Building layout plan with size and dimensions
  - b) Parking area plan – arrangement and total spaces
  - c) Setback lines indicated
  - d) Flood plain identification
  - e) Curb cut, ingress, egress indicated
  - f) Signage – location and details
  - g) Lighting placement and details
  - h) Easements for access, utilities, scenic, etc.
  - i) Site summary including site area, building area and coverage, total parking spaces
3. Landscape Plan
  - a) Trees existing that will remain
  - b) Proposed plantings – size and species
  - c) Sodding or special landscaped areas
  - d) Buffers to adjacent property – if any
4. Grading Plan
  - a) Existing and/or final contours
  - b) Method of drainage proposed (ponding areas, catch basins, culverts)
5. Utility Plan (with appropriate easements)
  - a) Sanitary plans
  - b) Water distribution
  - c) Electrical distribution (transformers)
6. Building Elevations
  - a) Building heights
  - b) General description of building materials and façade and roof detail
7. Written Project Summary, including:
  - a) Operational information
  - b) Building schedule
  - c) Estimate of project value including all site improvement costs

**NOTE:**

**When possible, all drawings and plans should utilize an engineer's scale of 1" = 20'. Plan sheet of 24**

**x 36. Fifteen (15) copies of site plan must be submitted to the Planning Director for review.**



## Site Plan Review Form

This form will be filled out by city zoning officials to determine compliance with zoning regulations as they apply to this site plan.

Site Plan Name \_\_\_\_\_  
Plan Commission Date \_\_\_\_\_  
Zoning District \_\_\_\_\_ Type of Use \_\_\_\_\_  
Allowable Use Yes \_\_\_\_\_ No \_\_\_\_\_  
Permitted Use \_\_\_\_\_ Accessory Use \_\_\_\_\_ Special Use \_\_\_\_\_

### Regulations

	Proposed	Proposed	Status
Minimum Lot Area	_____	_____	_____
Maximum Building Height	_____	_____	_____
Minimum Lot Width	_____	_____	_____
Minimum Front Yard	_____	_____	_____
Minimum Rear Yard	_____	_____	_____
Minimum Side Yard	_____	_____	_____
Minimum Side Yard (corner)	_____	_____	_____
Parking Spaces	_____	_____	_____
Loading Space	_____	_____	_____
Open Space Ratio	_____	_____	_____

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

---