



# Site Plan Review Application Checklist

In order for the City to process your application you will need to submit the following:

## 1. Completed application for a Site Plan Review Permit.

The application will not be considered complete unless it contains the following information:

- Street address of property.
- Legal address of property.
- Owner's name, address and phone number.
- Applicant's name, address and phone number.
- Narrative description of request.
- Present zoning district.
- Survey showing all buildings and structures with dimensions.
- Planting plan showing location, species and size of all plant material proposed; also size and species of all trees proposed to be removed.
- Landscape plan on a survey showing pathway system, width and materials, screening fences with details, lighting system, recreation features, if any.
- Drainage plan indicating catch basins, drainage patterns, and underground improvements prepared by a Registered Engineer that is in conformance with City's storm water management requirements.
- Utility systems for sanitary sewer, water, gas, telephone, and electric which shall be underground for new construction.
- Off-street parking, drives and access plan shown on a survey.
- Trash container screening and pick-up plan.
- Plan for adjustments to existing rights-of-way, easements, utilities and new dedications shown on a survey.
- Architectural plans showing elevations, entrances, heights, floor plans and material to be used on exterior.
- Description of the construction and materials to be used.
- Grade of lot in relation to street shown on a survey.
- Plan for location and surfacing of all proposed parking.
- Survey showing all access to public sidewalks, streets, and alleys available to occupants and users.
- Results of traffic study (*if needed*).
- Schedule a neighborhood meeting (*see attached*).

## 2. One 11" x 17" copy of plans

## 3. Digital copy of plans

## 4. Fee of \$550

### \*\*\* PLEASE NOTE \*\*\*

The City's sign and fence inspector must review plans and issue permits for any proposed signage or fencing before such construction begins. If any of the above material is not submitted by the deadline date, you will not be placed on the agenda for that month.



## Neighborhood Meeting Policy

The City of Hopkins has a policy that applications for Conditional Use Permits, Site Plan Reviews, and Rezoning are required to hold a neighborhood meeting.

### Section 1: Purpose

1.01 It is the City's intent to expand and enhance the dissemination of information to the residents of the City and to encourage involvement by the residents in the planning process. Applicants for development proposals that are located adjacent to or within residential zoning districts shall hold a neighborhood meeting for conditional use permits (excluding fences and signs), site plan approval, and rezoning. The City may also require a meeting for other applicants as determined necessary and appropriate.

### Section 2: Scheduling

- 2.01 The applicant shall schedule the meeting at least one week prior to the Zoning & Planning meeting. Meeting shall be scheduled Monday through Thursday evening after 6:30 p.m. and not on an evening preceding a legal holiday and not on Halloween. The notice of the meeting shall be sent out at least 10 days prior to the meeting. The applicant shall host the meeting and present the project for questions and answers.
- 2.02 The meeting shall be held after the City has accepted the application, but prior to the Planning Commission meeting on the application.

### Section 3: Notices

- 3.01 Notices/invitations to the neighborhood meeting shall be sent to those names and addresses listed on the public hearing notice list (mailing list will be provided by the City's Planning & Economic Development department). Notice shall be provided to the neighborhood association president if such organization exists. The area of notification may be enlarged based on the specific project.
- 3.02 The applicant shall make available a complete description of the request including copies of printed materials and maps, where appropriate. The notice/invitations shall include the following:
1. Project location map
  2. Contact person, address, and telephone number
- 3.03 The applicant shall prepare a list of individuals present at the meeting. The applicant will also be responsible for taking minutes at the meeting. A copy of this information will be provided to staff the day following the meeting.
- 3.04 The schedule of dates for Zoning & Planning Commission, Park and Recreation Commission, and City Council consideration should be provided, if known.
- 3.05 A copy of the meeting invitation shall also be sent to the members of the Zoning & Planning Commission, City Council, and City Planner. A list of these individuals and addresses shall be provided to the City Planning & Economic Development department.
- 3.06 If the applicant desires to use a room in City Hall for the meeting, this needs to be coordinated with the City Manager's secretary.

**\* If City staff feels that there should be a representative from the City at this meeting, the applicant must coordinate with the City on the meeting date.**

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