

**SUBMITTAL CHECKLIST FOR NEW COMMERCIAL, INDUSTRIAL AND
MULTI-FAMILY RESIDENTIAL PROJECTS**

- _____ Building Permit Application (completed and signed).
- _____ Storm Water Permit Application (completed and signed).
- _____ Driveway Permit Application (completed and signed).
- _____ Two sets of Plans and Specifications (as required by Minn Rule 1300.0130 and in accordance with the State Board of Architecture and Engineering rules 1800.5000).
- _____ Two copies of site plan or survey verifying all items listed below.
 - Plat of lot
 - Lot/Block designation
 - Easements-dimensioned and drawn to scale
 - Pin number and tax I.D. number
 - Fire Department access roads
 - Location of fire hydrants
 - Building setbacks (all sides) to property lines and adjacent structures
 - Building must be identified and show dimensions
 - Proposed elevations of top of block or foundation wall
 - Top of curb elevation (in front of lot and corner)
 - Drainage information (spot elevations and drainage arrows)
 - Sediment and erosion control measures (silt fence, bio rolls, etc.)
 - Location of rock entrance (6 inch depth and required length up to 50ft)
- _____ Two copies of Energy Code Compliance (MN Rules Chapter 1323).
- _____ One copy of the signed Special Inspection and Testing Summary (when special inspections are required by the State Building Code)
- _____ Copy of soils investigation report (when required by designer or Building Official)
- _____ Contact list with names, addresses and phone numbers for all design professionals, contractor/ sub-contractors and building owner(s).
- _____ Check if plans have been approved from Sauk River Watershed

Separate plan approvals and permits are required for plumbing, HVAC, fire suppression systems, fire alarm systems and electrical work. Plumbing plans must be approved by the Department of Labor and Industry and all other plans must be submitted to the City of City of Cold Spring.

Once all items have been checked off, the completed submittal documents can be delivered to the Cold Spring City Office located at 27 Red River Avenue South. **Do not send any checks or money with the application and submittal documents.** Plan review time will vary depending on the size of project or nature of the work. Incomplete submittals will delay the approval time of the application or may cause the submittal documents to be returned. Upon completion and approval of the plans and specifications by the City of Cold Spring the applicant will be notified that the permit is ready to be picked up and paid for. No work can be commenced or inspections scheduled until the permit has been approved and obtained from the City. **A SITE INSPECTION IS REQUIRED BEFORE ANY EXCAVATION WORK BEGINS.** *Completed applications will expire if they are not picked up at the City within 180 days from the approval date (MN. Rules 1300.0120 subp. 9).*

City of Cold Spring Zoning Ordinance Section 19 Subdivision 4 and 5 Administration and Enforcement Section of the Zoning Ordinance

Subdivision 5. Site and Building Design Plan Review

The purpose of this Subdivision is to establish a formal site plan review procedure for commercial, industrial, institutional and multiple family uses and provide regulations pertaining to the enforcement of site design standards consistent with the requirements of this Ordinance.

1. Exemptions. The following shall be excepted from the requirements of this Subdivision:
 - a. Low and Medium Density Residential Uses (eight (8) or more unit residential requires formal review as set forth in this Section).
 - b. Minor revisions or additions to existing structures, provided that the proposed modifications do not exceed thirty (30) percent of the floor area of said structure or ten-thousand (10,000) square feet, whichever is less.
 - c. Accessory structures, provided that all standards established in Section 17, Subdivision 3. (Accessory Buildings) are satisfied.
 - d. Change in use.

2. Sketch Plan. Prior to formulation of a site plan, an applicant may present a sketch plan to the Zoning Administrator and filing of a formal application. The Zoning Administrator shall have the authority to refer said plan to the Planning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant are to be considered advisory only and shall not constitute a binding decision on the request. The sketch plan is intended to be conceptual but shall be drawn to scale and may include the following:
 - a. The proposed site with reference to existing development, topography, and drainage conditions on adjacent properties, at least to within two-hundred (200) feet;
 - b. Natural features;
 - c. General location of existing and proposed structures;
 - d. Tentative access, circulation and street alignments, both public and private;
 - e. Amenities to be provided such as recreational areas, open space, walkways, and landscaping;
 - f. General location of parking areas;
 - g. Proposed public sanitary sewer, water and storm drainage;
 - h. Other items as may be deemed necessary by the Zoning Administrator.

3. Application for Site Plan Approval. Application for site plan approval shall be filed with the Zoning Administrator on an approved form and shall be accompanied by a certificate of survey, a site plan including information specified below and any other information deemed necessary by the Zoning Administrator to facilitate review. The following exhibits shall accompany each application for site plan review, unless specifically waived by the Zoning Administrator.

4. Certificate of Survey. Site boundaries, buildings, structures and other improvements shall be identified on site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
 - a. Scale of plan, at one (1) inch equals fifty (50) feet or less.
 - b. North point indication.
 - c. Existing boundaries with lot dimensions and area.
 - d. Existing site improvements.
 - e. All encroachments.

- f. Easements of record.
- g. Legal description of the property.
- h. Ponds, lakes, rivers or other water features bordering on or running through the subject property.

5. Site Plan. A site plan utilizing a copy of the current certificate of survey as a base for the subject property shall be submitted, depicting the following:

- a. Name and address of developer/owner.
- b. Name and address of architect/designer.
- c. Date of plan preparation.
- d. Dates and descriptions of all revisions.
- e. Name of project or development.
- f. All proposed improvements, including:
 - i. Required and proposed setbacks;
 - ii. Location, setback, and dimensions of all existing and proposed buildings and structures;
 - iii. Location of all adjacent buildings located within one-hundred (100) feet of the exterior boundaries of the property in question;
 - iv. Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles;
 - v. Location, number, and dimensions of proposed loading spaces;
 - vi. Location, width, and setbacks of proposed curb cuts and driveways.
 - vii. Vehicular circulation;
 - viii. Sidewalks, trails, and walkways;
 - ix. Location and type of all proposed lighting, including details of all proposed fixtures;
 - x. Location of recreation and service areas;
 - xi. Location of rooftop equipment and proposed screening;
 - xii. Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures; and
 - xiii. Location, size, and type of water and sewer system mains and proposed service connections.

6. Supplemental Data. The Zoning Administrator may require additional information, data and other plans and other information as including but not limited to:

- a. Architectural elevations, color drawings or renderings, and sample building materials of all principal and accessory buildings, identifying type and color of materials used on all exterior surfaces.
- b. Typical floor plan and room plan drawn to scale with a summary of square footage for each use or activity.
- c. Type, location, and size of all proposed signage.
- d. Vicinity map showing the property in relation to near by highways or major street intersections.
- e. A grading/stormwater management plan in accordance with the provisions as specified by the City Engineer.
- f. A landscaping and screening plan in accordance with the provisions of Section 17, Subdivision 15.
- g. A Noise Impact Statement in accordance with the provisions of Chapter IX, Section 900:32, Subdivision 28 and Section 700:169.691 of the City Code. ¹

¹ Amended on May 19, 2009, by Ordinance No. 307

7. Review Procedures. The Zoning Administrator shall review the site plan. The site plan shall be evaluated based on its compliance with the Comprehensive Plan, provisions of this Ordinance, and other applicable City Codes and policies. The Zoning Administrator may refer the site plan to the Planning Commission if deemed necessary or if requested by the Applicant.
8. Relationship to Building Permit. Upon approval of the site plan, the Building Official will be authorized to release a building permit for the proposed project pursuant to adopted Building and Fire codes. The site plan approval process does not imply compliance with the requirements of said Building and Fire codes.
9. Plan agreements and Modifications.
 - a. All site and construction plans officially submitted to and approved by the City Council shall be treated as a formal agreement between the applicant and the City of Cold Spring. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard, or specification without prior submission of a plan modification request.
 - b. The Zoning Administrator may approve minor revisions to a previously approved site plan if they are warranted by engineering or other circumstances that were not foreseen at the time the plans were approved. All other revisions, including changes to approved building materials and/or colors, will require approval by the City Council in accordance with the review procedures established in this Section.
10. Expiration of Site Plan. Unless otherwise specified, the approved site plan shall become null and void within one (1) year of the date of approval unless the property owner or applicant has substantially commenced construction of any building, structure, addition or alteration, or use requested as part of the approved plan or unless a petition for a time extension has been granted by the Administrator. Such extension request shall be submitted in writing at least thirty (30) days prior to expiration of the site plan and shall state facts showing a good faith effort to complete work permitted under the original approval.
11. Cost Recovery. Preparation and review of all elements of the required site and building plan design review, as listed and described above, is to be at the sole expense of the developer and at no expense to the public. Direct costs incurred on behalf of the applicant shall be reimbursed to the City as per the cost recovery requirements under Subdivision 12 of this Section.