



Date: \_\_\_/\_\_\_/\_\_\_

# 2023 City of Lakeville Site Plan Application

Property Address: \_\_\_\_\_

Legal Description/PID No. \_\_\_\_\_  
*(If metes and bounds, attach description)*

Present Zoning \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~~~~  
Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Name

~~~~~  
Property Owner/Fee Owner *(If different from above)* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Name

**✓ Please include all applicable information regarding the project as listed on the attached checklist.  
(Additional information may be requested after review by the City)**

Application Fee	\$100.00 (1000.4317)
Escrow .....	\$1,000.00 for planning, engineering and legal services by staff and/or consultants. (1000.1240)

### Planning Department

20195 Holyoke Ave - Lakeville, MN 55044 - [www.lakevillemn.gov](http://www.lakevillemn.gov) - Phone: (952) 985-4420 Fax: (952) 985-4499



Dear Applicant:

The City of Lakeville requires a cash escrow to cover costs incurred from staff and consultants directly related to processing your application. These costs are normally related to review of the application by City planning and engineering staff, City consultants, and possibly the City Attorney.

You will receive a statement of account every 30 days. If the deposit is depleted before the application is concluded, you may be asked to make an additional deposit. In all cases, bills must be current before final action on your application is taken by the City Council.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Planning Department if there are unanswered questions or if you are unsure how to proceed. We will endeavor to process your application as quickly as possible and assist you in every way we can.

Sincerely,

Daryl Morey  
Planning Director

I have read and understand the above letter.

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Applicant's Signature

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Date



# Site Plan Application Checklist

## *City of Lakeville*

### Planning Department

#### Information Requirement

Request for site plan approval, as provided within this Title, shall be filed with the Zoning Administrator on an official application form. Such application shall be accompanied by a fee as established by City Council resolution. Such application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the Zoning Administrator, fully explaining the proposed change, development, or use. The request shall be considered as being officially submitted and complete when the applicant has complied with all specified information requirements. In cases where an application is judged to be incomplete, the Zoning Administrator or their designee shall notify the applicant, in writing, of what information must be provided for the application to be deemed complete within fifteen (15) business days of the date of submission.

Include three (3) pre-sorted and pre-folded paper copies and electronic version (PDF format) of the information required for all site plan permit applications which generally consists of the following items, and shall be submitted unless waived by the Zoning Administrator.

- A. 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:
- \_\_\_\_\_ 1. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less.
  - \_\_\_\_\_ 2. North point indication.
  - \_\_\_\_\_ 3. Existing boundaries with lot dimension and area.
  - \_\_\_\_\_ 4. Existing site improvements.
  - \_\_\_\_\_ 5. All encroachments.
  - \_\_\_\_\_ 6. Easements of record.
  - \_\_\_\_\_ 7. Legal description of the property.
  - \_\_\_\_\_ 8. Ponds lakes, springs, rivers or other waterways bordering on or running through the subject property.
  - \_\_\_\_\_ 9. Current title commitment of the property/properties.
- B. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
- \_\_\_\_\_ 1. Name and address of developer/owner.
  - \_\_\_\_\_ 2. Name and address of architect/designer.
  - \_\_\_\_\_ 3. Date of plan preparation.
  - \_\_\_\_\_ 4. Dates and description of all revisions.
  - \_\_\_\_\_ 5. Name of project or development.
  - \_\_\_\_\_ 6. All proposed improvements, including:

- \_\_\_\_\_ a. Required and proposed setbacks.
  - \_\_\_\_\_ b. Location, setback and dimensions of all proposed buildings and structures.
  - \_\_\_\_\_ c. Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
  - \_\_\_\_\_ d. Location, number dimensions, and setbacks of proposed parking spaces and drive aisles.
  - \_\_\_\_\_ e. Location, number, and dimensions of proposed loading spaces.
  - \_\_\_\_\_ f. Location, width, and setbacks of all curb cuts and driveways.
  - \_\_\_\_\_ g. Vehicular circulation.
  - \_\_\_\_\_ h. Sidewalks, walkways, trails.
  - \_\_\_\_\_ i. Location and type of all proposed lighting, including details of all proposed fixtures.
  - \_\_\_\_\_ j. Location of recreation and service areas.
  - \_\_\_\_\_ k. Location of rooftop equipment and proposed screening.
  - \_\_\_\_\_ l. Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
  - \_\_\_\_\_ m. Location, sizing, and type of water and sewer system mains and proposed service connections.
- C. Grading/storm water drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
- \_\_\_\_\_ 1. Existing contours at two (2) feet intervals (may be prepared by a Minnesota licensed surveyor).
  - \_\_\_\_\_ 2. Proposed grade elevations of two (2) foot maximum intervals.
  - \_\_\_\_\_ 3. Drainage plan, including the configuration of drainage areas and calculations.
  - \_\_\_\_\_ 4. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
  - \_\_\_\_\_ 5. Spot elevations (may be prepared by a Minnesota licensed surveyor).
  - \_\_\_\_\_ 6. Proposed driveway grades.
  - \_\_\_\_\_ 7. Surface water ponding and treatment areas.
  - \_\_\_\_\_ 8. Erosion control measures.
  - \_\_\_\_\_ 9. Stormwater easement sketch and legal description, where applicable.
- D. Landscaping plan, utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
- \_\_\_\_\_ 1. Planting schedule (table) containing:
    - \_\_\_\_\_ a. Symbols.
    - \_\_\_\_\_ b. Quantities.
    - \_\_\_\_\_ c. Common names.
    - \_\_\_\_\_ d. Botanical names.

- \_\_\_\_\_ e. Sizes of plant material.
  - \_\_\_\_\_ f. Root specification (bare root, balled and burlapped, potted, etc.).
  - \_\_\_\_\_ g. Special planting instructions.
  - \_\_\_\_\_ 2. Location, type and size of all existing significant trees to be removed or preserved.
  - \_\_\_\_\_ 3. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
  - \_\_\_\_\_ 4. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
  - \_\_\_\_\_ 5. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
  - \_\_\_\_\_ 6. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
  - \_\_\_\_\_ 7. Delineation of both sodded and seeded areas with respective areas in square feet.
  - \_\_\_\_\_ 8. Coverage plan for underground irrigation system, if any.
  - \_\_\_\_\_ 9. Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevations.
  - \_\_\_\_\_ 10. Other existing or proposed conditions which could be expected to affect landscaping.
- E. Other plans and information as required by the Zoning Administrator including, but not limited to:
- \_\_\_\_\_ 1. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
  - \_\_\_\_\_ 2. "Typical" floor plan and "typical" room plan drawn to scale with a summary of square footage for each use or activity.
  - \_\_\_\_\_ 3. Fire protection plan.
  - \_\_\_\_\_ 4. Extent of and any proposed modifications to land with the Environmental Protection Districts, as established by the Zoning Ordinance.
  - \_\_\_\_\_ 5. Type, location and size (area and height) of all signs to be erected upon the property in question.
  - \_\_\_\_\_ 6. Vicinity map showing the subject property in reference to nearby highways or major street intersections.
  - \_\_\_\_\_ 7. Sound source control plan.
  - \_\_\_\_\_ 8. Lighting plan.

The Zoning Administrator shall have the authority to refer a sketch plan or site plan to the Planning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the Zoning Administrator, Planning Commission, and/or City Council shall be considered advisory only and shall not constitute a binding decision on the request.