

City of Watertown Site Plan Checklist

Date Submitted:

Received By:

Instructions to Applicant:

Prior to completing and filing this application, a pre-submittal meeting is recommended to determine specific ordinance and procedural requirements applicable to your request.

INSTRUCTIONS: All of the items listed on this checklist are required to be shown on the Site Plan Drawing and on related attachments. The site plan preparer should compare this checklist to the Site Plan Drawing and related attachments and determine if each item has been shown or provided. Any checklist items that are missing must be added to the Site Plan. This application must be completed in full and accompanied by all information, plans, and fees required by applicable Watertown Municipal Code

PROJECT NAME:

PREPARER NAME:

PHONE:

FAX:

PLEASE NOTE: The following checklist is a guideline to minimum site plan requirements; depending on specific site conditions, City Staff may require additional drawings or information. Certain properties may also be subject to special assessments or petition and waiver; see Staff for more information.

SPECIAL INSTRUCTIONS FOR SITE PLAN AMENDMENTS: An amendment of a previously approved Site Plan should be drawn as an overlay on the originally approved Site Plan. Check to see if all of the items shown on this checklist were included on the original plan; if any are missing, they must be added to the amendment. In addition, any information, which has changed since the original Site Plan, must be updated. The area of the Site Plan, which is being amended, should be indicated on the drawing by a cloud.

If you have any questions regarding items contained within the checklist, please contact the City Planner at (952) 955-2681.

SECTION I: NARRATIVE INFORMATION (must be on same sheet as illustrations)

PROVIDED:

YES NO

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Name of Property Owner |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Name of Applicant and exact interest of Applicant in the Subject Property |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Name of Site Plan Preparer, including Address |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Certification of Architect, Civil Engineer, or Landscape Architect; licensed by the State of Minnesota |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Certification of Registered Land Surveyor |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Present Zoning of the site (including Flood Fringe, if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Proposed use of the site and buildings, including type of occupancy and estimated occupancy load |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Development Schedule: Estimated Start Date, Staging Schedule, Phasing (if any), Completion Date |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | Residential Uses: Number of Dwelling Units Proposed (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Setback Requirements of the Zoning District |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Average Setback of Buildings on Same Street within 200 feet of the proposed building(s) if different than zoning district requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Minimum Lot Area and Lot Width Requirements of the Zoning District |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | Legal Description of the Site, including certificate of survey |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. | Stormwater Detention Calculations: must be prepared and certified by a Professional Engineer. The Calculations must be on a separate sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. | Tabulation Box indicating: |
| <input type="checkbox"/> | <input type="checkbox"/> | | a. Total Area of the Property |
| <input type="checkbox"/> | <input type="checkbox"/> | | b. Gross Floor Area of each building |
| <input type="checkbox"/> | <input type="checkbox"/> | | c. Percent of site covered by building |
| <input type="checkbox"/> | <input type="checkbox"/> | | d. Percent of site covered by impervious surface |
| <input type="checkbox"/> | <input type="checkbox"/> | | e. Percentage of Open Space, if required (see Zoning Ordinance for minimums) |
| <input type="checkbox"/> | <input type="checkbox"/> | | f. Projected number of employees |
| <input type="checkbox"/> | <input type="checkbox"/> | | g. Number of seats (if restaurant or place of assembly) |
| <input type="checkbox"/> | <input type="checkbox"/> | | e. Off Street Parking and Loading: |
| <input type="checkbox"/> | <input type="checkbox"/> | | 1. Number of Parking Spaces Required by Zoning Ordinance to Serve this use. For mixed-use projects, include break down by use |
| <input type="checkbox"/> | <input type="checkbox"/> | | 2. Total number of parking spaces to be provided |
| <input type="checkbox"/> | <input type="checkbox"/> | | 3. Commercial/ Industrial Uses (over 10,000 square feet in floor area) |
| <input type="checkbox"/> | <input type="checkbox"/> | | 4. Total Number of Loading Spaces Required/Provided |

SECTION II: REQUIRED ILLUSTRATIONS

PROVIDED:

YES NO

- _____ 16. Maximum Drawing Size (all sheets): 24" by 36".
- _____ 17. North Arrow for main drawing.
- _____ 18. Scale of drawing (minimum scale: 1"= 80').
- _____ 19. Vicinity sketch with north arrow shown an 1"=800' City Zoning Map showing all property within 600 feet of the property in question.
- _____ 20. Site Boundary indicated by a heavy line.
- _____ 21. Bearings and distances along boundary shown.
- _____ 22. Names of all adjoining subdivisions and lots numbers shown.
- _____ 23. Encroachments by any structure over the lot lines, if applicable.
- _____ 24. Limits of each phase of construction, as indicated on the Phasing Schedule, if applicable.
- _____ 25. Proposed Building(s): Footprint of all proposed buildings shown with gross square footage.
- _____ 26. Pedestrian Circulation:
 - _____ a. Sufficient Sidewalks for access and circulation around building(s)
 - _____ b. Public Sidewalk provided along all public streets
 - _____ c. Walks adjacent to parking spaces are of a sufficient width to allow for both the vehicle overhang and at least 4 feet of sidewalk space.
 - _____ d. Bike path or trail, if required; including any necessary easements
- _____ 27. Vehicular Circulation and Parking:
 - _____ a. Parking Stalls with striping shown
 - _____ b. Handicapped stalls in accordance with State requirements
 - _____ c. Dimensions of parking spaces shown
 - _____ d. Aisle width shown (24' min. for two-way, 16' min. for one-way)
 - _____ e. Loading Zone Stalls (10'x 35) (required for commercial/ industrial)
 - _____ f. Turning radii at ends of aisles, around building, etc., sufficient for emergency vehicle access
 - _____ g. Concrete Curb and Gutter around perimeter of parking area and landscape islands
 - _____ h. Ingress/ egress easements, if required
- _____ 28. Trash Enclosure(s) (required for commercial, industrial, and apartments, in a number sufficient to meet needs of the use):
 - _____ a. Located out of public view (to the greatest degree possible)
 - _____ b. Constructed of permanent materials (block, brick, etc; wood is not permitted)
 - _____ c. Metal frame Screening Gate (wood not permitted, except for slats)
 - _____ d. Protective bollards provided

PROVIDED:
YES NO

- _____ 29. Lighting Plan: No light from project may spill onto adjacent residential properties.
 - _____ a. Location of all freestanding and wall mounted lights shown
 - _____ b. Parking Lot lights are non-adjustable "shoebox" downlights
 - _____ c. all mounted lights are not forward throwing
 - _____ d. Maximum 400 watts fixture, except near residential districts. 250 watts
 - _____ e. Maximum height of freestanding lights: 25' near residential, all others 30'. Height of poles must be labeled.
 - _____ f. Photometric drawing OR isometric map (on a separate sheet).
 - _____ g. Manufacturer's catalog cut sheets included, with bulb wattage, foot-candle contours, and details
- _____ 32. Survey Requirements:
 - _____ a. All items as outlined in the Certified Land Survey Information
 - _____ b. Existing Contours
 - _____ c. Proposed Contours
 - _____ d. Benchmark
 - _____ e. 100 Year Flood Elevation
 - _____ f. Existing Drainage Courses, Streams, Woodlands, etc.
- _____ 33. Streets:
 - _____ a. Location of Access Points to Public Streets, with all dimensions
 - _____ b. Relative Location of Access Points on Opposite Side of the Street, if any
 - _____ c. Curb Cuts: dimension width of cut to nearest pavement joint.- minimum 18''
 - _____ d. Street Widening and/or deceleration lanes, if required
 - _____ e. Pavement cuts, if required for utility construction, must be 10' wide minimum for both existing and proposed pavement panels
 - _____ f. Traffic Impact Analysis, if required by the City Engineer
- _____ 34. Parking lot surfacing material and thickness, including detail
- _____ 35. Details of all concrete curbs and gutter sections
- _____ 36. Easements: all proposed easements must be clearly labeled as to type and whether public or private. Separate easement documents with legal descriptions must also be submitted for each proposed easement.
- _____ 37. Proposed buildings: Finished floor elevation for each building

UTILITY AND GRADING PLAN- The portion of the Site Plan which shows utilities and grading may be on a separate sheet. Refer to the Urban Standard Specifications for Public Improvements.

- _____ 38: Grading Plan:
 - _____ a. Proposed grading is properly designed for the topography of the site
 - _____ b. No trapped water in parking lot
 - _____ c. Drainage pathways are clearly discernible
 - _____ d. Erosion Control Plan: Show silt fencing, etc. as necessary.
 - _____ e. Show existing natural features (topography, wetlands, vegetation, etc.) as well as sedimentation and retention ponds.
 - _____ f. Temporary Construction Easements, if necessary

PROVIDED:

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 39. Water System: Clearly label respective lines as public and private |
| _____ | _____ | a. Fire hydrant style, valve materials and pipe materials per City specs. Hydrants should be approx. 30' from buildings and adjacent to fire lanes |
| _____ | _____ | b. Fire hydrants: sufficient number and spacing to provide complete coverage. Show 21.0' radius at each hydrant. Secondary hydrants are essential for all sprinkled buildings. |
| _____ | _____ | c. Watermain has been extended to the boundaries of the site (if applicable), and/or looped through the site, if necessary |
| _____ | _____ | d. Easements for watermains (if applicable) |
| _____ | _____ | e. Fire (siamese) connection on building is in an accessible location if building sprinklered |
| _____ | _____ | 40. Sanitary Sewer: Clearly label respective lines as public or private |
| _____ | _____ | a. Construction and materials per City Specifications |
| _____ | _____ | b. Invert elevations, rim elevations, pipe slope, pipe materials shown for each manhole and pipe segment. If sewer is public, show Clive manhole numbers. |
| _____ | _____ | c. Show adjustment to existing manholes, if applicable |
| _____ | _____ | d. Easements for Sanitary Sewer mains (if applicable) |
| _____ | _____ | e. Restaurants only: Location of grease traps |
| _____ | _____ | f. Car washes only: Wastewater Calculations and equalization basin with restrictor plate. |
| _____ | _____ | 41. Storm Sewer |
| _____ | _____ | a. Location and size of orifice clearly marked |
| _____ | _____ | b. Detention Pond Location, Volume, and Maximum Water Line with elevation |
| _____ | _____ | c. Show emergency overflow routing |
| _____ | _____ | d. Roof Drain locations and outlets to the storm sewer system |
| _____ | _____ | e. Construction and materials per City Specifications |
| _____ | _____ | f. Easements for Storm Sewer lines (if applicable) |
| _____ | _____ | g. Invert elevations, rim elevations, pipe material and pipe slope shown |
| _____ | _____ | h. Gas stations only: Oil/water separator for gas pumps. Including appropriate grading under the canopy. |

LANDSCAPE PLAN- The Landscape Plan may be shown on a separate sheet; however, the plan should show how landscaping will not be affected by the placement of underground utilities, site lighting, etc.)

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|-------|-------|--|
| _____ | _____ | 42. Landscape Plan |
| _____ | _____ | a. Location, species, and size of all plantings shown |
| _____ | _____ | b. Show clear vision triangles at street access points |
| _____ | _____ | c. Buffer zones as necessary, i.e., between site and adjacent residentially zoned property, or between multi-family and single family uses |
| _____ | _____ | d. Landscaped headlight screen along parking lot perimeter |
| _____ | _____ | e. Irrigation systems (if applicable) on private property only |
| _____ | _____ | f. Parking Lot Islands and Planters shown, labeled w/ sod, mulch, etc. |
| _____ | _____ | g. Sod in detention pond and all disturbed areas |
| _____ | _____ | h. Retaining walls, if required: show top and bottom of wall elevations and maximum height of wall; include a construction detail |
| _____ | _____ | i. Fences: show locations with dimensions, height, materials, and colors |
| _____ | _____ | j. Details of any monuments or special landscape features |
| _____ | _____ | k. Ground mounted mechanical units, telephone pedestals and light fixtures should be screened with landscaping. |

PROVIDED:

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 43. Architectural elevations (separate sheet from the site plan drawing): |
| _____ | _____ | a. All sides of the building are shown (for amendments, only all sides of the new addition need be shown) |
| _____ | _____ | b. Building material types are shown |
| _____ | _____ | c. All exterior colors are shown, including trim, doors, windows, etc. |
| _____ | _____ | d. Roof-mounted mechanical units are screened by a parapet wall: dash-in locations behind parapet; also show dimensions of units |
| _____ | _____ | 44. Signs, if applicable |
| _____ | _____ | a. Location and setback of all ground signs shown on Site Plan (setback is measured from property line to leading edge of sign) |
| _____ | _____ | b. Elevation Detail for Building Signs: show area, colors, and materials, and Architectural Elevations |
| _____ | _____ | c. Elevation Detail for Ground Signs: show area, height, colors, and materials |
| _____ | _____ | d. Ground Signs: show dimensions and materials of support |
| _____ | _____ | e. Directional Signs: Maximum 8 square feet, in area; no logos or advertising permitted |

NOTE: A separate explanation sheet should be provided if any item from this checklist is not being provided (except those which do not apply to this project and are marked “not applicable”).