| CITY OF BURNSVILLE – APPLICATION CHECKLIST | Case File # |
|---|---|

**Applicant Name:**

## *APPLICATION SUBMITTAL REQUIREMENTS*

***All Application materials must be submitted electronically in PDF format (on disk or by email), except for item number 4.***

| | Submitted | | |
|---|---|---|---|
| | **Yes** | **No** | **N/A** |
| 1. **Completed Application Form** with property owner's signature & signed Professional Fees Agreement | | | |
| 2 **Copy of Current Deed or Certificate of Title** - Contact Dakota County at: http://www.co.dakota.mn.us/HomeProperty/Recording/PurchaseDocuments/Pages/default.aspx The Recorder's Office will need a written request regardless of whether it's certified or just a copy of the document. Regular copies are $1 per page or $10 for a certified copy. | | | |
| 3. **Certified Abstract Company Documents -** Owners' & Encumbrances (O&E) Report | | | |
| 4. **Development Fee & Escrow Payment** (amounts shown on application form) Must be paid by check and mailed to the Planning Department or dropped off at City Hall. | | | |
| 5. **Plans & Documentation** - **PROVIDE 4 COMPLETE & FOLDED FULL SIZE** sets of all plans | | | |
| 6. **Project Narrative** – Provide a written narrative describing the proposed project, include contact information (name, company, address, phone #, fax # and E-mail) for the person who will coordinate project through the development review process | | | |
| 7. **Preliminary Plat -**Provide items listed on Preliminary Plat handout. Development fees will be calculated based on the information shown on the preliminary plat | | | |
| 8. **Final Plat -**Provide items listed on Final Plat handout | | | |
| 9. **Certificate of Survey** – Provide all existing conditions on-site and surrounding the property including easements, delineated wetlands & wetland delineation report or if there are not wetlands then state on the plans that no wetlands exist | | | |
| 10. **Site Plan – Existing and Proposed –** Utilizing the site survey, provide legal boundaries of the property, easements, buildings, parking lot layout, size of parking stalls, driveway widths, curb detail, curb cuts, setback lines, north arrow, pedestrian circulation, loading areas, OHW of lakes, floodplains, all proposed site improvements including the location of exterior mechanical equipment etc. | | | |
| 11. **Area Calculations – Existing and Proposed -**Provide SF/acreage of property & building, total impervious surface area, total % and SF of green space, % and SF of landscaping within the parking lot, and % of landscaping 6 feet in width around the perimeter of the building, & number of parking stalls | | | |
| 12. **Grading/Erosion Control Plan -Existing & Proposed -**Provide existing and proposed contours with building footprint and spot elevations, contours must extend at least 20 feet beyond lot line, location and details of erosion control fence, identify steep slope areas (12% or greater), very steep slopes (18% or greater), and slopes 40% or greater; retaining walls noting top and bottom of wall elevations & snow storage areas, NWL and HWL of all drainage ponds/basins etc., emergency overflow locations & elevations | | | |
| 13. **Utility Plan – Existing and Proposed -**Provide locations, sizes, materials, slopes of all utilities, fire hydrants and storm sewer calculations, detail of proposed utilities | | | |
| 14. **Lighting Plan and Light Fixture Detail -**Provide photometric plan and cut sheets of all exterior fixtures, parking lot lighting & location of fixtures on grounds & building exterior | | | |
| 15. **Sign Plan – Existing & Proposed** – Provide #, SF, dimensions, type of construction of all exterior building and ground signs including height of freestanding signs, location, colored sign drawings, and overall building "Sign Criteria" for multi-tenant bldg. | | | |

| | Submitted | | |
|---|---|---|---|
| | Yes | No | N/A |
| 16. **Landscape Plan & Color Elevation Plan —**Provide existing and proposed vegetation, landscape materials, ground cover, irrigation system, and planting schedule that includes: size, type, root type. **Color elevation plan required** showing building facades with plants/trees at installation height & mature height. | | | |
| 17. **Building Elevations/Floor Plan – Existing and Proposed -**Provide front, sides and rear elevations with all building dimensions including height, materials and colors clearly labeled on all sides. **Include color building elevation drawings,** & rooftop screening plan, details of trash enclosure, samples & colors of proposed exterior materials, floor plans, uses & bld. occupancy | | | |
| 18. **Tree Survey -**Provide location of existing trees showing the location and a list of trees to be saved and removed, submit completed woodland evaluation worksheets with the value, # and %'s to be removed and saved, reforestation plan if exceeding zoning district removal threshold<br>** Tree Contractor Licensing Required – See City website www.burnsville.org for more information | | | |
| 19. **Noise/Traffic Study -**A noise or traffic study may be required by the City Engineer after you make application | | | |
| 20. **Environmental Review (EAW / EIS / AUAR) -**Provide all documentation required per State of MN Environmental Rules | | | |
| 21. **Shoreland District –** Complete & Submit Impervious Surface Worksheet | | | |
| 22. **Floodplain District – Note:** As-constructed plans required for all structures constructed in a floodplain and those built on fill; FEMA No-Rise Certificate required for all projects in the floodway | | | |
| 23. **Un-sewered Sites** – Submit well and septic locations including location of alternate septic system site; identify steep slopes, soils, wetlands and setbacks on site plan, submit soils tests | | | |
| 24. Are you in the DWSMA (please see the DWSMA map on page 9), if yes, did you fill out the DWSMA checklist? | | | |
| 25. **The applicant certifies that there are no delinquent property taxes, special assessments, interest, City utility fees, inspection fees, rental license fees, or re-inspection fees due upon the parcel of land to which the application relates.** | | | |