

# 3.13 Checklist

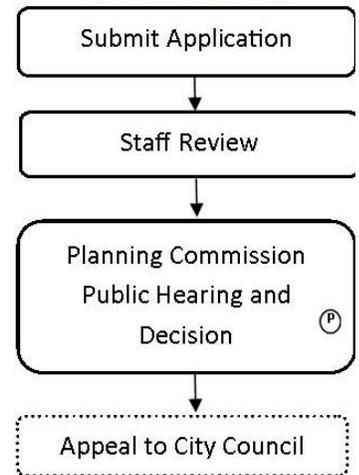
## Planning Review

Planning review is needed for certain types of development and redevelopment activities in the MU-C, MU-I, MU-W, and HE-O zone districts. See UDC Section 50-37.11 for more information.

### Starting the Application Process

- You must discuss planning review applications with Planning Staff prior to submitting an application. Call 218-730-5580 to schedule a pre-application meeting.
  - Make sure to get a Pre-App Verification at this meeting; you will need to submit this with your application.
- Submit your application materials to the One Stop Shop, Room 210 City Hall, by the Planning Commission Deadline. Your application must include the following:
  - Application Cover Sheet (see [Appendix](#))
  - Required fee
  - Pre-App Verification
  - Site plan
  - Grading plan, if in MU-C or MU-W
  - Information on traffic control and improvements, if in MU-C and MU-N (exact information to be determined at pre-application meeting depending on scope and location of project)
  - Other materials as indicated in the below table:

Planning Review in MU-C, MU-I, MU-W, or Higher Education Overlay



Ⓟ Indicates Public Hearing Required

### Important Dates

**Application Deadline:**

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**Sign Notice Placed:**

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**Planning Commission:**

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**Effective\*:**

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*\*Please note that these dates are approximate guidelines and may change*

If application:	Must submit:	UDC Section
<b>Article 2</b>		
Is within the <b>Skyline Parkway Overlay</b>	Materials showing: <ul style="list-style-type: none"> <li>▪ Boundary of the Skyline Parkway Overlay as described in UDC Section 50-18.4</li> <li>▪ Building footprints and setbacks</li> <li>▪ The long-axis of the building footprint</li> <li>▪ Driveway locations</li> <li>▪ Building elevations when viewed from Skyline Parkway</li> </ul>	<a href="#">Skyline Parkway Overlay, 50-18.4</a>

	<ul style="list-style-type: none"> <li>▪ Maximum height of each structure in relation to the centerline of Skyline Parkway at its closest point</li> <li>▪ Location, setbacks, height, and transparency of any fences or walls on the property</li> <li>▪ Location, type, and height at maturity of all landscaping on the site.</li> </ul>	
<b>Article 3</b>		
Involves a <b>wireless telecommunications tower</b> and does not have a special use permit	See "Antenna and Wireless Communication Facilities" handout for information on materials to submit.	<a href="#">Use-Specific Standards, 50-20.4.E</a>
<b>Article 4</b>		
Is in a <b>Form District</b> , if any of the following apply: <ul style="list-style-type: none"> <li>▪ New building construction</li> <li>▪ Renovation of existing structures where the renovation includes an addition of more than 50% in building square footage</li> <li>▪ Renovation affecting the front façade</li> <li>▪ Renovation in the shape or style of the roof</li> </ul>	<ul style="list-style-type: none"> <li>▪ Site plan that includes building location, driveways, Build-to Zone and Setback Measurements, and parking and loading locations</li> <li>▪ Building elevations showing compliance with UDC Section 50-22</li> <li>▪ Landscape plan</li> </ul>	<a href="#">Building Form Standards, 50-22</a>
<b>ALL subdivisions, replatting, Registered Land Surveys, development, or redevelopment</b>	Site plan showing paths, trails, sidewalks, pedestrian accesses, and public utility easements.	<a href="#">Connectivity and Circulation, 50-23.2</a>
Is in any zone district other than the RC, RR-1, RR-2, MU-B, I-G, or I-W district <b>AND</b> is larger than 3 acres <b>AND</b> will contain more than one development parcel	Site plan showing that paths, trails, streets, and pedestrian accesses will comply with requirements in UDC Section 50-23.3.	<a href="#">Connectivity and Circulation, 50-23.3</a>
Contains <b>more than one principal building</b>	Site plan showing that walkway(s) will be provided complying with Section 50-23.5.	<a href="#">Connectivity and Circulation, 50-23.5</a>
Involves a <b>skywalk</b> remodeled at more than 50% of the assessed value	Elevations showing both vertical sides of the skywalk.	<a href="#">Connectivity and Circulation, 50-23</a>
Is on a lot or parcel of more than 10,000 sq. ft., includes a primary structure with a multi-family, mixed use, commercial, institutional, industrial, or parking principal use, <b>and</b> : <ul style="list-style-type: none"> <li>▪ A new primary structure is constructed <b>OR</b></li> <li>▪ The floor area increases by more than 75% <b>OR</b></li> <li>▪ The primary structure is relocated <b>OR</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ A landscape plan demonstrating compliance with standards in UDC Section 50-25.</li> <li>▪ Site plan showing parking.</li> </ul>	<a href="#">Landscaping, 50-25</a>

<ul style="list-style-type: none"> <li>▪ The primary structure is renovated or redeveloped and the value of the renovation is more than 25% of the market value <b>OR</b></li> <li>▪ An existing lot is redesigned <b>OR</b></li> <li>▪ A new parking lot of 25 or more spaces is built</li> </ul>		
<p>Is on a lot of more than 10,000 square feet with a multi-family, mixed use, commercial, institutional, industrial, or parking principal use <b>OR</b> a lot of record created after 11/19/10</p>	<p>Tree Preservation Report and, if necessary, Tree Replacement Plan (see Appendix).</p>	<p><a href="#">Tree Preservation, 50-25.9</a></p>
<p>Contains any of the following <b>exterior mechanical features</b> on multi-family, commercial, institutional, industrial, or mixed use buildings (except those located in I-G and I-W districts):</p> <ul style="list-style-type: none"> <li>▪ Electrical and gas-powered mechanical equipment and power systems equipment</li> <li>▪ Heating, ventilating, and air conditioning equipment ductwork and lines</li> <li>▪ Power systems equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ For roof-mounted equipment: building elevations and photo simulations showing compliance with Section 50.26-1-B (1).</li> <li>▪ For ground-mounted equipment,,: site plan, elevations showing views of equipment locations and, if landscaping is used for screening, a landscape plan.</li> </ul>	<p><a href="#">Screening, Walls and Fences, 50-26.1</a></p>
<p>Contains <b>service areas or off-street loading areas</b> on properties containing multi-family, commercial, institutional, industrial, or mixed-use buildings (except those located in I-G and I-W districts)</p>	<ul style="list-style-type: none"> <li>▪ Site plan</li> <li>▪ Landscape plan</li> <li>▪ Building elevations showing the service/loading areas</li> </ul>	<p><a href="#">Screening, Walls and Fences, 50-26.2</a></p>
<p>Contains <b>commercial containers EXCEPT</b> the following:</p> <ul style="list-style-type: none"> <li>▪ Containers in I-G and I-W districts</li> <li>▪ Containers behind a building and not visible from a public street or adjoining single-family, multi-family, mixed use, or public property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Site plan</li> <li>▪ Building elevations or illustrations showing screening of containers that meets criteria of Section 50-26.3.</li> </ul>	<p><a href="#">Screening, Walls and Fences, 50-26.3</a></p>

<ul style="list-style-type: none"> <li>▪ Temporary containers meeting criteria in Section 50-26.3 (A)</li> </ul>		
Involves new construction or redevelopment/renovation where the building square footage is expanded by more than 50%	Building elevations demonstrating compliance with Section 50-30	<a href="#">Design Standards, 50-30</a>
Includes installation of exterior lighting	Lighting Plan	<a href="#">Exterior Lighting, 50-31</a>

**Public Notice**

A mailed notice will be sent to property owners within 350 feet.

- You are required to post a sign notice on the property at least two weeks before the date of the public hearing. See UDC Section 50-37.1.H for information on size, placement, and content of each sign; you may want to contact a sign company or printing company to have the sign made. You must provide evidence that the signs were in place; submit photo(s) of the signs to the Planning Division at least two weeks before the date of the public hearing.

**Staff Review**

Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for Planning Review, Planning Staff generally review the zoning of the site (including overlay zones), the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, individual factors that are unique or special to the proposal, any additional UDC criteria, and other related factors.

**Planning Commission Hearing and Decision**

You will be notified when a Planning Commission hearing is scheduled for your application. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month.

The Planning Commission will review the application, conduct a public hearing, and make a decision to adopt, adopt with modifications, or deny the application.

If approved, you will receive an Action Letter documenting approval.

- Bring a copy of the Action Letter and approved plans when you submit your building permit.

*Note that other city codes may apply to your project. Please be aware of any applicable Building code (Construction Services Division), Fire code (Life Safety Division), and stormwater/engineering (Engineering Division) regulations. The zoning approval may be only the first step in a several step process.*

owner of property located partly or entirely within 350 ft. of the area to be rezoned. Failure to give mailed notice as required by this section or any defect in the notice given shall not invalidate any action of the planning commission or council, provided that a bona fide attempt to comply with this section has been made.

(c) **Sign notice** means a sign with minimum dimensions of 24 in. by 30 in. posted as close as reasonably possible to each street frontage on the applicant's property with the text between 3 and 5 ft. above grade level, with a title line reading "Zoning Notice" in letters at least 3 in. tall, and with the remainder of the text in letters at least ½ in. tall. Each sign must be posted at least two weeks before the date of the public hearing, and must remain in place and legible through the date of the public hearing as shown on the sign. If the sign will not be legible at the stated height due to snow accumulations it may be placed higher, but at the lowest elevation that will be legible to the public. If snow obscures the sign during the posting period, the snow shall be removed and/or the sign shall be relocated so as to be legible within 24 hours after snowfall ends. Evidence produced at or before the public hearing that one or more of the required signs were not in place or legible throughout that period shall be grounds for postponement of the public hearing and a requirement to repost the property. Required signs may not be posted in any portion of the public right-of-way.

**2. Content of Notice**

Each required notice shall include the following information:

- (a) The name of the applicant;
- (b) The address of the property;
- (c) A narrative description of the project including the proposed land uses, size (in sq. ft.) and height (in ft. and stories) of any proposed buildings or building expansions;
- (d) The type of permit or approval being sought;
- (e) Contact information where additional information can be obtained from the applicant (which may be an address, telephone number, web site, or e-mail address or other electronic site or method);
- (f) Contact information for the assigned city staff member;
- (g) The date, time and place of the public hearing.

**3. Special Notice Provision for Appeals**

In the case of an appeal to the planning commission or council pursuant to Section 50-37.1.O, mailed notice shall be provided to any interested parties that were notified of the original application and the right to receive notice of any appeal, and who have notified the city in writing that they would like to receive notice of the appeal.

**I. Public Hearings**

- 1. Public hearings before the planning commission and public hearings before the council on matters related to this Chapter shall be conducted pursuant to rules and practices established by each of those bodies and in compliance with state law.
- 2. Attendance shall be open to the public.
- 3. All hearing and decision timeframes shall comply with MSA 15.99.