

## 3.14 Checklist

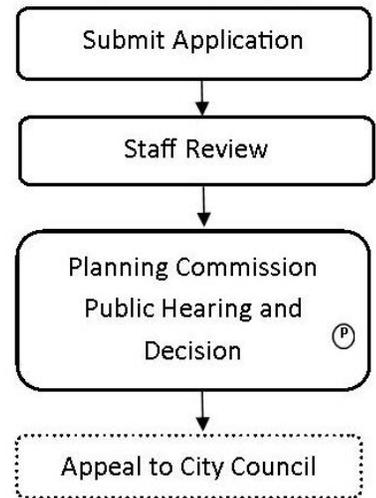
### Planning Review

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 proposed Planning Commission Planning Reviews with Planning Staff prior to submitting an application. Call 218-730-5580 to schedule a pre-application meeting, and make sure to get a Pre-App Verification at this meeting; you will need to submit this with your application. The pre-application meeting is intended to discuss the application process and general timeline. A comprehensive review of the proposed project is not possible at this meeting; detailed review of the project will occur once a complete application, with sufficient supporting information and exhibits, is submitted.
- Submit your application materials to the One Stop Shop, Room 100 City Hall, by the Planning Commission application deadline. Your application must include the following:
  - Application Cover Sheet and Applicable Fee
  - Pre-App Verification
  - Survey of the property (recommended)
  - Site plan showing existing structures and proposed structures
  - Building elevation
  - Grading plan
  - Landscape plan (if required) detailing species type and number of trees and shrubs. The City may require an escrow fee to ensure that the landscape is installed and maintained as approved.
  - Information on traffic control and improvements (to be determined at pre-application meeting depending on scope and location of project). Projects that may create more than 100 trips per hour or 1,000 trips may day will require a traffic study.
  - If delineated wetlands are being impacted, a copy of the approved Notice of Decision for the Wetland Replacement Plan.
  - Other materials as indicated in the below table:

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



(P) 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>   <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>	<a href="#">Skyline Parkway Overlay, 50-18.4</a>
<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>

<p>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>:</p> <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 25% <b>OR</b></li> <li>▪ The primary structure is relocated <b>OR</b></li> <li>▪ The primary structure is renovated or redeveloped and the value of the renovation is more than 75% 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>	<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>	<p><a href="#">Landscaping, 50-25</a></p>
<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> </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>▪ Containers behind a building and not visible from a public street or adjoining single-family, multi-family, mixed use, or public property</li> <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>

### After Submitting Your Application

**1. Determination of Completeness.** Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

**2. Public Notice.** A mailed notice will be sent by the City 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.**

**3. 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.

- You will receive an email with the Planning Commission agenda and a link to this staff report about 5 days prior to the meeting.

**4. Planning Commission Hearing and Decision.** Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. **We ask that applicants or an agent attend this meeting.**

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.

*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.*

*If a **wetland delineation** is needed for the project to proceed, it must be reviewed and approved before any zoning application will be accepted.*

*If a **wetland replacement plan** is required for a project to proceed, it must have been submitted and accepted as a complete application before the project zoning application will be accepted.*