

3.13 Checklist

Planning Review

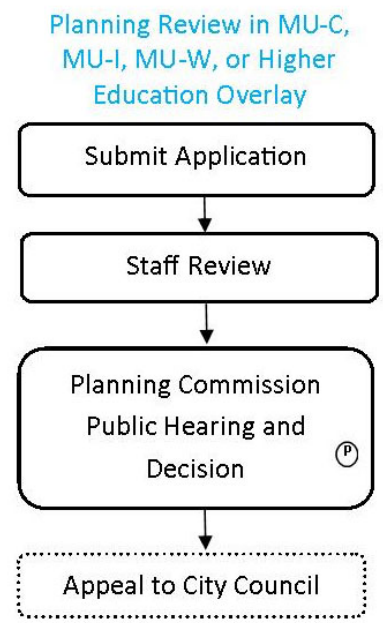
Planning review is needed for certain types of development and redevelopment activities in the MU-C, MU-I, MU-W, and HE-O zone districts. See UDC Section 50-37.11 for more information.

Starting the Application Process

- Call 218-730-5580, email planning@duluthmn.gov or visit www.duluthmn.gov/eplace to request a pre-application meeting. *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.*

Your Application

- Submit your application materials by the Planning Commission application deadline.
 - Visit www.duluthmn.gov/eplace to submit your application.
 - Click on “Apply” and search for your application type. (You will need to sign in to the system, or create a new account if you do not already have one.)
 - Follow the prompts to fill in information. Required information is indicated with an asterisk.
 - On the attachments page, **upload the following:**
 - Survey of the property (required for any with spatial impacts; survey requirement can only be waived in writing by the Land Use Supervisor)
 - Site plan showing existing structures and proposed structures
 - Grading plan
 - Landscape plan detailing species type and number of trees and shrubs, and a code summary showing how landscaping requirements are met. 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.
 - Other materials as indicated in the below table.
 - After your application is complete, click “Add to Cart” for the fee listed, and pay the fee. **Applications without a fee will not be reviewed or accepted.**



P Indicates Public Hearing Required

Important Dates

Application Deadline:

Sign Notice Placed:

Planning Commission:

Effective*:

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

If application:	Must submit:	UDC Section
Article 2		
Is within the Skyline Parkway Overlay	Materials showing: <ul style="list-style-type: none"> ▪ Boundary of the Skyline Parkway Overlay as described in UDC Section 50-18.4 ▪ Building footprints and setbacks ▪ The long-axis of the building footprint 	<u>Skyline Parkway Overlay, 50-18.4</u>

	<ul style="list-style-type: none"> ▪ Driveway locations ▪ Building elevations when viewed from Skyline Parkway ▪ Maximum height of each structure in relation to the centerline of Skyline Parkway at its closest point ▪ Location, setbacks, height, and transparency of any fences or walls on the property ▪ Location, type, and height at maturity of all landscaping on the site. 	
Article 3		
Involves a listed use with use-specific standards		<u>Use-specific Standards, 50-20</u>
Article 4		
ALL development or redevelopment	Site plan showing paths, trails, sidewalks, pedestrian accesses, and public utility easements.	<u>Connectivity and Circulation, 50-23.2</u>
Development area is larger than 3 acres AND 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.	<u>Connectivity and Circulation, 50-23.3</u>
Contains more than one principal building	Site plan showing that walkway(s) will be provided complying with Section 50-23.5.	<u>Connectivity and Circulation, 50-23.5</u>
Involves a skywalk remodeled at more than 50% of the assessed value	Elevations showing both vertical sides of the skywalk.	<u>Connectivity and Circulation, 50-23</u>
Is on a lot of more than 10,000 square feet with a multi-family, mixed use, commercial, institutional, industrial, or parking principal use OR a lot of record created after 11/19/10, if trees are being removed	Tree Preservation Report and, if necessary, Tree Replacement Plan (see Appendix).	<u>Tree Preservation, 50-25.9</u>
Contains any of the following exterior mechanical features on multi-family, commercial, institutional, industrial, or mixed use buildings (except those located in I-G and I-W districts): <ul style="list-style-type: none"> ▪ Electrical and gas-powered mechanical equipment and power systems equipment ▪ Heating, ventilating, and air conditioning equipment ductwork and lines ▪ Power systems equipment 	<ul style="list-style-type: none"> ▪ For roof-mounted equipment: building elevations and photo simulations showing compliance with Section 50.26-1-B (1). ▪ For ground-mounted equipment: site plan, elevations showing views of equipment locations and, if landscaping is used for screening, a landscape plan. 	<u>Screening, Walls and Fences, 50-26.1</u>
Contains service areas or off-street loading areas on properties containing multi-family, commercial, institutional, industrial, or mixed-use buildings (except those located in I-G and I-W districts)	<ul style="list-style-type: none"> ▪ Site plan ▪ Landscape plan ▪ Building elevations showing the service/loading areas 	<u>Screening, Walls and Fences, 50-26.2</u>
Contains commercial containers EXCEPT the following: <ul style="list-style-type: none"> ▪ Containers in I-G and I-W districts 	<ul style="list-style-type: none"> ▪ Site plan ▪ Building elevations or illustrations showing screening of containers that meets criteria of Section 50-26.3. 	<u>Screening, Walls and Fences, 50-26.3</u>

<ul style="list-style-type: none"> ▪ Containers behind a building and not visible from a public street or adjoining single-family, multi-family, mixed use, or public property ▪ Temporary containers meeting criteria in Section 50-26.3 (A) 		
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	<u>Design Standards, 50-30</u>
Includes installation of exterior lighting	Lighting Plan	<u>Exterior Lighting, 50-31</u>

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.*