



City of Chaska

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FILING REQUIREMENTS

Unless waived by the Planning Department, you must provide all of the following items with the Site and Building Plan Review application by the submittal deadline. An incomplete application will not be accepted. Electronic submittal of all information is required. Six large scaleable sets (24"x36" preferred) and 25 reduced copies (11"x17") of the following drawings:

- ___ Site Plan, including
 - Acreage and square footage of the site
 - Parking areas, number of spaces, internal drives and access, proof of parking areas
 - Site lighting systems
 - Property lines and easements
 - All applicable setbacks
 - Existing Conditions
- ___ Landscape Plan, including
 - Plant schedule with size, species and quantity
 - Location and size of any "significant" trees as defined in the City's Landscape Ordinance No. 439
 - Irrigation Plan
 - Tree survey
- ___ Floor Plans
- ___ Snow Storage Location Plan
- ___ Utility Plan, including:
 - Existing contours at no more than two-foot contours
 - Location and size of all water lines, sanitary sewer lines and storm sewer lines plus all manholes, catchbasins, clean-outs, valves, etc.
 - Location of all fire hydrants and, in case of sprinkled buildings, the Fire hook-up
- ___ Building Elevations, with **all** exterior building materials **clearly** called out
- ___ Grading/Drainage Plan, including:
 - Existing and proposed two-foot contours
 - Any slopes 18% or greater
 - Finished floor elevation
 - Graphic as well as written description of all erosion control methods and devices to be used during construction
- ___ Street Signage & Traffic Control Signage Plan
- ___ A boundary survey, prepared by a registered survey, of the property and 100' beyond its boundaries showing existing property lines and dimensions, platting and easements, buildings, street and railroad rights-of-way, utilities, topography, waterways, and ownership or all parcels..
- ___ Delineation of all wetlands on property prior to submittal for preliminary city approval.
- ___ Five large scale (1"=50' preferred) drawings showing the site plan, landscape plan, and utility plan on one sheet.
- ___ Description or photographs of building materials, including colored elevations of the proposed building and photorealistic simulations that show how the site will look from public areas (i.e., right's-of-way, trails, and parks) as identified during the concept review.
- ___ A written statement describing the details of the request, including the intended use of the property and why the City should approve your request.
- ___ A written statement describing how the building is welcoming (to all) from the street to the front door and how community gathering spaces have been incorporated into the design.

- ___ A written statement describing; the pedestrian scale at the edge and onsite of their project in that the entries are expected to enhance the public right of way; address plaza spaces, entry sequences and connections to the public; and how will the development addresses pedestrian movement and scale.

- ___ A written statement describing how the plan minimizes light pollution.

- ___ A written statement describing any sustainable initiatives that are being incorporated into the projects, such as: designing the building to a Energy Usage/Square Foot based on the proposed use (using standards that are appropriate for Minnesota); integrating day lighting inside the building; reducing light pollution; including active solar, passive solar, wind , waste heat recovery, etc.; building envelope design, double skin design, shading devices, or cool roofs; geothermal systems, natural ventilation, or thermal storage; collection and use of grey water/rain water; and reduction of hard surfaces.

PROCEDURE

1. The developer and consultants shall meet with Planning Staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Community Development Department to determine the ordinances and procedures that apply to your project. Request application packet from Planning Staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date and time.

Late and/or incomplete submittals will not be placed on the Planning Commission agenda.

4. The Planning Director will schedule a public hearing with the Planning Commission after preparing a report and recommendation. Allow at least 20-30 days from the application date to the Planning Commission hearing. The Director will mail a notice to property owners within 350 feet of the property you plat to divide. A copy of the staff report will be mailed to the applicant on the Friday before the Planning Commission Meeting.
5. *As the applicant, your presence is expected at the Planning Commission meeting.* The Planning Commission meets on the second Wednesday of each month. Depending on the Planning Commission recommendation, the proposal will either go on to the City Council or come back to the Planning Commission for further review.
6. Following Planning Commission approval, the proposal will be presented to the City Council. The City Council meets on the first, third and fifth Mondays of each month.
7. Commercial and industrial additions not exceeding 30% of the size of the existing structure, or 25,000 square feet, whichever is less, shall not require Planning Commission or City Council review unless a variance is required or other special circumstances are involved. Such applications will be reviewed and acted upon by the Community Development Department. Allow at least 10 days for review.

NOTES

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process the application.
2. The Planning Director may require a consultant, such as a traffic engineer, landscape architect, forester or appraiser, to review your application. If the Director requires a consultant's review, you must provide cash escrow to pay this fee. City staff will notify you if the Director requires a consultant.
3. A wetland delineation shall be on file with the City prior to submitting application for preliminary site plan approval. Approval of the delineation and replacement plan application by the City as the LGU, with assistance from a Technical Evaluation Panel, shall be complete prior to site plan submittal for final City consideration.
4. The submittal shall conform to Chaska's Electronic Plan Submittal Requirements.