

**Site Plan Review Checklist**

Office Address: 1025 31st St. SE

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(701) 857-4100

N/A YES

General Information

\$250 fee paid to the City of Minot.

If more than one sheet is submitted, all sheets must be numbered, be of the same size and include matchlines along with an index.

AutoCAD DWG drawing of site utilities, in ND State Plane North 83 horizontal datum, NAVD 1988 vertical datum.

Project summary information (must be the same as application form):

 Name, address and telephone number of owner/developer (all sheets).

 Name of proposed development (all sheets).

 Legal description of property – lot, block, and addition.

 Physical address of property.

 Name, address and telephone number(s) of engineer(s), surveyor(s), and architect(s).

 North direction indicator (all applicable sheets).

 Scale includes a graphic or numeric scale.

 Date (original and all revisions) shown on all sheets.

 All dimensions, both linear and angular. Linear measurements should be expressed in feet and decimals of a foot. Angular land measurements should be expressed by bearings. Curved land measurements should be defined by radius, central angle, arc distances, chord distances, and chord bearings.

 All sheets with topographic information and/or specific elevations must include an indication of the vertical datum used. NAVD88 is the only datum accepted by the City of Minot.

 Statement of approved Variances and Conditional Use Permits by the City of Minot.

 North Dakota Professional Engineer stamp, signed, and dated.

 Parcel boundary lines of the property with dimensions and area (platted dimensions).

N/A YES

Title Page/Cover Sheet: Items to be included in the plan

Project Name

City of Minot Project Number

Vicinity Map or Location Map

Date: Include month and year

Project Physical Address

Property Legal Description

Index of Drawings

Contact Information:

 Owner: name, address and phone number.

 Project Lead: name, address and phone number.

 Engineer(s): name(s), address(s) and phone number(s).

 Surveyor: name, address and phone number.

Zoning of Property: existing and proposed (if different than existing).

 Zoning Requirements (ex. setbacks, height limits, landscaping, etc.).

 Zoning Variance(s) and/or Conditional Use Permit with documented approval date from the
 Planning Commission and/or City Council.

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N/A YES

Existing Condition: Items to be included in the plan

Location of any non-access control lines, with dimensions.
Location, width, and identification of existing easements (both public and private).
Building setback dimensions.
Existing topographical features, contour lines with a minimum of (2) two foot intervals, and existing drainage patterns.
Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, and any other manmade features, dimensioned and clearly distinguished from proposed improvements.
All adjacent and on-site streets, including dedicated right-of-way width, pavement widths, curb and gutter locations, curb elevations (or street elevations where no curb is in place), sidewalks, and curb ramps. Show and label all adjacent and on-site streets in Site Plan.
Within 150' of project site: existing municipal utilities including light poles, street signs, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, and any other storm water facilities (location and size). Note the closest fire hydrant if not within above boundary.
The boundaries of any floodway, floodway fringe, 100-year floodplain, streams and/or wetlands, and floodplain elevations if determined.

N/A YES

Proposed Condition: Items to be included in the plan

Limits of any proposed demolition.
Proposed street excavation and any street and/or sidewalk closures.
(Right-of-Way Excavation Permit required)
Proposed new, relocated, or abandoned municipal utilities including mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with 400' max. spacing), inlets and any other storm water facilities (location and size), including sidewalk trench drains. If abandoned, indicate how the utility is to be abandoned.
Location of any relocated street lights and street signs.
Proposed buildings and structures, with locations, footprints, entrances, area by floor, finished floor elevation, building construction type, number of stories, and distance of buildings from other buildings and/or property lines. The building construction type and the use of automatic fire suppression system should be clearly indicated.
Proposed driveways, including distance from lot lines, distance from street intersections, other driveways, driveway width at property line and curb line, relationship to non-access control lines.
Any proposed driveway closures. For rural roadways, add the location and diameter of culverts.
Proposed off-street parking plan shall include the following: aisle widths; stall dimensions (ADA standard); color, size, and type of striping; signage; and parking calculations. Parking calculations shall include the parking stalls required and the parking proposed for the site. The required stall calculations shall reference the applicable uses mentioned in the Zoning Ordinance. The plan shall conform to all applicable City Zoning Ordinance requirements.
Proposed sidewalks and/or trails, both on-site and within adjacent right-of-way, with locations and dimensions. Proposed crosswalk ramps at corner lots.
Proposed fencing and all proposed retaining walls (location and height).
Dumpster (or any other solid waste handling facilities) location, size of dumpster dimensions of concrete pad (must be level and a minimum of 4" concrete), and any proposed screening labeled with height and material (there must be a 24" clear zone on all sides of pad and no overhanging structures, vegetation, or utilities).

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N/A	YES
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Proposed Conditions: Cont.

Proposed fire access features, including location of hydrants, location, and dimension of fire lanes (minimum width of 20' – required when any portion of an exterior wall of the first story of the building is located more than 150' from fire department access road) and height of any overhead obstructions. Dead-ends greater than 150' in length need an approved turn around. A 45' turning radius is needed for adequate clearance for turns. A minimum vertical clearance of 13' 6" is needed to accommodate vehicles.

Proposed contour lines with a minimum of (2) foot intervals.

Copy of recorded common use agreement if multiple-family, commercial, or industrial with separate ownership (common water, sanitary, or drainage facilities; common access drives, lanes, and lots; access easement to backyard area).

N/A	YES
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Landscape Plan: Items to Include in the Plan

A landscaping plan is required for the construction of any principal commercial, industrial, institutional, or multi-family building with more than four units; the installation of any parking area; or the expansion of any existing parking area by five or more required off-street parking spaces.

A landscape plan is also required for a change in the use of the property that requires rezoning to a more intensive zoning classification or a conditional use permit.

Copies of the City's landscaping and screening ordinance can be obtained from the Planning Department or online at the City of Minot's website (www.minotnd.org).

North arrow and scale.

The boundary lines of the property with dimensions and area.

The location of all driveways, parking areas, sidewalks, structures, utilities, or other features, both existing and proposed, affecting the landscaping of the site.

The location, common name, scientific name to the species level, size, and quantity of all existing trees, shrubs, or other vegetation intended for use in meeting the requirements of the City's landscaping and screening requirements.

The location, common name, scientific name to the species level, size, and quantity of all proposed landscape materials.

The location and height of any proposed earthen berms, masonry fences, or other features used to meet the City's landscaping or buffer yard requirements.

The location of any existing and/or proposed easements.

The square footage of each interior parking lot landscaping area and the overall square footage of all interior parking lot landscaping areas shown.

N/A	YES
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Erosion Prevention and Sediment Control Plan (EPSCP): Items to be included in the plan.

Limits of soil disturbance.

Wetland or Waterway high level limits.

Location of all structural erosion, sediment, and pollution control measures (provide details).

Location of areas to be seeded and mulched (temporary and permanent).

 Lime and fertilizer

 Seed mixes (temporary and permanent)

 Type of mulch and /or matting to be used

 Mulch and/or matting application rates

 Anchoring methods

 Application timeline(s)

Stormwater Pathways.

Certification of inspection and maintenance schedules for all control measures.

Name and phone number of 24-hour EPSCP coordinator.

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N/A	YES
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Erosion Prevention and Sediment Control Plan (EPSCP): Items to be included in the plan.

- Storm sewer inlet protection (provide details).
- Stabilized construction entrance shown.
- North arrow, scale, date, elevation datum.
- Project phasing, if necessary.
- Projection of the nearest offsite/downstream inlet(s) or sediment control in the curb flow line at the property line.
- Dewatering sediment control plan and methods.