



City Hall
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West St. Paul, MN 55118
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www.wspmn.gov

SITE PLAN APPLICATION

Filing Fee: \$275.00
Planning Escrow: \$1,300.00
Stormwater Escrow: \$5,000.00

Total Fees: \$ _____

OFFICE USE ONLY

Case No: _____

Date Received: _____

Receipt No: _____

60 Day Date: _____

Street Address of Parcel: _____

Name of Applicant: _____ Phone # _____

Address of Applicant: _____ Email: _____

Name of Owner: _____ Phone # _____

Address of Owner: _____ Email: _____

SITE INFORMATION

Legal/PID # of the Property Involved: _____

Present Zoning: _____

Proposed Use of Parcel: _____

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets: _____

EXHIBITS REQUIRED

An electronic copy as well as four (4) 22x34 and ten (10) 11x17 copies in sets and folded plans, showing application information as follows:

- a. A survey, scaled and dimensioned, site plan showing pertinent existing conditions, such as: parking layout, access provisions, structure locations, drainage, lot area, and yard dimensions, including but not limited to the surrounding parcels within 150 feet.
- b. A complete set of preliminary drawings prepared and signed by a registered civil engineer, architect, and/or landscape architect showing:
 - i. A site plan indicating parking layout, access provisions, structure locations, any fences, walls, or other screening, including height and type of material, landscaping, drainage, trees and shrubbery, including types, locations, and sizes,
 - ii. Building elevations, including finishes on all buildings on all sides,
 - iii. All lighting provisions on site, including type, location, and lumens affecting the surrounding parcels and streets,
 - iv. Curb type and location on site, and
 - v. Proposed plans for sidewalk to service, parking, recreation, and service areas within the site.
- c. Stormwater Management information, including:
 - i. Modeling showing proposed rates are meeting the existing rates for the Atlas-14, 10- and 100-year storm events,
 - ii. Existing and proposed drainage area maps,
 - iii. Utility plan showing existing and proposed storm sewer (if applicable) to verify modeling,
 - iv. Site grading plan,
 - v. If proposing infiltration, soil borings should be submitted to confirm adequate separation,
 - vi. If disturbing more than one acre, water quality modeling showing a 50% total phosphorus removal from runoff, and
 - vii. If creating more than an acre of net new impervious, volume control calculations to show 1" over the net increase in impervious being infiltrated.

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St. Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St. Paul and the State of Minnesota.

Signature of Owner (Required)

Phone Number

Signature of Applicant (If different)

Phone Number

NOTE: All materials relevant to this application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meetings at 6:30pm on the third Tuesday of each month.

LAPSE OF SITE PLAN: An approved site plan shall lapse and become null and void one year following the date on which the application was approved, unless prior to the expiration of one year, a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site. An approved site plan may be extended once for a period of six months by the City Council.

FEES

- 1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.
- 2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney’s expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees, in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.