



**SITE PLAN APPLICATION**

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
www.cityvadnaisheights.com

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**Section 38-39 of the City Code requires all proposed multi-family dwellings of three or more units, developments in the Water Management Overlay District, and all commercial/industrial developments to have site plan approval obtained prior to the issuance of a building permit.**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_ - \_\_\_ - \_\_\_\_\_ Cell: \_\_\_ - \_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

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Fee Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_ - \_\_\_ - \_\_\_\_\_ Cell: \_\_\_ - \_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

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Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description of Property (attach a separate sheet if necessary): \_\_\_\_\_

Zoning: \_\_\_\_\_ Land Use Plan Designation: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Property Owner Signature (if different from applicant) Date



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**Application Fee & Escrow**

Fee: \$2,000  
Escrow: \$1,000\*

Minor Site Plan, as in City Code Sec. 38-39(c)

Fee: \$1,000  
Escrow: \$500\*

\* All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Planner on a project-by-project basis. For applications that involve excessive staff time, services performed by City staff will be billed at actual payroll costs including hourly rates, payroll taxes, and benefit charges.

**Items to Accompany Site Plan Application:**

- \_\_\_\_\_ 1. See attached checklist (If you have any questions on the applicability of any checklist item, please contact the Community Development Director).
- \_\_\_\_\_ 2. Property Report/Title Commitment.
- \_\_\_\_\_ 3. Signed Payment of Costs Agreement.

**Acceptance of Application**

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted.

Date Received: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Application Number: \_\_\_\_\_

\_\_\_\_\_  
Planning/Community Development Director Date

\_\_\_\_\_  
City Administrator Date

The signatures and acceptance by city staff does not constitute approval of this application request.



## SITE PLAN APPLICATION FILING REQUIREMENT INFORMATION

The City of Vadnais Heights  
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### Filing Requirement Information

Section 38-39 of the City Code requires all multi-family dwellings of three or more units, developments in the water management overlay district, and all commercial/industrial developments to have site plan approval obtained prior to the issuance of a building permit. In addition, uses allowed only as a conditional use are also required to have a site plan approved as part of the conditional use permit process. Most projects also require Preliminary and Final Engineering approval.

This document is intended to assist the applicant with the formal process. Site Plan procedures are described in Section 38-39 of the City Code, which can be accessed online at [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com). The City's goal is to make the development process as economical and efficient as possible. Applications are reviewed and recommended on by the City's Planning Commission and then approved or denied by the City Council. The City's Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Tuesday of each month.

Site Plan reviews require a public hearing before the Planning Commission, with notices published and mailed to property owners within 350 feet of the subject property at least ten days prior to the hearing. Therefore, in order to have necessary reviews and reports completed for the Planning Commission, the public, and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

The applicant will be notified within 15 days of the City receiving the application if it is incomplete and what information is missing. Once an application is considered complete, the City has sixty (60) calendar days to complete its review and either approve or deny the application. In compliance with applicable state statutes, the City may extend the application review period for another sixty (60) days with written notice to the applicant.

All approved site plans are formalized in a Development Agreement prepared by the City, and recorded with the Ramsey County Recorder's Office.

**NOTE:** The Development Review Committee (DRC) meets weekly and strongly encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) to review site plan concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at [nolan.wall@cityvadnaisheights.com](mailto:nolan.wall@cityvadnaisheights.com) or by phone at (651) 204-6027.

NO.	CHECKLIST ITEM		DATE RECEIVED
<b>Complete Applicant Data on Application Form</b>			
<b>PLAN DOCUMENTS AND REQUIREMENTS</b>			
Copies of all plan documents shall be provided in the following format:			
1	Five (5) set of prints at full scale and size (22" x 34").		
2	Four (4) 11" x 17" photo-positive reduction or reproducible drawing which will provide legible copies clearly representing all details and design on the plan.		
3	Show adjacent roadways.		
4	North Arrow.		
5	Date of plan preparation.		
6	Dates and description of all revisions. Revisions shall be circled in red on drawings.		
7	Scale of plan in both text and graphical format (engineering scale only, at 1"=50' or less).		
8	Legend of all symbols, abbreviations, and linework either in one centralized location or on each sheet.		
9	Engineering/architectural certification, in conformance with the state of Minnesota requirements, on each sheet.		
10	A <b>PDF</b> formatted file of all plans (including architectural if possible) should be submitted on disc, CD-ROM or e-mailed to the Community Development Director at <a href="mailto:nolan.wall@cityvadnaisheights.com">nolan.wall@cityvadnaisheights.com</a>		
<b>COVER SHEET</b>			
1	Location map, including area within one-half mile of site.		
2	Other information considered pertinent by the City staff and consultants.		
3	Name and address of developer/owner.		
4	Name and address of Architect/Engineer.		
5	Name of project development.		
<b>UTILITY PLAN</b>			
1	Preliminary utility plan showing how all utility services will be constructed to serve the site including any offsite construction that may be necessary.		
2	Location of existing and proposed utility rights-of-way, easements and lines (water, sewer, gas, electric, telephone, cable television, etc.).		
3	Existing and proposed parking facilities and roadways.		
4	Existing and proposed buildings and structures.		
5	Length, size, material, and slopes of all sanitary sewer pipes.		
6	Top of casting and invert of all sanitary sewer structures to the nearest 0.01-foot.		
7	Length, size, material, and depth of all water main (minimum depth = 7.5 feet).		
<b>SITE PLAN</b>			
<b>EXISTING CONDITIONS</b>			
1	Boundary survey (Minimum scale shall be 1"=50").		
2	Total acreage of site.		
3	Existing zoning classification and land use designation.		
4	Boundary lines of property, indicating dimensions and acreage of existing parcel(s).		
5	Boundary lines of adjoining property within two hundred (200) feet, with property owners identified.		
6	Aerial photograph of site and adjoining land within two hundred (200) feet showing significant features, such as buildings, water features, etc.		
7	Existing topographical data, with contours at one-foot intervals (extended		

NO.	CHECKLIST ITEM		DATE RECEIVED
	beyond the property lines a minimum of 200 feet or as directed by the City Engineer).		
8	Steep slopes/bluffs.		
9	Water bodies, water courses, ponds, streams, wetlands, rock outcrops, and other significant features, labelled.		
10	Wetland Delineation Report.		
11	Floodway and Flood Fringe boundaries, the Regulatory Flood Protection Elevation, and the required elevation of all access roads shall be clearly labeled on all required subdivision drawings and platting documents.		
12	Any areas that fall within the FEMA Flood Zone A shall be shown on the drawing, with reference to the applicable FEMA panel that it was obtained from.		
13	Shoreland District boundary.		
14	Existing streets, thoroughfares, and railroads (adjacent and on-site, private or public): a. Names. b. Location. c. Width. d. Type of surface.		
15	Existing Utilities (extended beyond property lines a minimum of 200 feet or as directed by the City Engineer): a. Electric power lines. b. Cable Television c. Television d. Gas and oil pipe lines. e. Water mains, including description of type and size. f. Sanitary sewers, including rim and invert elevations and description as to type and material. g. Storm Sewers and culverts, including rim and invert elevations and description as to type and material.		
16	Existing Grading and Drainage (extended beyond property lines a minimum of 200 feet or as directed by the City Engineer)		
17	Existing parks and public lands.		
18	Existing structures (location, identification, dimensions, square footage, and setbacks).		
19	Existing parking facilities, driveways, fire lanes, loading areas, and docks.		
20	Existing fences, retaining walls, or other significant features on-site.		
21	Existing Easements of Record.		
22	Tree cover on site, including the designation of trees on site of 5" or more in diameter.		
23	Existing sidewalks and trails.		
24	ADA compliant facilities.		
25	Site statistics including site square footage, percent of site coverage with impervious, dwelling unit density, percent park or open space.		
<b>PROPOSED CONDITIONS</b>			
1	Proposed contours at one-foot intervals.		
2	Proposed structures (location, identification, dimensions, square footage, and setbacks to property lines, water features, slopes, etc.).		
3	Proposed parking facilities as required in Section 38-610 of City Code, including curbing detail and landscape islands (location, identification, and dimensions).		

NO.	CHECKLIST ITEM		DATE RECEIVED
4	Proposed driveways, fire lanes, loading areas, and docks.		
5	Proposed fences, retaining walls, or other significant features.		
6	Proposed exterior signage (including wall, freestanding, direction, etc.).		
7	Proposed exterior refuse/recycling collection areas.		
8	Proposed streets.		
9	Proposed storm water ponding areas.		
10	Proposed wetlands.		
11	Proposed sidewalks and trails.		
12	Proposed traffic flow on-site.		
13	Proposed traffic flow off-site, directly adjacent to site.		
14	Cross sections of property as required by the City Planner or City Engineer.		
15	A staging plan for any project involving more than one construction season which sets for the chronological order of construction and relates the proposed uses and structures to the construction of various service facilities, and gives estimated completion dates.		
16	Gross square footage of existing and proposed structures and buildings.		
17	Height above mean sea level of the lowest floor of all structures proposed on site.		
<b>LANDSCAPE PLAN</b>			
1	Detailed landscape plan shall be produced on a separate sheet from those for grading/drainage and utilities. The plan shall be prepared by a landscape architect, include the following information, and meet or exceed the standards in Section 38-601 of the code shown as Exhibit "B".		
2	Landscape Architect's signature and registration number.		
3	Other existing or proposed conditions which would be expected to affect landscaping.		
4	Planting Schedule (table) containing the following: a. Symbols. b. Quantities. c. Common names. d. Botanical names. e. Size of plant material. f. Root specification (bare root, B&B, potted, etc.). g. Special planting instructions.		
5	Existing trees and shrubbery, locations, common names and approximate size.		
6	Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).		
7	Typical sections/elevations in details of fences, tie walls, planter boxes, and the like.		
8	Typical sections of landscape islands and planter beds with identification of materials used.		
9	Details of planting beds and foundation plantings at a minimum scale of 1"=30" where the mature spread of such plantings is less than 5 feet in diameter or where such details would clarify the design intent.		
10	Note indicating how disturbed soil areas will be restored through the use of sodding, seeding or other techniques.		
11	Total square footage of all landscaped areas, building areas and paved areas.		
12	Coverage plan for underground irrigation system, in any.		

NO.	CHECKLIST ITEM		DATE RECEIVED
<b>LIGHTING PLAN</b>			
1	Lighting plan to include proposed light standard and fixtures proposed, completed photometrics, and proposed footcandles.		
<b>FLOOR PLAN</b>			
1	Floor plan of proposed buildings.		
<b>BUILDING ELEVATIONS</b>			
1	Building elevation plans to show all sides of the building and details of the exterior façade treatment, including description of material types and colors.		
2	Colored renderings or colored building elevations.		
<b>MISC. CONDITIONS</b>			
1	Where landscape or man-made materials are used to provide ordinance or policy-required screening from adjacent and neighboring properties, or as deemed necessary by the planner to convey the intent of the design, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.		
2	In order to demonstrate existing conditions, the City Planner may require the developer to provide photographs of an area at the time of plan review.		
3	Other requirements. Each development has to be reviewed to a certain extend on their own merit depending on the development and as to criteria as listed below.		
4	Traffic expected to be generated.		
5	Existing road/access conditions.		
6	Proximity of surrounding development (i.e., buffering between residential and Commercial/Industrial development)		
7	Existing and proposed public or private open spaces.		
<b>GRADING AND DRAINAGE PLAN</b>			
1	Proposed grading.		
2	Proposed storm sewer with materials and sizes shown.		
3	A demolition plan, as required.		
4	Location of existing and proposed utility rights-of-way, easements and lines (water, sewer, gas, electric, telephone, cable television, etc.).		
5	Existing and proposed topographic contours of the minimum interval of 1-foot, extending at least 200 feet beyond the site boundaries.		
6	Location of existing and proposed parking facilities including curbing detail and traffic island-delineators.		
7	Location of existing and proposed water bodies/ponds.		
8	Location of existing and proposed sidewalks, trail corridors and fire lanes.		
9	Top of casting and invert of all storm water structures to the nearest 0.01-foot.		
10	Length, size, material, and slopes of all storm water pipes.		
11	Erosion control		
12	Detailed elevations of top and bottom of all retaining walls.		
13	High water and normal water elevations for all drainage ponds.		
14	Existing and proposed parking facilities and roadways.		
15	Existing and proposed buildings and structures.		
<b>FINAL ENGINEERING APPROVAL ITEMS</b>			
1	Site plan, grading plan, grading and drainage plan, utility plans, geometric plans, topographic detailing, plans and profiles as necessary, and construction detailing.		
2	Plans certified by a Registered Professional Engineer in the state of Minnesota.		

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3	Minimum sheet size 22" x 34".		
4	Project manuals, certified by a Licensed Professional Engineer in the state of Minnesota, and specifications, where applicable, for review by City Engineer. Technical specification shall be developed to identify the materials and final conditions of construction of the project that are desired.		
5	All utility systems, grading of earthwork, pavements, walkways and trails, lighting systems and other items detailed on the Final Engineering plans shall be built in accordance with the applicable standards recognized by the City of Vadnais Heights. These include, but are not limited to, City of Vadnais Heights standard details, Mn/DOT Standard Specifications, for Construction, latest edition, and the Ten States Standards, latest edition.		
6	Complete itemized Engineer's estimate of costs for all site improvements, clearly identifying total quantities on a unit basis and unit prices. The estimate shall separate by unit and cost those items that reflect private facilities from those that are considered public facilities. The Engineer's estimate of costs will reflect current bid pricing and is subject to change by the City Engineer where pricing is not reflective of current conditions. Submittal of lump sum bids in lieu of an Engineer's estimate of costs is not acceptable.		
7	An <b>AutoCAD</b> formatted file (on disc or CD-ROM) of all civil engineering plans, which may include the as-builts of said development and any public improvements, shall be submitted to the City Engineer upon request.		
<b>CALCULATIONS AND BACKGROUND DATA</b>			
1	Traffic studies outlining existing conditions prior to, and after, development. The City Engineer will specify the nature of the studies to be provided on a case-by-case basis.		
2	Wetland delineation report.		
3	Soils report, including: a. Boring logs. b. "R" valve. c. Soil bearing strength, as required.		
4	Pavement calculations indicating 7-ton or 9-ton design, as required by City Engineer.		
5	Water service calculations indicating both fire flow demand and potable water service demands are met.		
6	Sanitary sewer service calculations showing sanitary sewer services that are capable of handling the proposed flow.		
7	Storm sewer calculations: a. Map showing existing and proposed drainage areas and direction of flows. b. Existing runoff flows. a. Proposed runoff flows. b. Storm water detention/retention pond calculations including release rates.		
8	A listing of all required Federal, State, and City permits and status of applications.		
9	Copies of all applicable government and regulatory agency permits obtained for the construction of the project.		
10	Structural calculations for retaining walls (over 3 feet in height), pedestrians, bridges, and roadway bridges.		



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<b>CONSTRUCTION DETAILS</b>			
1	Typical pavement section, indicating 7-ton or 9-ton design.		
2	Details for curb and gutter.		
3	Details for storm sewer and sanitary sewer, structures, castings, pipe bedding, etc.		
4	Details for water main gate valves, curb stops, hydrants, service connections, etc.		
5	All other details deemed necessary by City Engineer.		

**Application certified complete by:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_