



SITE PLAN/BUILDING DESIGN REVIEW SUBMITTAL INSTRUCTIONS

All commercial, industrial, institutional and multiple-family (3 or more units) development projects must be reviewed and approved by both the Planning Commission and City Council. The review is to ensure the site plan and building design complies with the requirements of the Savage Zoning Ordinance and that the appearance meets community standards. Minor revisions are not required to be reviewed by the Planning Commission and City Council, provided that the proposed work complies with all applicable ordinances and codes and the modifications do not exceed 30% of the floor area of the existing structure or 10,000 square feet, whichever is less.

SUBMITTAL REQUIREMENTS

The following information is required for all site plan/building design review applications unless specifically waived by the Planning Department:

1. Complete application signed by property fee owners, required filing fee and escrow if required.
2. One (11"x 17") reduced copy and eight (8) full size copies drawn to scale of the following exhibits:
 - A. Current certificate of survey depicting buildings, structures and other improvements, prepared and signed by a Minnesota licensed land surveyor, depicting the following information:
 - Scale of plan (engineer scale only at 1" = 50' or less)
 - North arrow
 - Existing boundaries with lot dimensions and area
 - Existing site improvements
 - All encroachments
 - Easements of record
 - Legal description of property
 - Ponds, lakes, springs, rivers or other waterways bordering on or running through subject property
 - B. Site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
 - Name and address of developer/owner
 - Name and address of engineer/architect/designer
 - Date of plan preparation and all revisions
 - Name of project or development
 - All proposed improvements, including:

- Required and proposed setbacks
- Location, setback and dimensions of all proposed buildings and structures
- Location of all adjacent buildings located within 100 feet of the exterior boundaries of the property in question
- Location, number and dimensions of proposed loading spaces
- Location, number and dimensions of proposed parking spaces and drive aisles
- Location, width and setbacks of all curb cuts and driveways
- Vehicular circulation
- Sidewalks, trails and walkways
- Location and type of all proposed lighting, including details of all proposed fixtures
- Location of recreation and service areas
- Location of rooftop equipment and proposed screening
- Provisions for storage and disposal of waste, garbage and recyclables including details for screening exterior trash/recycling enclosures

C. Grading/storm water drainage plan in accordance with provisions in Chapter 26 of the Zoning Ordinance, utilizing a copy of the current certificate of survey as a base for the subject site and depicting the following:

- Existing contours at two (2) foot intervals
- Proposed grade elevations of two (2) foot maximum intervals
- Drainage plan, including the configuration of drainage areas and calculations
- Storm sewer, catch basins, invert elevations, type of castings and type of materials
- Spot elevations
- Proposed drainage grades
- Surface water ponding and treatment areas
- Erosion control measures
- Stormwater Abstraction Plan in accordance with Chapter 26 of the Savage Zoning Ordinance

D. Landscape and screening plan in accordance with Chapter 25 of the Savage Zoning Ordinance, utilizing a copy of the current certificate of survey as a base for the site, depicting the following:

- Planting schedule (table) containing:
 - Symbols
 - Quantities
 - Common and botanical names
 - Sizes of plant materials
 - Special planting instructions
- Location, type and size of all existing significant trees to be removed or preserved overlaid on grading plan
- Planting detail showing all species to scale at normal mature crown diameter and spread for local hardiness
- Typical sections with details of fences, tie walls, berms and other site amenities

- ❑ Typical section with details of landscape islands, planter beds and foundation plantings with identification of materials used
- ❑ Note indicating how disturbed soil areas will be restored through the use of sodding, seeding or other techniques
- ❑ Delineation of both sodded and seeded areas
- ❑ Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-section shall be provided showing the perspective of the site from the neighboring property at the property line elevation
- ❑ Coverage plan for irrigation system if applicable
- ❑ Existing or proposed conditions that could potentially affect landscaping and screening of the site

E. Building and signage plans:

- ❑ Color architectural elevations (20 copies)
- ❑ Samples of building materials of all principal and accessory buildings, identifying type and color of materials used on all exterior surfaces
- ❑ Typical floor plan and room plan drawn to scale with a summary of square footage for each use or activity
- ❑ Type, location and size (area and height) of all proposed signage

F. Other plans as required by the Zoning Administrator, but not limited to:

- ❑ Sound source control plan
- ❑ Vicinity map showing the property in relation to nearby highways or major street intersections
- ❑ Fire protection plan
- ❑ Tree survey/inventory overlaid on proposed grading plan

3. Narrative. Written narrative must be provided that fully describes the proposed development.

REVIEW PROCESS

1. Applicant completes application form, submits required exhibits, and pays fee 28 days prior to Planning Commission meeting.
2. All applications are reviewed by the Development Review Committee (DRC) staff and applicant is notified in writing by mail, e-mail or fax within 10 calendar days after submittal for completeness.
3. Staff report prepared recommending either approval, approval with modifications or denial and forwarded to Planning Commission at least 3 days prior to meeting; agenda copy of staff report are sent to applicant.
4. Applicant presents proposal before the Planning Commission. The Planning Commission makes recommendation to the City Council and may add conditions to their recommendation as deemed necessary.
5. City Council either approves or denies the application and may stipulate such conditions of approval as deemed necessary to protect the public interest.

6. Applicant submits building permit application and required exhibits to the Building Department for final technical review of the complete construction and engineering plans by staff.
7. Following the approval and prior to issuance of a building permit, the applicant shall make financial guarantee to the City for the completion of all improvements as shown on the approved site plan and as required by the site plan approval.

NOTES TO APPLICANT

1. All submittals must be filed with the Zoning Administrator no later than 28 days prior to date of Planning Commission meeting.
2. Planning Commission meetings are held on the Thursdays following the City Council meetings. City Council meets on the first and third Mondays of each month. All meetings are held at 7:00 p.m. in the Council Chambers of City Hall.
3. Fees include, but are not limited to: building permit fee, plan review fee, state surcharge, MWCC Service Availability Charge (SAC), water-sewer connection fees, park dedication, collector street and storm sewer fees and any required financial guarantees.
4. Approval of site plan/building design review does not constitute permission to initiate building construction nor does it constitute compliance with the requirements of said building and fire codes. A separate building permit application review is required.
5. All site and construction plans officially submitted to and approved by the City Council shall be treated as a formal agreement between the applicant and the City of Savage. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard, or specification without prior submission of a plan modification request.
6. The Zoning Administrator may approve minor revisions to a previously approved site plan if they are warranted by engineering or other circumstances that were not foreseen at the time the plans were approved. All other revisions, including changes to approved building materials and/or colors, will require approval by the City Council.
7. The approved site plan shall become null and void within one (1) year of the date of approval unless the property owner or applicant has substantially commenced construction of any building, structure, addition or unless a petition for a time extension has been granted by the City Council. Such extension request shall be submitted in writing at least thirty (30) days prior to expiration of the site plan and shall state facts showing a good faith effort to complete work permitted under the original approval.