



DEVELOPMENT APPLICATION CHECKLIST

- **CONDITIONAL USE PERMIT (Section 400)**
- **VARIANCE (Section 500)**
- **SITE AND BUILDING PLAN REVIEW (Section 1500)**
- **CONCEPT PLAN**

A checklist of background information and submission requirements for processing of conditional use permits, variances, site plan reviews, or concept plan review is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission.

The City Staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Albertville City Council. Please read all applicable ordinances and the attached checklist thoroughly. The Albertville City Code and Zoning Ordinance can be found online at the City’s website at www.ci.albertville.mn.us.

PROCEDURES		Compliance	
		YES	NO
1.	Review the appropriate sections of the City Zoning Ordinance. <ul style="list-style-type: none"> ▪ Conditional Use Permit (Section 400.0 of Zoning Ordinance) ▪ Variance (Section 500.0 of Zoning Ordinance) ▪ Site and Building Plan Review (Section 1500.0 of Zoning Ordinance) 		
2.	Meet with City Staff/Planner to discuss proposal. DATE:		
3.	Application filed concurrently with submission requirements as set forth below.		
4.	Application filed concurrently with application fee and escrow. DATE:		
SUBMITTAL REQUIREMENTS			
1.	Proof of title and the legal description of the property for which the application is requested.		
2.	Description of the request and rationale explaining why the request should be approved.		
3.	Ten (10) large scale signed copies, two (2) reduced scale (11” x 17”) copies, and one (1) copy in electronic format. Copy of detailed written materials fully explaining the proposed change, development or use, and graphic materials as specified below, unless waived by the Zoning Administrator.		
a.	Site Development Plan.		
(1)	Lot survey.		
(2)	Lot dimensions and area.		
(3)	Location of all buildings on lots including both existing and proposed structures.		
(4)	Dimensions of proposed and existing structures.		
(5)	Proposed and existing building setbacks.		
(6)	Location of all adjacent buildings located adjacent to the boundaries of the property in question.		
(7)	Location and label of streets including centerlines and right-of-way.		
(8)	Location and number of existing and proposed parking stalls and driveways.		
(9)	Location of disability parking.		
(10)	Specification and details of paving materials.		

		Compliance		
		YES	NO	
a.	Site Development Plan (continued)			
	(11)	Vehicular circulation, curb-cut locations, and truck turning radius (semi truck and trailer if applicable).		
	(12)	Location and types of all proposed lights.		
	(13)	Site plan details such as trash receptacles, heating and air conditioning units and screening.		
	(14)	Location of snow storage.		
	(15)	Location and detail of all freestanding signs.		
b.	Building Details.			
	(1)	“Typical” floor plan and “typical” room plan. Proposed use of the building shall be identified (i.e. manufacturing, warehouse, office, etc).		
	(2)	Architectural elevations (type, materials, and color used in all external surfaces). One set of colored elevations of all sides of the building shall be submitted for review.		
	(3)	Dimensions and locations of all building signage.		
c.	Grading/Drainage and Utility Plan (shall be signed by a civil engineer). *			
	(1)	Existing contours.		
	(2)	Proposed grading elevations.		
	(3)	Spot elevations.		
	(4)	Finish floor elevations (FFE) of proposed buildings and all adjacent buildings within twenty-five (25) feet of the property lines.		
	(5)	Drainage configuration/patterns.		
	(6)	Ponding area/hydraulic calculations (if applicable).		
	(7)	Wetland delineation and mitigation (if applicable).		
	(8)	Location of permanent water bodies and lakes with illustration of the ordinary high water mark.		
	(9)	Contour of high water elevation (if applicable).		
	(10)	Erosion control plan and materials.		
	(11)	Storm sewer catch basins and invert elevations.		
	(12)	Proposed road profile.		
	(13)	Location of sanitary sewer and water connection to public utilities.		
	(14)	Sanitary sewer and water plan with estimated use per day.		
	(15)	Location of fire hydrants.		
d.	Landscape Plan. *			
	(1)	Location of existing trees, type, diameter, and which trees will be saved.		
	(2)	Location, type, diameter, and size of all proposed plantings.		
	(3)	Location and material used for all screening devices.		
	(4)	Specified groundcover in all disturbed areas.		
	(5)	Irrigation system.		
e.	Outdoor Lighting Plan. *			
	(1)	Site plan including the location of all illumination devices (fixtures, lamps, supports, and reflectors).		
	(2)	Description and details of illumination devices: pole heights, fixture angle of cutoff.		
	(3)	Photometric plan for the entire property in question.		

		Compliance	
		YES	NO
f.	Signage Plan. *		
	(1) Wall Signs.		
	a) Elevation of all signs and their location on the building façade.		
	b) Detail of all signs illustrating area, materials, and illumination.		
	(2) Ground Signs.		
	a) Site plan showing all locations of signs.		
	b) Detail of all signs illustrating area, height, materials, and illumination.		
g.	Variance. * Narrative that includes a description of the variance request addressing the following criteria:		
	(1) By State law, variances may be granted from the standards of the City’s Zoning Ordinance only if:		
	a) The proposed variance is in harmony with the general purpose and intent of the Zoning Ordinance;		
	b) The proposed variance is consistent with the Comprehensive Plan; and		
	c) An applicant establishes that there are practical difficulties in complying with the ordinance standard from which they are requesting a variance. Practical difficulties means: <ul style="list-style-type: none"> ▪ The proposed use is reasonable; ▪ The need for a variance is caused by physical characteristics, circumstances unique to the property; not created by the property owner, and not solely based on economic considerations; and ▪ The proposed use would not alter the essential character of the surrounding area. 		

* These items may not be required with an application for a concept plan. Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.