



Community Development Department  
12800 Ravine Parkway South  
Cottage Grove, MN 55016  
[www.cottage-grove.org](http://www.cottage-grove.org)

Planning Division  
Telephone: 651-458-2827  
Fax: 651-458-2897  
E-Mail: [planning@cottage-grove.org](mailto:planning@cottage-grove.org)

## SITE PLAN REVIEW

### APPLICATION SUBMITTAL CHECK LIST

- Planning Commission Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property.
- Attach a written narrative explaining the reason for the application.
- Submit three 24" X 36" plan sets. All site plans must meet the minimum requirements of City Code Title 11-2-4D.
- Submit one 11" X 17" and one 8½" X 11" reductions of all maps/exhibits.
- Provide plans in a .pdf format via CD or e-mailed to [kdennis@cottage-grove.org](mailto:kdennis@cottage-grove.org).
- Submittal should comply with the Site Plan Review Checklist.
- Drainage and grading plans and drainage calculations must be submitted to the South Washington Watershed District, 8301 Valley Creek Road, Woodbury, MN 55125. Watershed approval is required prior to issuance of a grading permit. A copy of the grading plan and drainage calculations must also be submitted to the City.
- Submit the \$300.00 application fee plus the \$5,000.00 escrow deposit.

### APPLICATION REVIEW PROCESS

- Submit application, exhibits, narrative explaining application, application fee, and the escrow deposit.
- The City determines if the application is complete.
- The City will notify property owners with 500 feet of the subject property.
- The City will publish the public hearing notice in the *South Washington County Bulletin*.
- Planning Staff prepares the staff report.
- Planning Commission holds public hearing.
- Planning Commission and Planning staff recommendations forwarded to City Council.
- Action by City Council.
- Upon approval, applicant submits escrows and/or letters of credit.
- Applicant applies for building permit(s).
- Site plan approval expires in one year.



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## SITE PLAN REVIEW CHECKLIST

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### **GENERAL INFORMATION**

- Name of project/development
- Address of project/development (if available)
- Location map
- Owners name, mailing address, telephone/fax number
- Engineer/architect mailing address, telephone/fax number
- Date of plan preparation/latest revision dates
- North arrow
- Graphic scale (engineers scale for site plan, architects scale for building detailing)
- Property identification number and legal description

### **SITE RELATED INFORMATION**

- Boundary lines of property with dimensions
- Existing and proposed contours at two-foot contour intervals extending beyond the boundaries of the site a distance as determined by site conditions at the direction of the City Engineer and/or Community Development staff
- Proposed grading erosion control plan
- Proposed site construction schedule
- Existing and proposed street rights-of-way, turn lanes and public sidewalks, trail/bikeways, transit shelters and traffic signals
- Existing and proposed public and private utility easements, including City sanitary and storm sewer, water, electric, natural gas, telephone, cable TV, etc.
- Delineate parking lot and building setbacks for the zoning district where the building or land use is proposed
- Cross-sections of the property showing existing and proposed grades at two-foot contour intervals extending beyond the boundaries of the site a distance determined by site conditions at the direction of the City Engineer and/or Community Development staff
- Pavement surface cross-sections and the location and type of curbing, gutters, on-site and relevant off-site catch basins and driveway aprons
- Hard surface calculations for all non-residential projects
- Existing and proposed water bodies
- Pre and post development stormwater calculations and water quality calculations
- Tree inventory

### **ON-SITE INFORMATION (Show Existing and Proposed)**

- Buildings, structures, trash enclosures, canopies, etc., with anticipated expansion areas
- On-site traffic flows, parking, loading docks, number of employees, handicapped spaces with spaces painted blue, and ADA approved signs and symbols identified on the plan (attached to buildings, free-standing, etc.)
- On-site sidewalks, with handicapped ramps identified, bicycle parking racks (if proposed), public sidewalk inter-connections (if proposed or required), and building egress sidewalks
- Anticipated amounts of sewage discharge in gallons per day
- Anticipated traffic projections (if required)
- Fences and retaining walls
- On and/or off-site fire hydrant locations
- Exterior signs (free-standing/attached, location, square footage and height)

- Exterior lighting (location, size, height, illumination, size, direction of illumination)
- Landscaping plan showing location and differentiation of existing and proposed species, scaled mature spread of each plant
- Landscaping legend showing quantity, common name, botanical name, root type at planting, size (trunk size as measured six inches off the ground for deciduous trees/height for coniferous trees), size of potted species, mature height and mature spread
- Preliminary design of irrigation systems including systems on public rights-of-way
- Recreation facilities (outdoor eating or break areas, etc.)

### **SITE RELATED BUILDING PLAN INFORMATION**

- Elevation drawings and dimensions of all sides of proposed structures and buildings
- Screening methods of roof top mechanical equipment with dimensions, including heights
- Building code construction classification
- Preliminary floor plans for all stories of proposed structures and buildings, exit doors, exterior windows, loading docks, mechanical rooms, storage rooms, and the like with room usage labeled
- Elevation heights of basement and all floors and finished grade
- Water meter locations and building hookups for sewer/water
- Location of wells/septic tanks and drain fields, perk tests and alternate drainfield perk test (IAW MNPCA Rule 7-0-80)
- Gross square footage of existing and proposed structures and buildings
- Exterior finish materials and colors
- Type of construction
- Designated fire lanes

### **MISCELLANEOUS**

- Based on location and surrounding site characteristics other information as requested by the Chief Building Official, City Engineer, or Community Development staff (i.e.; wetlands, bluff lines, slopes, tree masses, flood plain, Mississippi River Critical Area, etc.)
- Three (3) full-sized (24" X 36") sets of plans shall be submitted for review. No grading or building permits will be issued until a plan has been approved by the Community Development Department or by the City Council. The applicant will receive at least one signed copy of the final approved site plan.
- Copy of development plans in a .pdf format on a CD

### **HAVE YOU RESEARCHED...?**

- Processing/public hearing schedule?
- Payment of any park land dedication fee requirements?
- Stormwater, sanitary sewer, water area charges?
- Sewer availability charges (SAC)?
- Building permit fees and surcharges?
- Certified and/or pending assessments?
- Building sprinkling requirements?
- City/State/Federal regulations on such issues as flood plain, MNRRA, etc.?
- Who is qualified to prepare information (i.e.; registered architect, certified septic system designer, etc.)?
- City policies regarding escrow requirements?
- City policies regarding letters of credit?