



## APPLICATION CHECKLIST

### Site & Building Plan Review Conditional Use Permit Interim Use Permit

**THIS CHECKLIST MUST BE COMPLETED & SUBMITTED WITH LAND USE APPLICATION**

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

**Please indicate in the column labeled “*Applicant to Complete*” on which plan sheet or in which document the required information can be found.**

<b>SITE PLAN &amp; BUILDING REVIEW/ CONDITIONAL USE PERMIT/ INTERIM USE PERMIT REQUIREMENTS</b>		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		<b>Plan Sheet # or Document</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
1.	Signed Land Use Application Form				
2.	Application Fees: An application fee and escrow deposit are required per the City of Lino Lakes Fee Schedule.				
3.	Three (3) sets of large scale plans. (We do not need printed copies of specifications, reports or other written materials.)				
4.	Electronic PDF copies via email, FTP site or flash drive of all plans, specifications and other written materials.				
5.	One (1) electronic copy of plan in CAD format compatible with the City’s computer system.				
6.	<b>Submittal Requirements. An application for a site and building plan review shall be filed with the Zoning Administrator and shall be accompanied with the following information:</b>				
7.	Proof of title and contract/purchase agreement and property owner signature on the application form when applicable.				
8.	<b>Separate plan sheets</b> titled Certificate of Survey, Site Plan, Grading Plan, Tree Survey, Tree Preservation Plan, Landscaping Plan, Tree Preservation & Mitigation Plan, Photometric Plan, Architectural Plan and Utility Plan are required.				

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9.	<b>Certificate of Survey prepared by a licensed land surveyor identifying the following:</b>				
10.	Scale (engineering only) of at least one (1) inch equals 100 feet.				
11.	North point indication.				
12.	Existing boundaries with lot dimension and lot area.				
13.	Existing buildings, structures and improvements within 100 feet of the exterior boundaries of the subject property.				
14.	Easements of record.				
15.	Delineated wetland boundary.				
16.	OHWL of any lakes or DNR waters within 100 feet of property.				
17.	FEMA floodplain boundary and Flood Insurance Study (FIS) base flood elevation (BFE) determination.				
18.	All encroachments.				
19.	Legal description.				
20.	<b>Site Plan prepared by a licensed professional using the current Certificate of Survey as a base depicting the following:</b>				
21.	Name of project or development.				
22.	Name and address of developer and/or owner.				
23.	Name and address of engineer/architect/designer.				
24.	Date of plan preparation and dates of any subsequent revisions.				
25.	All proposed improvements, including:				
26.	Required and proposed setbacks.				
27.	Location, setback and dimensions of all proposed buildings and structures.				
28.	Location of all adjacent buildings and structures within 100 feet of the exterior boundaries of the subject property.				

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29.	Location, number, dimensions of all proposed parking spaces, loading areas and drive aisles, with curbing shown.				
30.	Location, width and setbacks of all proposed street accesses and driveways.				
31.	Location, width and setbacks of all proposed sidewalks, walkways and trails.				
32.	Location and type of all proposed lighting, including fixture details.				
33.	Provisions for storage and disposal of waste, garbage and recyclables, including details for enclosing and screening containers.				
34.	Calculations for impervious/pervious surfaces.				
35.	<b>Grading Plan prepared by a licensed engineer using the current Certificate of Survey as a base depicting the following:</b>				
36.	Existing contours at two (2)-foot intervals.				
37.	Proposed grade elevations at two (2)-foot maximum intervals.				
38.	Drainage plan, including the configuration of drainage areas and calculations.				
39.	Spot elevations and drainage arrows.				
40.	Surface water ponding and treatment areas.				
41.	Erosion control measures.				
42.	Wetland replacement plan (when applicable).				
43.	Soil borings.				
44.	Drainage calculations for 2-, 10-, and 100-year storm events.				
45.	Delineated wetland boundary, to include the OHWL of any lakes or DNR waters.				
46.	Date of plan preparation, and dates of any subsequent revisions.				
47.	<b>Tree Survey in accordance with City Code Section 1007.043(17)(I).</b>				

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48.	<b>Tree Preservation Plan in accordance with City Code Section 1007.043(17)(m).</b>				
49.	<b>Landscaping Plan prepared by a licensed landscape architect or licensed engineer using the current Certificate of Survey as a base depicting the following:</b>				
50.	Please review City Code Section 1007.043(17) Required Screening, Landscaping, Buffer Yards and Tree Preservation.				
51.	Planting schedule including:				
52.	a. Symbols.				
53.	b. Quantities.				
54.	c. Common and botanical names.				
55.	d. Sizes of plant materials.				
56.	e. Root specification (bare root, balled/burlapped, potted, etc.).				
57.	f. Special installation instructions.				
58.	Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).				
59.	Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas and the like.				
60.	Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials to be used.				
61.	Delineation of both sodded and seeded areas with respective areas measured in square feet.				
62.	Coverage plan for underground irrigation systems, if any.				
63.	Other existing or proposed conditions that could be anticipated to affect landscaping.				
64.	Date of plan preparation, and dates of any subsequent revisions.				
65.	Calculations table showing how required landscaping standards have been met as follows:				
66.	a. Canopy Coverage.				

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67.	i. Total area of vehicular hardscape.				
68.	ii. Required area of coverage.				
69.	iii. Quantity and value of all trees proposed.				
70.	b. Foundation Landscape.				
71.	i. Linear footage of building.				
72.	ii. Total number of trees and shrubs required.				
73.	iii. Quantity of trees and shrubs proposed.				
74.	c. Open Area Landscape.				
75.	i. Total square footage of open area.				
76.	ii. Total numbers of trees and shrubs required.				
77.	iii. Quantity of trees and shrubs proposed.				
78.	d. Boulevard Trees.				
79.	i. Linear feet of street frontage or number of lot frontages as applicable.				
80.	ii. Number of trees required.				
81.	<b>Photometric Lighting Plan to include:</b>				
82.	Fixture details/cut sheets/drawings.				
83.	Date of plan preparation, and dates of any subsequent revisions.				
84.	<b>Architectural Plans prepared by a licensed architect.</b>				
85.	Date of plan preparation, and dates of any subsequent revisions.				
86.	Architectural elevations, in color, of all principal and accessory buildings and structures (type, color, and materials used in all				

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	exterior surfaces).				
87.	Typical floor plan and typical room plan drawn to scale with summary of square footage by use or activity.				
88.	Location of Fire Department Connection (FDC).				
89.	Percentage of each exterior material per elevation (including glass for windows and doors).				
90.	Mechanical equipment locations and required screening details.				
91.	<b>Utility Plan prepared by a licensed engineer.</b>				
92.	Location of hydrants, valves and manholes, if any.				
93.	Location, sizing, and type of water and sewer system mains, and proposed service connections, hydrants, valves, and manholes; or,				
94.	Location and size of proposed primary and secondary on-site treatment systems, when allowed.				
95.	Storm sewer, catch basins, invert elevation, type of castings, and type of materials (refer to Engineering Manual for City standards).				
96.	Date of plan preparation, and dates of any subsequent revisions.				
97.	<b>Other plans and information as may be required by the Zoning Administrator which may include (but not be limited to) the following:</b>				
98.	Location, type and size (area and height) of all signs to be erected upon the subject property.				
99.	Vicinity map showing the subject property in relation to nearby highways or major street intersections.				
100.	Sound source control plan.				
101.	Fire protection plan.				
102.	Proposed protective covenants or private restrictions.				
103.	Where landscaping or man-made materials are used to provide screening from adjacent properties, a cross section shall be provided showing the perspective of the site from neighboring properties at the property line elevation.				

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104.	Written narrative describing proposed development.				
105.	Cost estimates for site improvements, landscaping etc.				
106.	Copies of RCWD, VLAWMO, FEMA or other applications made to other government agencies as applicable.				
107.	Traffic Study.				
108.	Wetland Delineation Report.				
109.	Wetland Notice of Decision.				
110.	<b>For applications for New Communication Towers, the application must include information to demonstrate compliance with the provisions of City Code Section 1007.054, including but not limited to:</b>				
111.	Demonstration that a significant gap in coverage exists that would be resolved by the proposed location and that adequate service cannot be provided utilizing existing structures within a two-(2) mile search radius of the proposed site.				
112.	Structural design information to ensure compliance with manufacturer specifications and to ensure the tower can accommodate additional antennas (co-location).				
113.	Authorization from the property owner if different from applicant.				
114.	Lease or agreement requiring removal of the tower and facilities after cessation of use.				
115.	Copies of applicable federal, state, and local licenses, permits, approvals.				