

**SITE AND BUILDING PLAN REVIEW (Section 51.02 Subd. F)  
Development Application Help Sheet**



A checklist of background information and submission requirements for processing of Site and Building 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. 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.

**PROCEDURES**

- Review the Delano Subdivision Ordinance Site and Building Plan Review
- Meet with City Staff and Planner to discuss proposal
- Application filed concurrently with submission requirements as set forth below
- Application filed concurrently with application fee and escrow

**SUBMITTAL REQUIREMENT**

- Development Permit Application
- Deposit Agreement
- Site and Building Plan Review must consist of maps and accompanying documents. Please submit the following:
  - Two (2) large scale copies (one (1) inches equal one hundred (100) feet or less)
  - One (1) reduced scale copy (11x17 or smaller)
  - Electronic Copy (Submitted by disc, USB Flash drive or emailed to [pbauman@delano.mn.us](mailto:pbauman@delano.mn.us))

Additional documents may be required:

- Additional large-scale and electronic copies shall be provided for each of the following, if applicable:
  - Project is adjacent to a county road or county state aid highway (1 copy)
  - Project is adjacent to a state highway (2 copies)
  - Project lies within a Shoreland or Floodplain Overlay District (1 copy)

**Submitted documents must include the following:**

- Proof of title and contract/purchase agreement and property owner signature on application form when applicable
- Certificate of Survey <sup>A</sup>
- Site Plan <sup>B</sup>
- Grading Plan <sup>C</sup>
- Landscape Plan <sup>D</sup>
- Photometric Plan <sup>E</sup>
- Architectural Plan <sup>F</sup>
- Utility Plan <sup>G</sup>
- Additional Items <sup>H</sup>

**A. Certificate of survey** prepared by a licensed land surveyor identifying the following:

1. Scale (engineering only) at one (1) inch equals one hundred (100) feet or less.
2. North point indication.
3. Existing boundaries with lot dimension and lot area.
4. Existing buildings, structures and improvements.
5. Easements of record.
6. Delineated wetland boundary, to include the OHWL of any lakes or DNR waters.
7. All encroachments.

8. Legal description.
- B. Site Plan** (using the current Certificate of survey as a base) depicting the following:
  1. Name of project or development.
  2. Name and address of developer and/or owner.
  3. Name and address of engineer/architect/designer.
  4. Date of plan preparation and dates of any subsequent revisions.
  5. All proposed improvements, including:
    - a. Required and proposed setbacks.
    - b. Location, setback and dimensions of all proposed buildings and structures.
    - c. Location of all adjacent buildings and structures within one hundred (100) feet of the exterior boundaries of the subject property.
    - d. Location, number, dimensions of all proposed parking stalls, loading areas and drive aisles, with curbing shown.
    - e. Location and width of all proposed street accesses and driveways.
    - f. Location and type of all proposed lighting, including fixture details.
    - g. Provisions for storage and disposal of waste, garbage and recyclables, including details for enclosing and screening exterior containers.
    - h. Location of freestanding signs.
    - i. Location of HVAC equipment whether ground mounted or roof mounted.
  6. Calculations for impervious/pervious surfaces.
- C. Grading Plan** (using the current Certificate of Survey as a base) depicting the following:
  1. Existing contours at two (2) foot intervals.
  2. Proposed grade elevations at two (2) foot maximum intervals.
  3. Drainage plan, including the configuration of drainage areas and stormwater calculations.
  4. Spot elevations.
  5. Surface water ponding and treatment areas.
  6. Erosion control measures.
  7. Wetland replacement plan (when applicable).
  8. Drainage calculations for 2, 10 & 100 year storm events.
  9. Delineated wetland boundary, to include OHWL of any lake or DNR waters.
  10. Date of plan preparation and dates of any subsequent revisions.
- D. Landscaping Plan** using the current Certificate of Survey as a base depicting the following:
  1. Planting schedule including:
    - a. Symbols
    - b. Quantities
    - c. Common and botanical names
    - d. Sizes of plan materials
    - e. Root specification (bare root, balled/burlapped, potted, etc)
    - f. Special installation instructions
  2. Location, type and size of all significant trees to be removed or preserved.
  3. Location and species of proposed plantings of all species.
  4. Typical sections with details of fences, walls and planter boxes.
  5. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials to be used.
  6. Delineation of both sodded and seeded areas with respective areas measured in square feet.
  7. Coverage plan for underground irrigation systems, if any.
  8. Other existing or proposed conditions that could be anticipated to affect landscaping.
  9. Date of plan preparation and dates of any subsequent revisions.
- E. Photometric Lighting Plan** to include fixture details/cut sheets/drawings

1. Date of plan preparation and dates of any subsequent revisions.

**F. Architectural Plans**

1. Date of plan preparation and dates of any subsequent revisions.
2. Architectural elevations of all principal and accessory buildings and structures (type and materials used in all exterior surfaces).
3. Typical floor plans and typical room plans drawn to scale with a summary of square footage by use or activity.

**G. Utility Plan**

1. Location, sizing, and type of water and sewer system mains and proposed service connections, hydrants, valves and manholes; or,
2. Location and size of proposed primary and secondary on-site treatment systems, when allowed (if ISIS is proposed).
3. Storm sewer, catch basins, invert elevation, type of castings and type of materials (refer to Engineering Manual for City Standards).
4. Date of plan preparations and dates of any subsequent revisions.
5. Estimates of forecasted water consumption.
6. Location of electrical services and any transformers and meters.

**H. Other plans and information** as may be required by the Zoning Administrator which may include (but not be limited to) the following:

1. Location, type and size (area and height) of all signs to be erected upon the subject property.
2. Vicinity map showing the subject property in relation to nearby highways or major street intersections.
3. Sound source control plan.
4. Fire protection plan.
5. Proposed protective covenants or private restrictions.
6. 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.
7. Traffic study.