



SITE PLAN CHECKLIST

Instructions

Prior to completing and filing this application, a Pre-Submittal Meeting is recommended to determine specific ordinance and procedural requirements applicable to your request.

- CHECKLIST:** All of the items listed on this checklist are required to be shown on the Site Plan Drawing and on related attachments. The site plan preparer should compare this checklist to the Site Plan Drawing and related attachments and determine if each item has been shown or provided. Any checklist items that are missing must be added to the Site Plan. This application must be completed in full and accompanied by all information, plans, and fees required by applicable Watertown Municipal Code.
- PLEASE NOTE:** The following checklist is a guideline to minimum site plan requirements; depending on specific site conditions, City staff may require additional drawings or information. Certain properties may also be subject to special assessments or petition and waiver; see staff for more information.
- SPECIAL INSTRUCTIONS FOR SITE PLAN AMENDMENTS:** An amendment of a previously approved Site Plan should be drawn as an overlay on the originally approved Site Plan. Check to see if all the items shown on this checklist were included on the original plan; if any are missing, they must be added to the amendment. The area of the Site Plan, which is being amended, should be indicated on the drawing by a cloud.

If you have any questions regarding items contained within the checklist, please contact the City Planner at (952) 955-2681

General Information

Project					
PROJECT NAME:					
Address:					
City:		State:		Zip:	
Property Tax ID Number (PID #):					
Legal Description:					
Preparer					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	



Site Plan Checklist

Section 1 - Narrative Information <i>(must be on same sheet as illustrations)</i>		Provided:		
1. Name of property owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Name of applicant and exact interest of applicant in the subject property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Name of site plan preparer, including address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Certification of architect, civil engineer, or landscape architect; licensed by the State of Minnesota	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Certification of registered land surveyor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
6. Present Zoning of the site <i>(including flood fringe, if applicable)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
7. Proposed use of the site and buildings, including type of occupancy and estimated occupancy load	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
8. Development schedule: Estimate start date, staging schedule, phasing <i>(if any)</i> , completion date	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
9. Residential uses: Number of dwelling units proposed <i>(if applicable)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
10. Setback requirements of the zoning district	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
11. Average setback of buildings on same street within 200 feet of the proposed building(s) if different than zoning district requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
12. Minimum lot area and lot width requirements of the zoning district	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
13. Legal description of the site, including certificate of survey	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
14. Storm water detention calculations: Must be prepared and certified by a professional engineer. The calculations must be on a separate sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
15. Tabulation box indicating:				
a. Total area of the property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Gross floor area of each building	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Percent of site covered by building	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Percent of site covered by impervious surface	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
e. Percentage of open space, if required <i>(see Zoning Ordinance for minimums)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
f. Projected number of employees	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
g. Number of seats <i>(if restaurant or place of assembly)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
h. Off street parking and loading:				
- Number of parking spaces required by Zoning Ordinance to serve this use. For mixed-use projects, incl. break down use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
- Total number of parking spaces to be provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
- Commercial/industrial uses <i>(over 10,000 square feet in floor area)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
- Total number of loading spaces required/provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Section 1 - Narrative Information <i>(continued)</i>		Provided:		
16. Maximum drawing size <i>(all sheets): 24" x 36"</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
17. North arrow for main drawing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
18. Scale of drawing <i>(minimum scale: 1" = 80')</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
19. Vicinity sketch with north arrow shown an 1" = 800' City Zoning map showing all property within 600 feet of the property in question	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
20. Site boundary indicated by a heavy line	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
21. Bearings and distances along boundary shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
22. Names of all adjoining subdivisions and lots numbers shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
23. Encroachments by any structure over the lot lines <i>(if applicable)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
24. Limits of each phase of construction, as indicated on the Phasing Schedule <i>(if applicable)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
25. Proposed building(s): Footprint of all proposed buildings <i>(shown with gross square footage)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
26. Pedestrian circulation:				
a. Sufficient sidewalks for access & circulation around building(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Public sidewalk provided along all public streets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Walks adjacent to parking spaces are of a sufficient width to allow for both the vehicle overhang and at least 4 feet of sidewalk space	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Bike path or trail <i>(if required incl. any necessary easements)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
27. Vehicular circulation and parking:				
a. Parking stalls with striping shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Handicapped stalls in accordance with State requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Dimensions of parking spaces shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Aisles width shown <i>(24' min for two-way, 16' min for one-way)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
e. Loading zone stalls <i>(10' x 35' - required for commercial/industrial)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
f. Turning radii at ends of aisles, around building, etc., sufficient for emergency vehicle access	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
g. Concrete curb and gutter around perimeter of parking area and landscape islands	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
h. Ingress / egress easements <i>(if required)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
28. Trash enclosure(s) <i>(required for commercial, industrial, and apartments, in a number sufficient to meet needs of the use)</i>				
a. Located out of public view <i>(to the greatest degree possible)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Constructed of permanent materials <i>(block, brick, etc.; wood is not permitted)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Section 1 - Narrative Information <i>(continued)</i>		Provided:		
c. Metal frame screening gate <i>(wood not permitted, except for slats)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Protective bollards provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
29. Lighting plan <i>(No light from project may spill onto adjacent residential properties):</i>				
a. Location of all freestanding and wall mounted lights shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Parking lot lights are non-adjustable "shoebox" downlights	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. All mounted lights are not forward throwing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Maximum 400 watts fixture, except near residential districts 250 watts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
e. Maximum height of freestanding lights - 25' near residential, all others 30' <i>(heights of poles must be labeled)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
f. Photometric drawing OR isometric map <i>(on a separate sheet)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
g. Manufacturer's catalog cut sheets included <i>(with bulb wattage, foot-candle contours, and details)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
30. Survey requirements:				
a. All items as outline in the Certified Land Survey information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Existing contours	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Proposed contours	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Benchmark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
e. 100 year flood elevation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
f. Existing drainage courses, streams, woodlands, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
31. Streets				
a. Location of access points to public streets <i>(with dimensions)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Relative location of access points on opposite side of the street <i>(if any)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Curb cuts <i>(dimension width of cut to nearest pavement joint - min 18"</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Street widening and/or deceleration lanes <i>(if required)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
e. Pavement cuts <i>(if required for utility construction, must be 10' wide min for both existing and proposed pavement panels)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
f. Traffic impact analysis, if required by the City engineer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
32. Parking lot surfacing material and thickness <i>(incl. detail)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
33. Details of all concrete curbs and gutter sections	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
34. Easements <i>(all proposed easements must be clearly labeled as to type and whether public or private. Separate easement documents with legal description must also be submitted for each proposed easement)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
35. Proposed buildings <i>(Finished floor elevation for each building)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Section 2 - Utility and Grading Plan

Provided:

This portion of the Site Plan which shows utilities and grading may be on a separate sheet. Refer to the Urban Standard Specifications for Public Improvements.

36. Grading plan:

a. Proposed grading is properly designed for the topography of the site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. No trapped water in parking lot	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Drainage pathways are clearly discernible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Erosion control plan (<i>show silt fencing, etc. as necessary</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Show existing natural features (<i>topography, wetlands, vegetation, etc.</i>) as well as sedimentation and retention ponds	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Temporary construction easements (<i>if necessary</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

37. Water system (*clearly label respective lines as public and private*)

a. Fire hydrant style, valve materials and pipe materials per City specs (<i>hydrants should be approx. 30' from buildings and adjacent to fire lanes</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Fire hydrants (<i>sufficient number and spacing to provide complete coverage - show 21.0' radius at each hydrant.</i>) Secondary hydrants are essential for all sprinkled buildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Water main has been extended to the boundaries of the site (<i>if applicable</i>), and/or looped through the site (<i>if necessary</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Easements for water mains (<i>if applicable</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Fire (<i>Siamese</i>) connection on building is in an accessible location if building sprinklered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

38. Sanitary sewer (*clearly label respective lines as public or private*)

a. Construction and materials per City specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Invert elevations, rim elevations, pipe slope, pipe materials shown for each manhole and pipe segment (<i>if sewer is public, show Clive manhole numbers</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Show adjustment to existing manholes (<i>if applicable</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Easements for sanitary sewer mains (<i>if applicable</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Restaurants only: location of grease traps	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Car washer only: wastewater calculations & equalization basin with restrictor plate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

39. Storm sewer

a. Location and size of orifice clearly marked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Detention pond location, volume, and maximum water line with elevation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Section 2 - Utility and Grading Plan <i>(continued)</i>		Provided:		
c. Show emergency overflow routing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Roof drain locations and outlets to the storm sewer system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
e. Construction and materials per City specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
f. Easements for storm sewer lines <i>(if applicable)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
g. Invert elevations, rim elevations, pipe material and pipe slope shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
h. Gas stations only: oil/water separator for gas pumps <i>(incl. appropriate grading under the canopy)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Section 3 - Landscape Plan		Provided:		
The landscape plan may be shown on a separate sheet; however, the plan should show how landscaping will not be affected by the placement of underground utilities, site lighting, etc.				
40. Landscape plan:				
a. Location, species, and size of all plantings shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Show clear vision triangles at street access points	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Buffer zones as necessary <i>(i.e. between site & adjacent residentially zoned property, or between multi-family and single family uses)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Landscaped headlight screen along parking lot perimeter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
e. Irrigation systems <i>(if applicable)</i> on private property only	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
f. Parking lot islands and planters shown, labeled w/ sod, mulch, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
g. Sod in detention pond and all disturbed areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
h. Retaining walls, if required <i>(show top and bottom of wall elevations and maximum height of wall; incl. a construction detail)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
i. Fences <i>(show locations with dimensions, height, materials & colors)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
j. Details of any monuments or special landscape features	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
k. Ground mounted mechanical units, telephone pedestals and light fixtures should be screened with landscaping	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
41. Architectural elevations <i>(separate sheet from the site plan drawing)</i> :				
a. All sides of the building are shown <i>(for amendments, only all sides of the new addition need be shown)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Building material types are shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. All exterior colors are shown, incl. trim, doors, windows, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Roof-mounted mechanical units are screened by a parapet wall <i>(dash in locations behind parapet)</i> also show dimensions of units.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Section 3 - Landscape Plan		Provided:				
42. Signs (if applicable):						
a. Location and setback of all ground signs shown on Site Plan (setback is measured from property line to leading edge of sign)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
b. Elevation detail for building signs (show area, colors, materials, & architectural elevations)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
c. Elevation detail for ground signs (show area, height, colors, & materials)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
d. Ground signs (show dimensions & materials of support)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
e. Directional signs (maximum eight (8) square feet, in area; no logos or advertising permitted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
NOTE: A separate explanation sheet should be provided if any item from this checklist is not being provided (Except those which do not apply to this project and are marked N/A (not applicable))						

Office Use Only			
Fee:		Receipt Number:	Date Received: