
ADMINISTRATIVE SITE PLAN REVIEW APPLICATION

The Minneapolis Zoning Code (Chapter 525, Section 210) governs the land use application process.

525.210. Application procedures.

- (a) *In general.* All applications shall be filed on a form approved by the zoning administrator and shall be submitted and processed by the zoning administrator, who shall make a preliminary investigation, in accordance with the procedures set forth in this chapter.
- (b) *Determination of completeness of application.* The zoning administrator shall review all applications and determine whether such applications are complete. Applications shall not be accepted as complete until the applicant has complied with all of the following:
- (1) A pre-application meeting with city staff during which the appropriate application procedures, requirements and applicable zoning ordinance provisions are reviewed and explained. The zoning administrator may waive this requirement for applications involving less complexity.
 - (2) Submittal of all required application forms relating to the application.
 - (3) Submittal of all supporting information required by city ordinance, the zoning administrator, the planning director, the application forms, or by law.
 - (4) Submittal of all fees.
 - (5) Submittal of all required environmental reviews.
 - (6) Submittal of all required state and federal permits for uses located in the FP Floodplain Overlay District.
 - (7) *City council and neighborhood notification by the applicant.*
 - a. For all land use applications requiring a public hearing as set forth in this zoning ordinance, except appeals of decisions of the city planning commission or board of adjustment, submittal of evidence that notification of the application has been mailed or delivered to the ward council office and the neighborhood group(s) for the area in which the property is located.
 - b. For all applications for administrative site plan review as set forth in Chapter 550, submittal of evidence that notification of the application has been mailed or delivered to the neighborhood group(s) for the area in which the property is located. The neighborhood group(s) to be notified are those organizations that appear on the list maintained by the city for this purpose.
 - c. The notification shall include the following information:
 1. A description of the project; the zoning approvals that the applicant is aware are needed for the project;
 2. The address of the property for which zoning approval is sought; and
 3. The applicant's name, address, telephone number, and e-mail address, if available.

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

d. Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two (2) or more neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).

(c) *Incomplete applications.* If after the application has been accepted, the zoning administrator determines that the application is not complete, the zoning administrator shall notify the applicant in writing within fifteen (15) business days of receipt, specifying any deficiencies of the application, including any additional information which must be supplied, and that no further action shall be taken by the city on the application until the deficiencies are corrected.

(d) *Remedy of deficiencies.* If the applicant fails to correct the specified deficiencies within thirty (30) days of the notification of deficiency, the application may be deemed withdrawn and will be returned to the applicant.

(e) *Extensions of time.* Upon written request by the applicant, the zoning administrator may, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant by these application procedures.

ADMINISTRATIVE SITE PLAN REVIEW APPLICATION REQUIREMENTS CHECKLIST

Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.¹

	Pre-application meeting.
	Completed Administrative Site Plan Review Application Worksheet and Accuracy Declaration.
	Statement of proposed use and description of the project.
	A letter from the property owner, if other than the applicant, stating support for the application.
	A letter from the business owner, if other than the applicant, stating support for the application.
	<p>Copy of a letter or email, sent to the applicable neighborhood group(s), explaining the proposed project. The letter must contain the following information:</p> <ol style="list-style-type: none"> 1. Description of the project. 2. Land use applications that the applicant is aware are needed for the project. 3. Address of the property for which zoning approval is sought. 4. Applicant's name, address, telephone number, and email address, if available. <p>Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).</p>
	Correct fees paid (checks payable to Minneapolis Finance Department).
	Verification of historic status of property and submission of any required HPC application(s). ²
	An approved waiver from the restrictions of any applicable interim ordinance.
	Photos of the property and existing structures.
	Scaled and dimensioned elevations of each façade (identify exterior materials).
	Scaled and dimensioned floor plans showing all floors.
	Scaled and dimensioned signs (locations, types and dimensions).
	A travel demand management (TDM) plan, as required by section 555.1310 of the zoning code.

Checklist continues on next page.

¹ City staff will review the initial application submission and will notify the applicant of what, if any, additional information must be submitted for staff to evaluate the application for approval or denial. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

² Demolition of an existing structure requires review by CPED staff to determine if the property is an historic resource.

Checklist continued.

<p>One copy of a scaled and dimensioned site plan.³ Must include the following items:</p> <ul style="list-style-type: none"> ▪ All property lines. ▪ Streets, sidewalks and alleys, include existing and proposed curb cuts. If public areas are to be vacated, indicate this. ▪ Indicate traffic flow on streets, alleys and drive aisles. ▪ Adjacent uses (show location and identify). ▪ Building footprints (including garages and other accessory structures) and square footages. ▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages. ▪ Structure encroachments (including areaways, balconies, door swings, etc.) in the right-of-way. ▪ Dimensioned parking, including accessible spaces, electric vehicle spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc). ▪ Bicycle parking spaces. ▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount). ▪ Indicate snow storage area or propose a snow removal plan. ▪ Walls, screens and fences (show location, type and height). ▪ Mechanical equipment (air conditioning units, electrical transformers, private or public utilities, etc.) ▪ Fire hydrants, transit stops, public plazas, trash enclosures, trees in the public right-of-way. ▪ Proposed and existing lighting (location, type and size). ▪ Natural features and topography. ▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.). ▪ Stormwater management plan where more than ½ acre of land is disturbed. ▪ Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed. ▪ Indicate north arrow and date the plan was drawn.
<p>Please submit all required documentation electronically. Check with your assigned planner to verify whether hard copies are also required.</p>

FEES

APPLICATION TYPE	FEE (DOLLARS)
Administrative site plan review	
0 – 9,999 square feet of lot area	675
10,000 – 43,559 square feet of lot area	930
43,560, square feet of lot area or more	1,150
Amendment to approved plan filed within two (2) years of original approval	300

³ The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided. If the project is subject to Chapter 550, Article V, Site Plan Review Standards, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.*

ADMINISTRATIVE SITE PLAN REVIEW APPLICATION WORKSHEET

Name of Proposed Project <i>If applicable</i>			
Property Owner/Applicant	Name		
	Mailing address, including city, state, and zip code		
	Phone number		
	Email		
Applicant's Representative <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name		
	Mailing address, including city, state, and zip code		
	Phone number		
	Email		
Neighborhood Group Contact <i>Be sure to include a copy of the letter or e-mail that was sent</i>	Organization		
	Contact name		
	Date letter/ email sent		
Property Information	Address(es)		
	Identification number(s)		
	Lot area		
Property History	Name of current business:	Beginning / end dates:	Type of business / use:
	Name of former business:	Beginning / end dates:	Type of business / use:
	Name of former business:	Beginning / end dates:	Type of business / use:
Building Data <i>Fill in existing & proposed even when no change is proposed</i>	Gross floor area (square feet)	Existing to remain:	Proposed new:
	Building footprint area (square feet)	Existing to remain:	Proposed new:
	Building height	Existing stories & feet:	Proposed stories & feet:
	Dwelling units	Existing:	Proposed:

Parking Data	Total number of spaces	Existing:	Proposed:
	Standard spaces	Existing:	Proposed:
	Compact spaces	Existing:	Proposed:
	Accessible spaces	Existing:	Proposed:
	Electric vehicle spaces	Existing:	Proposed:
	Bicycle spaces	Existing:	Proposed:
	Loading spaces	Existing:	Proposed:
Landscaping Data	Landscaped area (sq. ft.):	Existing:	Proposed:
Fence Data	First fence (circle one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):
	Second fence (circle one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):
Sign Data	Number of signs	Existing:	Proposed:
	First sign (circle one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x width (feet):
		If lit, how?	Area (square feet):
			Height above grade (feet):
	Second sign (circle one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x width (feet):
		If lit, how?	Area (square feet):
			Height above grade (feet):

ACCURACY DECLARATION

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant):

Applicant's name (please print):

Applicant's signature:
