

**COMMUNITY DEVELOPMENT DEPARTMENT**

Planning Division – 7700 Market Boulevard  
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**SITE PLAN REVIEW  
APPLICATION CHECKLIST**

*Per Chanhassen City Code Section 20-109*

**Applications will be processed only if all requested items are submitted**

**Prior to filing an application for site plan review, the applicant shall attend a conference with city staff. The application shall include the following:**

- (1) Completed Application Form.
- (2) Evidence of ownership or an interest in the property and recent copy of title commitment (within the last six months).
- (3) Application fee (to be calculated as follows):

Type	Fee	Calculation
Administrative	\$100	\$100
Residential Districts	\$500 plus \$5 per dwelling unit	\$500 + (\$5 x _____ = _____) = _____
Commercial/Industrial Districts*	\$500 plus \$10 per 1,000 square feet of building area	\$500 + (\$10 x _____ = _____) = _____
*Include number of existing employees: _____ and number of new employees: _____		
Notification Sign	\$200	\$200
Document Recording Escrow	\$50	\$50
Property Owners' List within 500' of subject property (City to generate, fee determined at pre-application meeting)	\$3 per address	\$3 x _____ addresses = _____

**(4) Seven (7) full-size folded copies, including an 8½" x 11" reduced copy for each plan sheet along with a digital copy in TIFF-Group 4 (\*.tif) format of the following:**

- a. Complete **Site Plan**, signed by a registered architect, civil engineer, landscape architect or other design professional, to include the following:
  - 1. Name of project.
  - 2. Name, address and telephone number of applicant, engineer, and owner of record.
  - 3. Legal description (certificate of survey will be required).
  - 4. Date proposed, north arrow, engineering scale, number of sheets, and name of drawer.
  - 5. Vicinity map showing relationship of the proposed development to surrounding streets, rights-of-way, easements and natural features.
  - 6. Description of intended use of the site, buildings and structures, including type of occupancy and estimated occupancy load.
  - 7. Existing zoning and land use.
  - 8. Tabulation box indicating:
    - a. Size of parcel in acres and square feet.
    - b. Gross floor area of each building.
    - c. Percent of site covered by building.
    - d. Percent of site covered by impervious surface.
    - e. Percent of site covered by parking area.
    - f. Projected number of employees.
    - g. Number of seats if intended use is a restaurant or place of assembly.
    - h. Number of parking spaces required.
    - i. Number of parking spaces provided including handicapped.
    - j. Height of all buildings and structures and number of stories.

k. Breakdown of the building area allocated for specific uses, e.g., manufacturing, office, retail, showroom, warehouse, etc.

b. Other **Required Plans** to include the following:

1. Property line dimensions, location of all existing and proposed structures with distance from boundaries, distance between structures, building dimensions and floor elevations.
2. Grading and drainage plans showing existing natural features (topography, wetlands, vegetation, etc.), as well as proposed grade elevations and sedimentation and stormwater retention ponds. Plans shall include runoff and storage calculations for ten-year and 100-year events. If stormwater is proposed to be routed to existing stormwater ponds, documentation shall be provided to demonstrate that the downstream pond is sufficient to accommodate the additional stormwater, erosion, and sediment control plan as listed in section 19-145 of Chanhassen City code.
3. All existing and proposed points of egress/ingress showing widths at property lines, turning radii abutting rights-of-way with indicated centerline, width, paving width, existing and proposed median cuts, and intersections of streets and driveways.
4. Vehicular circulation system showing location and dimension for all driveways, parking spaces, parking lot aisles, service roads, loading areas, fire lanes, emergency access (if necessary), public and private streets, alleys, sidewalks, bike paths, direction of traffic flow and traffic-control devices.
5. Landscaping plan in accordance with the provisions of Article XXV.
6. Location, access and screening detail of trash enclosures.
7. Location and screening detail of rooftop equipment. Screening shall be provided from the perspective of a point six feet high at all adjacent property lines or from a distance of 250 feet, whichever is greater.
8. Location and detail of signage including method of lighting, height, width, sign display area, etc.
9. Lighting location, style, mounting and photometrics.
10. Building elevations from all directions indicating materials and colors. Interior floor plans may be required.
11. Utility plan identifying size and direction of existing water and sewer lines, fire hydrants, distance of hydrant to proposed building.
12. List of proposed hazardous materials, use and storage.
13. Proposed fire protection system.
14. Such other information as may be required by the city.
15. Photocomposite images, artistic renderings, or site elevations which depict the visual impact of the proposed development's design, landscaping, street layout, signage, pedestrian ways, lighting, buildings, or other details that affect land use within the city shall be submitted. Such images and renderings shall be from key vantage points and provide an undistorted perspective of the proposed development from abutting properties, less intensive land uses, and/or from entryway locations. Photorealistic imaging or renderings are the appropriate level of resolution.

(5) *Within the Highway Corridor (HC) district, the application shall also include:*

- a. Building elevations from all directions, indicating materials, colors and landscaping at installation.
- b. Building and site views from Highway 5, the appropriate access boulevard (north or south of Highway 5), and any other appropriate arterial or collector roadways.
- c. Site views showing the relationships of the proposed building or development to adjacent development, including buffered areas.
- d. Drawings of all significant or atypical site features, such as unusual landscaping, manmade water features other than retention ponds, outdoor sculpture, or other large-scale artwork and other uncommon constructs.
- e. Sample building materials.
- f. Sample paving materials, upon the city's request.

(6) *Within the Bluff Creek Overlay (BCO) district, the application shall also include:*

- a. Identified boundaries of the primary zone and secondary zone on a drawing depicting existing conditions and on a site plan depicting the proposed development pattern.
- b. Calculations and/or drawings that identify the allowable density (number of units or building coverage) under this Code, including lands lying in the primary and secondary zone. Calculation of allowable density shall specifically exclude lands classified as bluffs, floodplains and designated wetlands. Calculation of allowable impervious cover may include bluffs and floodplains but shall specifically exclude designated wetlands.

(7) Building material samples.