



## Site Plan Review

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Prior to any building permit issuance involving new development or alteration of multi-family, commercial, industrial, or non-residential structures, a site plan review must be applied for through the Planning Department. The site plan review is approved in one of two ways: reviewed by the Planning Commission and approved by the City Council or administratively approved by the Community Development Department.

A site plan can be approved administratively by planning staff if they comply with all of the following conditions:

1. The development will not cause an increase in need for parking spaces
2. The existing development is in compliance with all zoning or other regulations.
3. The proposed development will not change the drainage patterns.

### **Information Required for a Site Plan Review**

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required Application Fee (non-refundable)
- Three Copies of the Full Scale Plan Set (only one set necessary if administrative review approved)
- One 11x17 Copy of the Plan Set
- Certificate of Survey
- Electronic plans may be required as directed by staff
- Other necessary information as required by the Community Development Department
- Plan Set Materials
  - Building Location and Dimensions
  - Adjacent Roadways and Proposed Entrances
  - Grading Plan
  - Drainage Plan
  - Utility Plan
  - Parking Layout
  - Landscape/Tree Preservation Plan
  - Easement Locations
  - Snow Storage Area
  - Development Summary Table
  - Elevations and Proposed Materials
  - Lighting Plan (exterior only)

### **Process for Approving Site Plan**

Step 1: Schedule a pre-application meeting with the Community Development Department to go over preliminary site plans and proposal. At this meeting, staff will determine if the application meets the criteria to approve administratively or if public meetings are required.

Step 2: Applicant submits application, fee, and required information (see list above).

Step 3: Staff will review the submission and make a determination of whether the application is complete. Staff has 15 days to determine if additional information is needed and will send a letter to the applicant requesting the documents be submitted. If an application is deemed incomplete, the 60 day time limit (beginning the day the application is submitted) for the City to approve or deny the application will stop. The 60 day time period may be extended an additional 60 days if the City provides written notice of the extension to the Applicant before the initial review period ends.

Step 4: Once a complete application has been received, the Community Development Department will send the request to all relevant review agencies for comment. Agencies include the city engineer, fire chief, police chief, county and state transportation departments, building official, etc.

**\*If staff determines administrative approval criteria are met, skip Steps 5 through 9.**

Step 5: Staff will prepare a report of the request and place the item on the next available Planning Commission meeting. Applications must be received 39 days before the meeting to provide time for agency review.

Step 6: The Applicant or their representative attends the Planning Commission meeting. The Planning Commission shall consider if the proposed use is consistent with the general purpose and intent of the Zoning Ordinance and Comprehensive Plan. They will measure the request against the criteria stated above. At this time the Planning Commission at their discretion may ask the Applicant or their representative to speak to their request. They may also allow testimony for citizens in favor or against the request.

Step 7: The Planning Commission recommendation of approval, denial, or approval with conditions will be forwarded to the next available City Council meeting.

Step 8: The City Council will consider the application, staff report, and Planning Commission recommendation and make a final decision of approval, denial, or approval with conditions.

Step 9: If approved, the resolution will be published in the Anoka County Union. Ten days after the approval by the City Council, the Applicant may proceed with the proposed work after all necessary building permits and conditions of approval have been completed.

Step 10: The Community Development Department will mail out a decision letter to the Applicant.

### **Meetings**

As noted above, there are two required meetings for a Site Plan Review that does not meet administrative review criteria. The first is the Planning Commission, a seven member appointed board of community residents. Meetings are held the first Tuesday of the month at 7:00 pm in the Council Chambers at City Hall. Following this meeting, the request will be heard by the City Council at their meeting on the third Monday of the month at 7:00 pm and make a final decision.

Additional information can be obtained or a preliminary meeting with staff scheduled by calling the City of Anoka Planning Department at 763-576-2720.