



City of Montgomery
Department of Administration
www.cityofmontgomerymn.com
201 Ash Avenue SW
Montgomery, MN 56069
Phone: 507-364-8888
Fax: 507-364-5371

SITE PLAN REVIEW FORM¹

This handout is intended to provide guidance on putting together and submitting a site plan review application in Montgomery. All applications for building permits (in the case of new construction) or expansion or certificate of occupancy (in the case of existing facilities) for improvements within the **B-1, B-2, I-1, and I-2** Zoning Districts and shall be subject to this review. The purpose of the site plan review form is to provide the City a chance to review your proposal.

In order to have your site plan review application be complete and reviewed in the timeliest fashion, there are a number of steps that must be followed:

1. Contact City staff to discuss your proposed site plan and obtain a land use application.
2. Put together an informational packet (described herein) that fulfills the site plan review submittal requirements. Initially providing detailed information and answers will greatly reduce the potential overall review time.
3. Submit your completed packet to staff by the applicable **due date** for review. Staff will examine your information to determine if the application is complete, and contact you if additional information is required or was omitted. It is to your advantage to submit your materials as early as possible so staff can assist you in ensuring your application is complete. Applications found to be incomplete as of the due date shall not be reviewed until the following month².
4. Staff will address completed applications by reviewing all information and writing a report regarding the request.
5. The Planning and Zoning Commission will review the request at their monthly meeting and forward a recommendation to the City Council – Approval, Denial, or Conditional Approval. Applicants are advised to attend the Planning & Zoning Commission and City Council Meetings and be open to any questions that might be posed regarding the request.
6. The City Council will consider the request and either grant or deny the proposed site plan.

The City Council has established a **\$16** non-refundable fee for processing a site plan application.

¹ The information provided in this document is intended to be a correct statement of the law as set forth in the Montgomery City Code and the laws of the State of Minnesota. However, the applicant should refer to the actual sources and consult with their own legal advisor regarding applicability to their application. In providing this information, the City makes no representations nor provides any legal advice or opinion.

² Minnesota State Statute 15.99 requires local governments to review an application within 10 days of its submission to determine if an application is complete and/or if additional information is needed to adequately review the subject request.

At a minimum, the following materials must be submitted prior to deeming an application complete:

Sub: Req: Item:

___ ___ **1. Land Use Application** signed by all property owners along with payment of the proper filing fee.

___ ___ **2. Site Plan Application Form**

Description of the Proposed Use(s). Incorporate information describing how the use will work on the proposed site including proposed site changes, existing open spaces, landscaping, traffic circulation, transition areas to adjacent properties, individual uses for existing and proposed structures, and effects on natural areas (wetlands, forests, etc.) both on-site and in the general vicinity of the project.

Address how the proposed use would affect the health, safety, and general welfare of the city—including but not limited to the factors listed below. For all potential adverse effects, please address how the conflict(s) and/or disturbance(s) would be avoided or mitigated. *(ie Noise, glare, odor, electrical interference, vibration, dust, etc., Possible fire and safety hazards; Existing and anticipated traffic conditions; Parking facilities on adjacent streets and land; The effect on surrounding properties including valuation, aesthetics, scenic views, current and possible land uses, character, and integrity of the neighborhood; Impact on governmental facilities and services including roads, parks, schools, sanitary sewer system, water facilities & supply, and police & fire protection; Effect on sensitive environmental features including lakes, surface and underground water supply, wetlands, slopes, flood plains, and soils; Other factors as found relevant by the city):*

Describe how the proposed use meets the objectives outlines within the Montgomery Comprehensive Plan:

Describe how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated:

Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police, or other public facilities/services (including traffic flows) in the area:

Outline a proposed development/operating schedule (when will the use begin, hours of operation, etc.) If new construction is proposed, provide a development schedule indicating the approximate date when construction of the project – or stages of the same – can be expected to begin and be completed.

Sub: Req: Item:

— — **3. Fifteen (15) Copies of** A boundary survey from a Minnesota licensed land surveyor of the property and a preliminary building and site development plan depicting the property in question. The following list are items required for inclusion on your survey:

Location, Floor Area, and Building Envelope of Existing & Proposed Structures, Lot Lines, Parcel Size in Square Feet, Building Setbacks (Front/Rear/Side): Closest point of building to each property line, Actual elevations for garage floor, basement floor, foundation top and building height, lowest floor elevation if any part of property is in flood plain, All Water Features: Floodplain, Floodway Delineations, Ordinance High Water Mark Elevations, Wetlands, Watercourses Reservoirs, Ponds, & Other Bodies of Water, Existing topographic character of land showing contours at 2' Intervals, Proposed topographic character at 2' intervals, Location of Trees 4" diameter and larger, All adjacent structures within 100 feet of property, All Easements (Road, Utility, Drainage, etc.), Public Right-of-Way Name (street name), Proposed driveway location, Hardcover Calculations - % and Sq Ft of Building Coverage, Driveway and parking, Proposed treatment of the perimeter, including screens, fences, walls and landscaping, & Administrative information – Scale, North Point, PID #, Site Address, Legal Description, Subdivision Name (if applicable), Zoning Classification, and Date of Preparation (THIS REVISION BOX MUST BE CONTINUALLY UPDATED AS CHANGES OCCUR)

— — **4. Landscaping & Screening Plan** (if applicable)

— — **5. Architectural Plans** to convey the basic architectural intent of the proposed improvements (if applicable)

— — **6. Utilities & Services Plan** A plan set detailing the existing and proposed utility systems including sanitary sewers, storm sewers, water, electric, gas lines, telephone lines, fire hydrants, and trash collection areas (if applicable)

— — **7. Evidence of ownership or enforceable option** on the property.

Sub: Req: Item:

_____ **8. Tabulation Box**

Size of parcel in acres and square feet: _____
 Gross floor area of each building: _____
 Percent of site covered by impervious surface: _____
 Projected number of employees: _____
 Number of seats for restaurant or place of assembly: _____
 Number of parking spaces required: _____
 Number of parking spaces provided, including handicapped: _____
 Dimension of parking spaces and aisles: _____

_____ **9. Any other information** required by city staff, commissioners, or council members necessary to provide a complete review of the conditional use requests. Information deemed critical to the review process not listed in this handout may be requested. Other requirements listed below:

Criteria for granting a Site Plan Review Request

In granting a site plan review, the City Council of Montgomery shall consider the advice and recommendations of the Planning & Zoning Commission and the effect of the proposed use on the Comprehensive Plan and the potential impact upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the City Council shall make the following findings where applicable:

1. Whether the proposed development is consistent with all the requirements of this ordinance and the City Code;
2. Whether the proposed development is in compliance with the applicable zoning district and overlay districts;
3. Whether the proposed development is in compliance with other City approved planning documents (e.g. Downtown Revitalization Plan); and
4. Whether the proposed development meets all the requirements or conditions of any applicable development approvals.

Staff Checklist for a Site Plan Review

- _____ Completed Application Form
- _____ Staff Report
- _____ Planning & Zoning Commission Item
- _____ City Council Action Item
- _____ Follow-Up Letter to Applicant