



APPLICATION PROCEDURES CHECKLIST

AMENDMENTS, CONDITIONAL USE PERMITS, INTERIM USE PERMITS, VARIANCES, PLANNED UNIT DEVELOPMENT SITE AND BUILDING PLAN REVIEW

SUBJECT TO STAFF REVIEW

A checklist of background information and submittal requirements for the processing of amendments, conditional use permits, interim use permits, variances, planned unit developments, and site and building plan review requests is provided below. The intent of this form is to furnish a clear understanding and indication of the materials necessary for the review of such requests.

The City staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Elko City Council. Please read all applicable ordinances and the attached checklist thoroughly.

	Compliance		
	Yes	No	N/A
Procedures:			
Review the appropriate sections of the City Zoning Ordinance			
Meet with City staff/Planner to discuss proposal			
Application filed concurrently with review fee			
Submittal Requirements:			
1. Proof of title and the legal description of the property to which the application applies.			
2. Letter or rationale explaining the request and why it should be approved.			
3. Large scale and reduced scale (11 x 17 inches) copies (number to be determined by Zoning Administrator) of detailed written materials fully explaining the request, and graphic materials as specified below, unless waived by the Zoning Administrator.			
a. Site boundaries, buildings, structures and other improvements shall be identified on site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:			
1) Scale of plan (engineering scale only) at one inch equals fifty feet (1"=50') or less.			
2) North point indication.			
3) Existing boundaries with lot dimension and area.			
4) Existing site improvements.			
5) All encroachments.			
6) Easements of record.			
7) Legal description of the property.			
8) Ponds, lakes, springs, rivers or other waterways bordering on or running through the subject property.			

	Compliance		
	Yes	No	N/A
b. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:			
1) Name and address of developer/owner.			
2) Name and address of architect/designer.			
3) Date of plan preparation.			
4) Dates and description of all revisions.			
5) Name of project or development.			
6) All proposed improvements, including:			
a) Required and proposed setbacks.			
b) Location, setback and dimensions of all proposed buildings and structures.			
c) Location of all adjacent buildings located within two hundred feet (200') of the exterior boundaries of the property in question.			
d) Location, number, dimensions and setbacks of proposed parking spaces and drive aisles.			
e) Location, number, and dimensions of proposed loading spaces.			
f) Location, width and setbacks of all curb cuts and driveways.			
g) Vehicular circulation.			
h) Sidewalks, walkways, and trails.			
i) Location and type of all proposed lighting, including details of all proposed fixtures.			
j) Location of recreation and service areas.			
k) Location of rooftop equipment and proposed screening.			
l) Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.			
m) Location, sizing, and type of water and sewer system mains and proposed service connections.			
c. Grading/stormwater drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:			
1) Existing contours at two foot (2') intervals (may be prepared a Minnesota licensed surveyor).			
2) Proposed grade elevations at two foot (2') maximum intervals.			
3) A stormwater management report shall be submitted that shows all of the design elements utilized to comply with these requirements. A written narrative shall be included that describes the stormwater system. A summary, calculations, drainage areas, figures, tables and plan sheets shall accompany the report.			
4) Storm sewer, catch basins, invert elevations, type of castings, and type of materials.			
5) Spot elevations (may be prepared by a Minnesota licensed surveyor).			
6) Proposed driveway grades.			
7) Surface water ponding and treatment areas.			
8) Soil borings or tests if requested by the City.			
9) Those areas of the site to be used for storage of topsoil and overburden.			
10) Proposed stockpile sites.			
11) The description and quantity of material to be excavated.			
12) The depth of water tables throughout the area.			
13) The location and depth of wells and buried garbage, water, and fill.			

	Compliance		
	Yes	No	N/A
14) Delineation of the subwatershed contributing runoff from any/all site sources.			
15) Proposed and existing subwatersheds on site.			
16) Emergency overflows and watercourses.			
17) For applications proposing infiltration as volume control, identification, description, permeability, HSG classification and approximately delineation of site soils in both existing and proposed post development conditions.			
18) The existing and proposed OHW and 100 year high water elevations on site.			
19) Description and sketch of all drainage easements or other property interest to be determined for stormwater management purposes.			
20) Identify downstream evaluation areas to the point of ten percent (10%) and corresponding drainage area(s) on a USGS map.			
21) Stormwater pollution prevention plan (SWPPP).			
22) Determination by a registered professional engineer of the 100 year critical flood elevation before and after the proposed activity.			
23) Computation of the change in flood storage capacity as a result of the proposed alteration or fill.			
24) A map or plan indicating existing on site wetland, marsh, buffer, shoreland, 100 year floodplain areas, and other levels, all referenced to the City datum.			
25) Delineation of all exception value wetlands located in downstream evaluation in the flow path.			
26) A wetland alteration permit, if required by this Code, which shall be processed concurrently with the grading permit application.			
d. Landscaping plan, utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:			
1) Planting schedule (table) containing:			
a) Symbols.			
b) Quantities.			
c) Common names.			
d) Botanical names.			
e) Sizes of plant material.			
f) Root specification (bare root, balled and burlapped, potted, etc.)			
g) Special planting instructions.			
2) Location, type and size of all existing significant trees to be removed or preserved.			
3) Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).			
4) Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.			
5) Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.			
6) Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.			
7) Delineation of both sodded and seeded areas with respective areas in square feet.			
8) Coverage plan for underground irrigation system, if any.			
9) Where landscape or man made materials are used to provide screening from adjacent and neighboring properties, a cross through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.			

	Compliance		
	Yes	No	N/A
10) Other existing or proposed conditions which could be expected to affect landscaping.			
e. Other plans and information as required by the Zoning Administrator including, but not limited to:			
1) Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).			
2) "Typical" floor plan and "typical" room plan drawn to scale with a summary of square footage for each use or activity.			
3) Fire protection plan.			
4) Type, location and size (area and height) of all signs to be erected upon the property in question.			
5) Vicinity map showing the subject property in reference to nearby highways or major street intersections.			
6) Sound source control plan.			
7) Lighting plan.			

Should there be an item which is not included in the submittal of the application, a detailed, written explanation should be made outlining the reason for the omission.

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for denial of the request.