



Application Date:	
Fee:	<b>\$125.00</b>
Escrow:	<b>\$500.00</b>

## SITE PLAN REVIEW

Site plan drawings provide detailed information about development plans for a specific property. Many land use applications require a site plan in addition to their application. Conditions may be applied to the issuance of a permit and/or periodic review may be required. Any permit shall be granted for a particular use and not for a particular person or firm.

<b>PARCEL IDENTIFICATION NO (PIN):</b>		<b>ZONING DISTRICT &amp; COMP PLAN LAND USE:</b>
<b>LEGAL DESCRIPTION:</b>		<b>LOT SIZE:</b>
<b>PROJECT ADDRESS:</b>	<b>OWNER:</b> Name: Address: City, State: Phone: Email:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
<b>BRIEF DESCRIPTION OF REQUEST:</b>		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE ZONING CODE SECTION(S):</b> <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 2 Lent Township Land Use Regulations, Section 4.02 Permits, Applications, Licenses and Services		

### Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Site Plan: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Site Plan:</u></b> All plans shall be drawn to scale and include a north arrow <ul style="list-style-type: none"> <li>• Property dimensions</li> <li>• Area in acres and square feet</li> <li>• Setbacks, and identify buildable area</li> <li>• Location of existing and proposed buildings (including footprint, dimensions to lot lines)</li> <li>• Location of well and septic systems on site</li> <li>• Location of current and proposed curb cuts, driveways, and access roads</li> <li>• Existing and proposed parking areas including a count of available parking (if applicable)</li> <li>• Off-street loading areas, and the location any required handicapped zones (if applicable)</li> <li>• Existing and proposed sidewalks and trails (if applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Written Narrative Describing your request:</u></b> A written description of your request for the Site Plan Review will be required to be submitted as a part of your application. The description must include the following:

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		<ul style="list-style-type: none"> <li>Any soil limitations for the intended use</li> <li>Hours of operation, including days and times (if applicable)</li> <li>Description of operation or use</li> <li>Number of employees (if applicable, if not state why)</li> <li>Sewer and water flow/user rates (if applicable, if not state why)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Grading Plan (if applicable):</u></b></p> <ul style="list-style-type: none"> <li>Finished grading and drainage plan</li> <li>Wetland Delineation</li> <li>Topographic contours at 2-foot intervals</li> <li>Waterbodies, Ordinary High-Water Level and 100-year flood elevation</li> <li>Finished grading and drainage plan sufficient to drain and dispose of all surface water accumulated</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Architectural/Building Plan (if applicable):</u></b></p> <ul style="list-style-type: none"> <li>Location of proposed buildings and their size including dimensions and square footage</li> <li>Proposed floor plans</li> <li>Proposed exterior elevations</li> <li>Description of building use</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Landscaping Plan (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>Plan depicting vegetation, landscaping, and screening including the number, species, and size of trees and shrubs proposed on-site</li> <li>Planting Schedule and planting details for the of trees and shrubs proposed on-site</li> <li>Erosion and sediment control plan, incorporating Minnesota Pollution Control Agency "best management practices."</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Lighting Plan (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>Plan depicting the location of proposed lighting fixtures and their design specifications</li> <li>Photometric Plan depicting the illumination proposed for the site including the amount of light visible from the property boundaries</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Sign Plan (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>Plan depicting the size, location, and number of proposed signs including details about their construction</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Traffic Study (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>Traffic analysis calculating the estimated number of trips generated by the proposed use and a discussion of how the applicant will mitigate any impact of the proposed use</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Survey:</u></b> An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.</p> <ul style="list-style-type: none"> <li>North point and graphic scale</li> <li>Legal description of property</li> <li>Name of owner on record</li> <li>Subdivision name</li> <li>Property name and address</li> <li>Property lot line dimensions</li> <li>Area in acres and square feet</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.

<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

**Review and Recommendation by the Planning & Zoning Commission (P&Z).** The P&Z shall consider oral or written statements from the applicant, the public, Staff, or its own members. It may question the applicant and may recommend approval, disapproval, or table by motion the application. The Commission may impose necessary conditions and safeguards with their recommendation.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

**Review and Decision by the Town Board.** The Town Board shall review the application after the P&Z has made its recommendation. The Board is the only body with the authority to make a final determination and either approve or deny the application.

This application must be signed by ALL owners of the subject property, or an explanation given why this not the case.

*We, the undersigned, have read and understand the above.*

_____ Signature of Applicant	_____ Date
_____ Signature of Owner (if different than applicant)	_____ Date