

**2021  
SITE PLAN APPLICATION  
COMMUNITY DEVELOPMENT, CITY OF WINONA, MINNESOTA 55987  
P.O. BOX 378      507/457-8250      FAX: 507/457-8212**

SITE ADDRESS: \_\_\_\_\_

<p><b><u>Property Owner:</u></b>  <i>Company/Individual</i> _____  <i>Contact Person</i> _____  <i>Mailing Address</i> _____  <i>City/State/Zip</i> _____  <i>E-Mail</i> _____  <i>Office Phone</i> _____  <i>Mobile Phone</i> _____</p>	<p><b><u>Contractor:</u></b>  <i>Company/Individual</i> _____  <i>Contact Person</i> _____  <i>Mailing Address</i> _____  <i>City/State/Zip</i> _____  <i>E-Mail</i> _____  <i>Office Phone</i> _____  <i>Mobile Phone</i> _____</p>
<p><b><u>Permit Applicant:</u></b>  <i>Company/Individual</i> _____  <i>Contact Person</i> _____  <i>Mailing Address</i> _____  <i>City/State/Zip</i> _____  <i>E-Mail</i> _____  <i>Office Phone</i> _____  <i>Mobile Phone</i> _____</p>	<p><b><u>Engineer/Architect:</u></b>  <i>Company/Individual</i> _____  <i>Contact Person</i> _____  <i>Mailing Address</i> _____  <i>City/State/Zip</i> _____  <i>E-Mail</i> _____  <i>Office Phone</i> _____  <i>Mobile Phone</i> _____</p>

**NOTE:** The **Contractor and Applicant** assume all responsibility for compliance with approved site plan.

**NOTE:** **Applications must be filed by noon 19 days prior to the Monday meeting date.**

**NOTE:** A project involving the disturbance of over one acre of land is subject to an NPDES permit and stormwater management plan.

**NOTE:** A site plan for a project adjacent to Mn/DOT right-of-way is subject to state review with a minimum review period of 30 days.

**NOTE:** Projects involving multiple parcels will be required to combine properties as appropriate.

**NOTE:** Any project which will generate 200+ semi-truck trips per day is required to complete a Transportation Impact Analysis prior to submitting this application. An analysis is also required if semis from the proposed use will increase the amount of traffic on any non-truck route by more than 20%. If potentially applicable, contact staff to set up a pre-application meeting.

**Site plans will not be accepted without the following information:**

- **Seven** hard copies of the site plan at a scale of 1" = 20' showing the required information on the next page.
- **One** electronic copy of the site plan. (e.g. Adobe .pdf)
- **Type of Development:** \_\_\_\_\_
- Payment of the \$225.00 fee.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Land Owner  
(If different from applicant)

For Staff Use Only		EG-INV-_____
Date Received: _____	Site Plan # _____	Receipt # _____
Parcel #: _____	Zoning _____	Property Size _____
LEGAL DESCRIPTION OF PROPERTY: _____		

(See Site Plan application requirements on next page)

**Site Plan Review Process:** After submittal of a complete site plan application, City departments will review the plan. In addition, notice of plan submittal is given to property owners within 150 feet of the project and notice is provided to the Planning Commission. Contact City staff with questions at 507-457-8250.

#### Required Information

- Name and address of the developer;
- Name and address of the property owner;
- The recommended plan scale is one inch equals 20 feet or larger in size;
- Survey information including distances with angles or bearings and north points;
- Small key map;
- Area of land in square feet;
- Location, dimensions, and area of existing building(s) to remain or be removed;
- Proposed buildings with location dimensions, area and number of stories, occupancy classification and type of construction pursuant to State Building Code;
- Zoning classification of the site plan land and the zoning classification of adjacent lands;
- Distance on all sides between buildings and property lines and between buildings;
- Building height;
- Building use including number of employees or apartments or family units;
- Response to any applicable use specific standards pursuant to Unified Development Code Section 43.02.22 and Article 3 Division 7 (Use Specific Standards);
- If in a Mixed-Use District or a 5+ unit residential development in an R-District, provide a response to all applicable Form Based Design Standards pursuant to Unified Development Code Article 3 Division 6. If form based standards apply, elevation drawings of the proposed development shall be submitted with the site plan;
- Location, size and elevation of proposed and existing sanitary sewers, storm sewers, water mains, hydrants, gas lines, underground power and communication lines, catch basins and drywells, along with information as to how new utilities will be connected to existing utilities;
- Existing and proposed contours or spot grades;
- Drainage design for roof areas, parking lot and driveways, showing area for or method of disposal of surface runoff pursuant to city code section 43.03.12 A)10);
- Limits, location and size of retaining walls and the type of materials to be used in construction;
- Location of proposed or existing streets and curbs, sidewalks, easements and rights-of-way;
- Existing and proposed street curb cut radii and curb cut width;
- Number of proposed parking spaces and parking area design pursuant to Unified Development Code Article 3 Division 2;
- Directions of vehicular traffic flow to, from and within parking and/or loading areas, together with locations of traffic-control signs and markings;
- Location and approximate diameter of proposed or existing trees and other woody stemmed plantings together with the common names of the plantings pursuant to code sections 43.03.31 and 43.03.32;
- Limits and location of plantings or physical structures designed to screen vehicle lights preventing illumination of residential areas;
- Limits and location of plantings or screening designed to provide a buffer between parking areas and the ROW (except in I-1 and I-2 zoning districts) pursuant to code section 43.03.41 and 43.03.42.
- Location of rubbish and garbage areas, loading and unloading areas and surfacing and 6' screening thereof;
- Location of outdoor storage areas and required 6' solid board/fence screening pursuant to code section 43.03.42 E);
- Locations, height and type of all outside lighting including street, sign, and security lighting pursuant to code section 43.03.51 and 43.03.52;
- Locations, size, height and overall dimensions of outside signs;
- If residential development, location of area for pet waste disposal.

#### Other Information that should be shown.

- Fire vehicle access (International Fire Code, Section 503).
- Required stormwater management/erosion plans (City Code Chapter 68).
- Location and size of water / sewer service, water meter(s) and 6" isolation valves on fire hydrants.

The City Code can be found online at: <http://www.cityofwinona.com>.

The following departments review site plans and should be contacted in advance to assure compliance:

Planning (457-8250)  
Fire (457-8266)

Public Works (457-8274)  
Engineering (457-8269)