Process for proposed site development plans for Permitted Uses within the City of Park Rapids

(Amended 2014)

All proposed development and site plans within the City of Park Rapids are subject to a site review process prior to the issuance of a building permit. The process as defined for a permitted use typically will take no longer than 30-60 days from the time of initial contact with the City, depending on the complexity of the project.

The Review Process:

1. Developer will schedule a pre-application meeting with the City Planner.   A developer may choose to forgo the meeting with Staff (and concept plan submittal) if they are comfortable with the City Code Requirements and choose to submit a preliminary plan without Staff Consultation. However, this may cause a delay in the process if the proper information is not submitted. If the applicant chooses to forgo the meeting with Staff, they may proceed to #5.

2. If the developer chooses to meet with City Staff, the developer should submit a concept plan to the City Planner prior to the meeting. The concept plan should include at a minimum; proposed building locations, parking areas and drive aisles, utility plans, and a brief project narrative explaining the request.

3. Once a meeting is scheduled, the Planner will notify all applicable Staff (Administration, Public Works, Engineering, Building Inspector, EDA, & Public Safety), depending on the complexity and any special requirements of the project.

4. City Staff will meet with the developer to discuss the requirements for preliminary site plan submittal and a projected timeframe for final approval.

5. After the meeting with City Staff, the developer must provide five (5) copies of the preliminary site plan to the City Planner which includes (but not limited to): proposed building locations, parking and drive aisles, existing and new sidewalks, utility plans, storm water retention and grading plans, setback information, landscaping and trash enclosure details, signage plans, building elevations, and lighting plans. Developers are encouraged to provide as much detail as possible to help streamline the process.

6. Once all of the Staff has reviewed and made comments on the preliminary site plan, the Planner will provide the developer with a letter outlining the remaining items to be corrected prior to the submittal of the final site, building, and construction plans. It will also address any additional permitting requirements by other agencies and fees associated with the project.

7. Developer submits the final site and building plans and all permit applications and fees.

8. Building permit is issued.

General Timeline:

- Time between initial contact and meeting with Staff (2-5 days)
- Submittal of preliminary plans by developer after Staff meeting (3-21 days)
- Staff Review and Comment of Preliminary Plans (5-7 days)
- Submittal of final plans and applications by developer (3-21 days)
- Final City review including building plans (3-7 days)
- Issuance of the Building Permit and preconstruction and setback inspection (1-3 days)