



**CITY OF PARK RAPIDS**  
212 Second Street West  
Park Rapids, MN 56470  
(218) 237-2746

Application #SP \_\_\_\_\_  
P.I.D. # \_\_\_\_\_  
FEE: \$ \_\_\_\_\_  
Escrow \$ \_\_\_\_\_

## SITE PLAN APPLICATION

**\*PLEASE READ THOROUGHLY PRIOR TO COMPLETING THIS FORM\***  
Applications must be approved by the Planning Administrator prior to acceptance of this application.

### I. GENERAL INFORMATION:

NAME OF DEVELOPMENT: \_\_\_\_\_

STREET LOCATION OF PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

NAME OF TENANT (IF KNOWN): \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: (home) \_\_\_\_\_ (work) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT(s): \_\_\_\_\_ PHONE: (home) \_\_\_\_\_ (work) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ADDRESS OF PROPERTY REFERRED TO, IF DIFFERENT: \_\_\_\_\_

APPLICANT'S RELATIONSHIP TO PROPERTY:

\_\_\_ FEE OWNER \_\_\_ OPTION TO PURCHASE \_\_\_ LEASE HOLDER \_\_\_ CONTRACT PURCHASER

### II. SITE PLAN INFORMATION:

1. Land Use of Property \_\_\_\_\_ 6. Number of Parking Stalls \_\_\_\_\_

2. Zoning of Property \_\_\_\_\_ 7. Number of Housing Units \_\_\_\_\_

3. Gross Site Acres \_\_\_\_\_ 8. Number of Employees \_\_\_\_\_

4. Gross Floor Area \_\_\_\_\_ 9. Seating Capacity \_\_\_\_\_

5. City Water/City Sewer \_\_\_\_\_

Site Plan Review Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_

**III. ACTIVITY DESCRIPTION:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehouse      | <input type="checkbox"/> Retail Trade  |
| <input type="checkbox"/> Service       | <input type="checkbox"/> Transportation | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Housing       | <input type="checkbox"/> Office         | <input type="checkbox"/> Other         |

Describe as specifically as possible the operation characteristics, equipment and/or processes to be used.

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Signature of Applicant(s): \_\_\_\_\_

Signature of Owner (if different from applicant): \_\_\_\_\_

**IV. APPLICATION PROCEDURE:**

1. The applicant shall first meet with the Planning Staff to discuss basic site plan requirements and to consider preliminary features of the site and the proposed development.
2. The applicant shall submit a complete application and plans **meeting the filing requirements one week prior to the ARC Meeting ARC meetings are held every Wednesday, with the deadline occurring the previous Thursday. Five (5) copies of plans are needed for ARC Review.**
3. The staff shall exchange comments in a joint discussion of the site plan proposal at the ARC meeting(s).
4. The applicant will then be sent a letter from the Planning Staff. The letter may explain necessary changes, modifications, additions or the need for additional information.
5. If the original plans have to be revised as mentioned above, these modifications will need to be submitted for staff review. **Ultimately, four complete (revised if necessary) sets of architectural and structural (i.e. building plans) will be required for building permit review.**
6. If the development proposal involves a lot split, rezoning, variance, or Conditional Use Permit, the issuance of a building permit will be contingent upon City Council action pertaining to these items.
7. When all the appropriate procedures have been completed and the plans approved by the Planning, Building, Engineering, and Fire Departments, a Developer’s Agreement and financial guarantee must then be submitted. At the time this information is received by staff, a building permit may be issued.

**V. SUBMITTAL REQUIREMENTS:**

In order for ARC to adequately review development proposals, five (5) **folded** sets of the following plans shall be submitted. Each plan shall illustrate, at a minimum, the information listed below. Failure to submit the required information may result in staff denying the applicant’s submittal.

If the property is identified as containing any possible wetlands, written documentation from the appropriate Watershed District shall be submitted along with a delineation of all identified wetlands areas to be included with the submittal of this application.

Site Plan Review Fee:

Landscape Plan

- Areas to be sodded or seeded.
- Complete plant schedule indicating quality, size, and type of plant material.
- Location and type of all existing vegetation.
- Indicate existing vegetation to be removed.
- Tree preservation information for the tree areas to be retained.
- Areas to be bermed.

Building Elevations

- Building dimensions.
- Building materials and colors.
- All elevations visible from the outside.

Floor Plan

- A complete breakdown of all the areas inside the building.
- Location of doors and windows.

Site Plan

- Boundary survey and easements of record.
- Legal description.
- Name of developer.
- Name of engineer/architect.
- Dimensions of all yards, setbacks, and buildings.
- Vehicular use areas.
- Pedestrian use areas.
- Location and type of lighting.
- Dumpster and trash enclosure.

Grading Plan

- Existing and proposed grades with a minimum of two (2) foot contour intervals to a known sea level datum to indicate drainage pattern on and off site.
- Sufficient spot elevations on all existing or proposed hard surface areas (driveway, parking, etc.) in order to determine the flow of drainage.
- Provisions to carry runoff to the nearest adequate outlet, such as storm drain, natural drainage way, or street.
- Estimated runoff of the area based upon ten (10) and one hundred (100) year storm events.
- Finished floor elevations of buildings.
- All easements.

**VI. APPLICANT'S ACKNOWLEDGMENT:**

I hereby apply for the above consideration and declare that the information and material submitted with this application is complete and accurate per City Ordinance and policy requirements. I understand that only complete and administratively approved applications will be scheduled for an appropriate Administrative Review Committee Meeting. I understand that the application will be process in sequence with respect to other submittals.

**Purpose for Fees and Escrow**

**Fees:** The application fees are used for staff time for case review and preparation of documents and for postage to mail the required notices to required properties. These fees do not include recording fees or publication fees.

**Escrow:** The City uses staff to review applications in addition to consultants for engineering, legal and environmental reviews. The escrow is used to pay for costs, including but not limited to, staff review time, consultants, as well as meeting with applicants, neighborhood meetings, preparation of staff reports, preparation of legal documents, publication of the public hearing notice in the Enterprise, and recording and additional publication fees, where required. Once the escrow is used additional escrow funds may be required to be submitted prior to further processing of the request. (See Agreement to pay professional fees)

**Acknowledgment and Signature:**

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Park Rapids to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of Park Rapids, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this application.

\_\_\_\_\_  
**Signature of Applicant(s)**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**An application shall only be considered complete if it includes all necessary information regarding applicant's request, application fee, an escrow payment, and an executed agreement to pay city professional fees.**

You are asked to attend the Planning Commission meeting on \_\_\_\_\_ at 6:00 p.m. Their recommendation will be heard at the City Council meeting on \_\_\_\_\_. If you are unable to attend that meeting, please call City Hall at 218-732-3163 for the results of that meeting. (Property owners within 350 feet of your lot line will be notified by this office of the public hearing date and time.)

If this permit is granted, I hereby certify that all work will be done as stated herein and in accordance with all applicable laws of the State of Minnesota and the City of Park Rapids.

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

Complete application accepted on: \_\_\_\_\_

Date

**For Office Use Only**

Approval \_\_\_\_ Denial \_\_\_\_ recommended by the Planning Commission/Zoning Administrator on \_\_\_\_\_  
(Date) (Chair)

Approval \_\_\_\_ Denial \_\_\_\_ by the Board of Adjustment/City Council on \_\_\_\_\_  
(Date) (Chair/Mayor)

**ADDENDUM TO DEVELOPMENT APPLICATION  
AGREEMENT TO PAY CITY PROFESSIONAL FEES**

\_\_\_\_\_  
Applicant(s) Name

\_\_\_\_\_  
Address of Property Involved

I/we, the undersigned Applicant(s), hereby agree that I/we will pay all fees and charges that may be incurred by the City for planning, engineering, legal, and any other professional services directly related to and incurred by the City during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the application fee is only an administrative charge intended to defray costs associated with City Staff services and resources required for the processing of this request. I/we agree to deposit the funds in escrow with the City. The City will make every reasonable effort possible to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for recording and professional services are in excess of funds placed in escrow, additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant(s) prior to the final disposition of the request by the City. If direct costs to the City are less than the sum placed in escrow, then the balance will be refunded to the Applicant(s) upon final disposition of the request by the City.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date