



NAME OF PROJECT: _____ DATE OF REVIEW: _____

SUBMITTAL REQUIREMENT CHECKLISTS

The review process enables the City Council to insure that the applicant has made adequate provisions for utilities, traffic, safety precautions, amenities, and other elements as specified in the Zoning Code. The checklist on the following pages contains the required information for review as well as the design guidelines. It is provided for your convenience but the list does not serve as a substitute for reading the Subdivision Code, Chapter 21 and Chapter 24, Zoning Regulations. It is the responsibility of applicant to KNOW THE SUBDIVISION/ZONING REGULATIONS.

I. CONCEPT PLAN REQUIRED INFORMATION

- ____1. Name of applicant/project/developer. Phone and Fax numbers.
- ____2. Location by street address/Site location map showing adjacent streets, intersections and curb cuts (driveways)
- ____3. Proposed statement of use
- ____4. Tract boundaries/dimensions/North point and graphic engineering scale
- ____5. Proposed locations of buildings, parking, driveways, pedestrian ways, etc.
- ____6. Pipeline and power line easements/Significant topography and physical features
- ____7. Proposed wetland, park land, and trail dedications
- ____8. Anticipated NURP pond location(s)

II. REQUIRED INFORMATION FOR ALL SUBMITTALS (EXCEPT FINAL PLAT)

- ____1. A Planning application shall include:
 - All required signatures
 - Six- (6) initial sets of plans 24" x 36"
 - Five (5) initial sets of 11" x 17" plans, and electronic files (pdfs)
 - All follow-up submittals shall include six- (6) sets of plans 24" x 36 and fifteen (15) sets of 11" x 17" plans, and electronic files (pdfs).
 - CAD drawings of the proposed development will also be required with the submittal.
 - Plans intended to be reviewed by the Planning Commission shall be collated and 3/4 folded, must be submitted at least three business days prior to the Planning Commission meeting date.
 - Electronic plans shall only be submitted on projectplans@woodburymn.gov. Routing of these plans will take place internally.
 - No partial plan submittal or resubmittals shall be accepted. Plans should reflect and address all items of a City Comment letter.
 - All resubmittals shall require a narrative of the changes and also references for the pages amended.
 - Maximum size of plan shall not exceed 15MB. Flattening of plans may be necessary. Breaking plans into multiple packages does not meet the intent of the 15MB maximum.
- ____2. All required filing fees and escrows in the amount established by resolution along with an executed escrow deposit agreement. This escrow will be used for public expenses in connection with approval or denial of the preliminary plat/site plan/conditional use permit/final plat which may thereafter be submitted.
- ____3. Full legal description of the project AND parcel ID number(s).
- ____4. Name of project/development
- ____5. Names, addresses, phone and fax numbers of the owner and/or any agent having control of the land, applicant, surveyor, engineer and designer of the plans.
- ____6. North point and graphic engineering scale not less than 1 inch to 100 feet.
- ____7. Location map showing relationship to street system and surrounding development
- ____8. Date of preparation and revision date(s).



- ____9. Boundary line survey, including measured distances and angles which shall be tied to the nearest $\frac{1}{4}$ corner or section corner by traverse.
- ____10. The right-of-way widths and names of proposed streets.
- ____11. Location and dimensions for off-street parking and driveways.
- ____12. Locations and dimensions of walkways, driveways, loading areas, docks and bikeways.
- ____13. Locations and dimensions of the proposed building(s) and/or other structure(s)
- ____14. Indication of meeting setback requirements for building and lot lines.
- ____15. Standard lot easements:
 - Commercial = 10 feet all around
 - Residential= 5 feet on sides, 10 feet at rear
- ____16. Gradients for all proposed roadways.
- ____17. Spot elevations on parking lots and curb lines.
- ____18. Emergency overflow elevations and locations for all street and rear yard catch basins, ponds, lakes, wetlands, swales, etc.
- ____19. The proposed type and elevation of all buildings and structures on the grading plan.
- ____20. All rear or side yard major drainage swales CLEARLY defined with contours and drainage arrows.
- ____21. Parks and public lands, permanent buildings and structures, easements, section and corporate lines, water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features within the site plan and to a distance two hundred (200) feet beyond.
- ____22. The locations, right-of-way widths, and names of existing or previously platted streets/driveways or other public ways to a distance of two hundred (200) feet beyond the lot boundary.
- ____23. A utility plan showing all existing and proposed water, sanitary sewer, and storm sewer utilities needed up to 200 feet beyond the plan boundary as well as pipe diameters, rim and invert elevations, and pipe gradients for sanitary sewer and storm sewer mains.
- ____24. A grading plan with topographic data for 200 feet around the subject property or around major features with intervals not exceeding two (2) feet except where the horizontal contour interval is 100 feet or more, in which case a one (1) foot vertical interval shall be shown. All proposed storm sewer must also be shown on the grading plan.
- ____25. Type and location of any fencing.
- ____26. Signs, if any, showing location, dimensions, height and setbacks. This includes:
 - Development monument signs, directional signs, etc.
 - Public/private signs delineated on grading plans (for lots adjacent to outlots or public property).
 - A colored site plan shall be provided that identifies proposed publicly owned and maintained land, HOA maintained land, and/or privately maintained land.
- ____27. A landscape plan and landscape legend showing:
 - Quantities



- Common name/botanical name
- Location of plantings
- Size of plantings at planting
- Mature heights and spread of planting
- Root type
- Sod location and amount

____ 28. A tree inventory in accordance with City Code Section 27-40.

____ 29. Existing and proposed cross sectional profiles of the property at 2-foot contour intervals, if requested.

NOTE: A colored site plan and colored elevations need to be provided seven (7) days prior to Planning Commission meeting for display.

____ 30. A stormwater management report that includes:

- Existing and proposed drainage area maps
- Soil borings
- Demonstration of compliance with the City's Ordinance, including but not limited to:
 - Volume
 - Water quality
 - Runoff Rate for the 2-, 10-, 100-year events

____ 31. Existing and proposed stormwater modeling files.

____ 32. All EAW and Environmental reviews must be finalized prior to acceptance.

III. **SUBDIVISION AND PRELIMINARY PLAT**

(items that are additionally required, along with those from II.)

____ 1. Statement of the present ownership of all land included within the proposal and a list of the property owners within five hundred (500) feet of the outer boundaries of the property. Two sets of mailing labels to be provided.

____ 2. Statement of the proposed use of lots showing type of residential buildings with number of proposed dwelling units.

____ 3. A copy of all proposed private restrictions.

____ 4. Existing zoning classifications for the land in and abutting the subdivision (shown on location map)

____ 5. All existing wetlands are to be delineated pursuant to Minnesota Wetland Conservation Act, 1991 and adopted rules thereto and section 27-15.

____ 6. Site Statistics:

- Total gross acreage
- Total right-of-way acreage
- Total outlot acreage
- Wetland impact area
- Wetland replacement area
- Percent of open space
- Gross and net site densities
- Park land dedication acreage
- Lot tabulations



- Minimum width at front setback
- Percent driveway coverage (if applicable)

- ___7. Soil tests, if requested.
- ___8. Proposed street names (The name of any street heretofore used in the City of Woodbury or its environs shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used. Refer to the Street Naming Policy).
- ___9. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- ___10. Lot layout numbers and preliminary dimensions of lots and blocks and phasing plan.
- ___11. Minimum front side and rear building setback lines.
- ___12. Where the subdivider's property is adjacent to property with subdivision potential, the subdivider shall submit a preliminary plan of the adjacent property so as to show the possible relationships between the proposed subdivision and future subdivision. (Ghost Plat)

IV. CONDITIONAL USE PERMITS & SITE AND BUILDING PLANS

(items that are additionally required, along with those from II.)

- ___1. Site statistics:
 - Gross site acreage/minimum lot size in this zoning district
 - Total ponding acreage
 - Wetland impact area
 - Wetland replacement area
 - Percent of open space (30% minimum)
 - Dwelling unit density for multi-family
- ___2. Exterior lighting plans showing foot candle levels at property lines.
- ___3. Size and locations of refuse and service area, with screen materials detailed.
- ___4. Architectural plans showing the floor plans and identifying uses.
- ___5. Architectural renderings and specifications for exterior wall finishes and percentages proposed for all principal and accessory structures.
- ___6. Such other information and size and quantity of exhibits as required by the city, such as building square footage.



V. FINAL PLAT

(only these items are required for this application submittal)

The materials, information and drawings required for submission of a final plat application are listed in this section. A final plat application shall include or have attached thereto all materials, information and drawings listed in this section to be deemed complete.

- _____ 1. A complete application with all required signatures, six plats 24" x 36", 15 plats 11" x 17"
- _____ 2. All required filing fees and escrows in the amount established by resolution along with an executed escrow deposit agreement. This escrow will be used for public expenses in connection with approval or denial of the preliminary plat/site plan/conditional use permit/final plat which may thereafter be submitted.
- _____ 3. An accurate angular and linear dimensions for all lines, angles and curvatures used to describe boundaries, streets, alley, easements, areas to be reserved for public use. Dimensions of lot lines shall be shown in feet and hundredths, no ditto marks will be permitted.
- _____ 4. A numbered identification system for all lots and blocks.
- _____ 5. A boundary line survey including the measured distances and angles and the true distance and bearing between a known point on the boundary and the nearest official monument which shall be accurately described on the plat.
- _____ 6. Municipal, township, county or section lines accurately ties to the lines of the subdivision by distances and angles.
- _____ 7. Radii, internal angles, points and curvatures, tangent bearings and lengths of all areas.
- _____ 8. Name and accurate location of all monuments.
- _____ 9. Graphic engineering scale and north point.
- _____ 10. The right-of-way widths and names of proposed streets need to be shown. (The name of any street used in the City needs to be unique unless it is an extension of an existing street.)
- _____ 11. Location of water bodies and wetland boundaries.
- _____ 12. Calculations as required to fulfill plat monitoring data requested by the Metropolitan Council.
- _____ 13. Form of approval of city as required. Should appear on plat as follows:


This plat was approved by the City Council of Woodbury, Minnesota, this _____ day of _____, 20____, and hereby certifies compliance with all requirements as set forth in the Minnesota Statutes, Section 505.03, Subdivision 2.

Signed: _____

Attest: _____

Mayor

City Administrator



CITY OF
Woodbury
DESIGN GUIDELINES

- Intersections onto arterial roadways need to have a minimum spacing of 660 feet.
- Intersections onto collector roadways need to have a minimum spacing of 330 feet.
- All cul-de-sacs need to be less than 500 feet in street length.
- Cul-de-sacs need to meet the City's minimum design standards:
 - No center island proposed, minimum radius = 60 feet
 - Center island proposed, minimum radius = 64 feet
- Interior streets need to have a minimum intersection spacing of 150 feet. This also applies to intersections that are not aligned.
- Collector and arterial roadways need to have a minimum right-of-way of 80 feet and up to 120 feet (case by case basis).
- All interior streets need to have a 60-foot right-of-way. If pathways are proposed along interior streets, an additional five- (5) feet of right-of-way will be necessary.
- Driveways need to be a minimum of 25 feet in width.
- If the improvement to the site requires connecting to existing utility stubs, the Building Division will issue a permit. If, however, the improvement requires such things as curb cuts, concrete apron installation, excavation within right-of-way or any City-owned property, tapping into a water or sewer main where a stub is not provided, then a right-of-way permit needs to be obtained from the Engineering Division.
- If the proposed site construction impacts existing or future pathways, the pathway must remain in compliance with the Americans with Disabilities Act (ADA).
- (Example: If a driveway crosses an existing or future pathway, pedestrian curb ramps meeting ADA specifications must be installed.)
- Unused wells on the site need to be identified and be sealed by a licensed contractor. The applicant must notify the Washington County Public Health Department and certification that the well has been sealed needs to be provided to the City Building Inspection Division and the City Engineering Division.
- On-site hazardous waste needs to be identified and removed, the Washington County Hazardous Waste Disposal Unit must be contacted prior to removal.
- Plans showing future expansion areas, including but not limited to buildings and parking lots, need to meet all requirements set by the City. This will require elevations of future buildings, a grading, utility, and landscape plan for the future expansion area, etc.
- Stop signs are needed at all entrance driveways onto public streets. This will be a private sign to be installed and maintained by the developer/owner.
- All street signage on private street needs to be designed and installed in accordance with the Manual for Uniform Traffic Control. No unique or special signs should be used for traffic control on private streets unless approved as a part of the PUD.
- If adequate intersection spacing cannot be provided, then proposed roadways/driveways need to line up with the existing roadways/driveways of adjacent properties. If adjacent roadways/driveways do not exist, topography and adjacent lot lines need to be considered in regard to future intersection spacing.
- The proposed drainage easements around lakes, wetlands, and storm water ponds needs to be set one (1) foot above the 100 year HWL and be shown on the preliminary grading plan and pond details.
- Where public utilities run adjacent to side or rear lot lines, easements need to be a minimum of 10 feet wide on each side of the lot line. If the utilities are deeper than 10 feet, the easement width for each lot is calculated at a 1:1 depth to width ratio from the centerline of the utility. The easement width must then be adjusted to the next largest five (5) foot increment.
- If PVC piping is being used, it must meet ASTM-2665 standards.
- The full cross-section width of major drainage swales needs to be encompassed by an easement.
- All commercial sites need to provide concrete driveway aprons as per City details and specifications.
- All utilities need to be kept in the street right-of-way wherever possible in order to minimize utilities alongside and rear lot lines.
- For most sites, a grading permit will be required. A grading permit application should be filled out and returned to the Engineering Division. Grading permit fees and security will be required prior to the issuance of a grading permit. The amount of which is dependent of the scope of the activity involved.



- The City's grading inspector will inspect the project on a periodic basis. Any grading or erosion problems will be reported to the job supervisor for immediate attention.
- The City will require a crushed rock driveway entrance at all access locations. The grading permit applicant will be required to maintain these entrances and sweep any material tracked off the site on a daily basis.
- Any area which is disturbed as part of the construction activity for the site, including City right-of-way, shall be restored.
- U.S.G.S. datum shall be used for all topographic mapping.
- All NURP ponds shall meet the design cross section as shown on the City's standard detail.
- Berming within City right-of-way over public utilities and within site distance triangles shall be prohibited.
- Grades at all intersections where a vehicle must stop shall be 1.0% or less for at least 100 feet from the stop location.
- All interior road grades shall be less than 8.0%, while a maximum 6.0% is recommended.
- The lowest ground elevation at any adjacent building/home lowest opening shall be a minimum of three (3) feet above any adjacent water body's 100-year HWL.
- All Emergency Overflow elevations shall be a minimum of one (1) foot lower than the ground elevations at any adjacent building/home lowest opening.
- No slope on the site can be greater than a 3:1 grade.
- All major drainage swales MUST HAVE a minimum of 2.0% grade.
- All storm water ponds should have road frontage wherever possible.
- A 1" = 20' scale pond grading detail with one (1) foot contours shall be submitted for all proposed ponds.
- All right-of-way shall be kept free of plantings, retaining walls, signage, etc.
- All pond accesses and maintenance benches shall be kept free of plantings, retaining walls, etc.
- Plantings in outlots cannot affect pathways, pond maintenance accesses, etc.
- All intersections shall meet sight distance regulations and ordinances.
- All future right-of-way and utility improvement areas should be kept free of landscaping whenever practical.
- Easements that contain public structures and utilities should be kept free of landscaping whenever practical.
- Boulevard/right-of-way areas shall be sodded by the developer/owner.
- Landscaping in medians shall meet the City's minimum design standards.
- Retaining walls greater than four (4) feet in height must be engineered and detailed calculations shall be submitted to the Building Division.
- A paved fire vehicle access to within 150 feet of any portion of a building shall be provided.
- Fire access roads shall be a minimum of 20 feet wide and able to accommodate a 45-foot long truck with a 45 foot inside turning radius.
- Dead end fire access roads in excess of 150 feet need to be provided with an approved turn around.
- Fire lanes shall be designated and marked with appropriate signage.
- Fire hydrants shall be located within 150 feet of any portion of the building. Special attention should be given to hydrant location in relationship to fire department connection in a sprinklered building.
- A six- (6) foot clear area must be maintained around all fire hydrants.
- Fire hydrants shall not be obstructed from view by buildings, landscaping, etc.
- Key access boxes are highly recommended. Contact the Fire Marshal for proper order forms.