



City of Coon Rapids  
Department of Community Development

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## Site Plan Review Submittal Checklist

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- Application form and fee
- The following number of copies of project plans:
  - Three (3) sets of full sized scaled drawings (minimum scale 1"=50' and no larger than 24" x 36")
  - Three (3) color copies of building elevations and schematic floor plans with exterior materials and colors indicated
  - One (1) set of 11" x 17" reductions
  - All submitted hardcopy plans and graphics shall be provided on a CD in .pdf format

### PROJECT PLANS

#### Site plan to include:

- boundary lines of the property with dimensions and area
- property lines within 50 feet of the property
- existing and proposed easements (public and private)
- minimum setback lines
- wetlands
- buildings and other improvements on the property (ie. dumpster and freestanding sign)
- proposed building(s) with dimensions and square feet
- location of dumpster enclosure
- on site circulation including car parking spaces, loading areas, driveways, stacking spaces with dimensions and setbacks
- the number of parking spaces and parking requirement calculations
- sidewalks and trails
- area calculation of pervious and impervious surfaces
- (for residential developments) required common and private open space areas with dimensions and area calculations
- location of freestanding sign **Note: Separate permits are required for all signage.**

#### Grading and drainage plan to include:

- existing and proposed elevations with two (2) foot contours intervals and spot elevations within paved areas

- limits of grading
- SWPPP including the location of erosion/sediment control structures
- existing trees (species and caliper if needed), existing trees to remain and existing trees to be removed
- stormwater management plan including stormwater modeling output
- soil borings (if available)

**Utility Plan to include:**

- location of existing sewer, water main and storm drains
- location of proposed sewer, water main and storm drains

**Landscape Plan to include:**

- basic site plan and grading information
- location and type of existing trees and shrubbery
- planting schedule including type and quantity of proposed plant materials (common and botanical names), root specifications and size at time of planting
- landscaping calculations
- details of landscaped islands, foundation plantings and other areas as requested by the Community Development Director

**Building Elevations including:**

- scaled elevation drawings of all existing buildings to remain, proposed buildings and other structures (ie. dumpster enclosure) indicating exterior materials, percentage of exterior materials, colors, maximum height above grade and exterior building lighting
- schematic floor plans including square footage
- rooftop equipment
- proposed wall signage locations **Note: Separate permits are required for all signage.**

**Lighting Plan including:**

- light contours
- color drawing or photograph of proposed freestanding light fixtures with dimensions

**Wetland delineation (if wetlands are present)**

**Other information as required by the Community Development Director to process the application.**