



SITE PLAN REVIEW
APPLICATION PROCEDURES

The City of Empire
Dakota County, Minnesota

1. Obtain this Application form from the Clerk-Administrator or at City Hall.
2. Complete the application, pay fees, and provide any required documentation.
3. The City of Empire Planning Commission will make a recommendation to the City Council. The City Council must take action on the Application within 60 days based upon the recommendations of the Planning Commission, unless the review period is extended in writing to 120 days.

Responsibility for Costs

The City of Empire has adopted ordinances that require reimbursement of costs associated with the review of any development proposals, ordinance or comprehensive plan amendments under consideration by the City. These costs may include planning, engineering and legal fees. Payment of fees associated with reviews, in addition to the permit fees, will be the responsibility of the applicant, and payment will be required prior to final approval by the City of Empire.

The Planning Commission meets the 1st and 3rd Tuesdays of the month at 8:00 pm. The City Council meets the 2nd and 4th Tuesdays.

Phone (651) 463-4494 Fax (651) 463-4620

SITE PLAN REVIEW APPLICATION

**The City of Empire
Dakota County, MN**

Applicant: _____ **Phone:** () _____
 Last Name **First** **MI**

Address: _____

Site Address: _____

Legal Description of Property:

Section: _____ **City:** _____ **Range:** _____

Lot: _____ **Block:** _____ **Addition:** _____

____ Metes and bounds description attached

Existing Zoning: _____ **Comprehensive Plan Designation:** _____

Briefly Describe Nature Of Request:

Attach 12 sets of detailed plans to illustrate the proposed use including but not limited to the following:

1. Boundary survey of parcel including identification of all monuments.
2. Scaled location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing.
3. Scaled identification of all setback dimensions from property lines.
4. Scaled locations of all existing and proposed utilities and easements.
5. Scaled depictions of floor plans for each story.
6. Scaled depictions of each building elevation and descriptions of exterior building materials and color schemes.
7. Scaled site grading plans, including erosion and sedimentation control mechanisms and procedures.

8. Scaled delineations of any shoreland, floodplain or wetland areas on the site.
9. Identification of any floodplain or wetland encroachments and detailed mitigation plans.
10. Detailed landscape plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation systems.
11. Detailed descriptions of any site fencing, including type, location and height.
12. All plans shall be dated and bear the preparer(s) name(s), including professional registrations or certifications when appropriate or required.

Non-refundable Application Fee:	\$250.00
Consultant Escrow:	<u>\$1200.00</u>
Total:	\$1450.00

AGREEMENT: I hereby certify that the information contained herein is correct, and agree to pay all fees and other costs to review the application that are incurred by the City of Empire for professional consultants.

Dated: _____ **Signature of Applicant:** _____

Signature of Owner (If different from applicant): _____

Application and Fee Received: _____