

## CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST

- \_\_\_\_\_ **Application form, fee:** \$400  
**Escrow deposit fees:** Residential (\$500) Commercial (\$1000)
- \_\_\_\_\_ **Legal description and up to date survey** or scaled drawing
- \_\_\_\_\_ **Property Identification Number (PID)**
- \_\_\_\_\_ **Applicant provides a certified list** of names and addresses of property owners within 350' of the boundaries of the subject property and **mailing labels** obtained from an abstract company.
- \_\_\_\_\_ **Escrow Deposit Agreement**
- \_\_\_\_\_ **Written narrative** describing the request or proposal including:
  - What you want to do; timing/phasing
  - Existing land uses on subject property

### PROJECT PLANS

- \_\_\_\_\_ **One Electronic pdf file of plan set** full size and 8.5x11(**either flash drive or CD**)
- \_\_\_\_\_ **Four set(s) of folded full size sheets** (min. 1" = 100' scale; 22" x 34")
- \_\_\_\_\_ **One set of to-scale *reduced* (11" x 17") sheets**
- \_\_\_\_\_ **Two set(s) of *reduced* (8 1/2" x 11") sheets**
- \_\_\_\_\_ **EXISTING CONDITIONS PLAN**
  - boundary lines of property with dimensions and area
  - Existing contours (dashed lines) at 2' intervals to mean sea level datum, extending 100' beyond subject parcel
  - existing buildings and structures
  - adjacent and on-site streets (names, width)
  - on-site easements
  - Delineation of all existing Water bodies (lakes, wetlands, and constructed basins)
  - Stormwater drainage system/practices (location, dimensions, etc.)
  - Natural drainage patterns (locations and dimensions, including immediately adjacent to site)
  - Site Area Tabulations (with existing impervious and pervious area)

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### **SITE LAYOUT**

- minimum building setback lines
- proposed buildings and structures
- adjacent and on-site streets
- on-site easements
- parking areas (dimensions, setbacks, # spaces)
- sidewalks/trails (location, width, surface materials)
- signage (location, setbacks)
- fence and retaining walls (location, height, materials)
- garbage and recyclable containers (location, size)
- exterior air-conditioning, heating and electrical equipment (location and screening)
- summary table of site data including (total area/size, building coverage, total number of parking stalls, density (residential))
- Site Area Tabulations (with existing and proposed impervious and pervious area)
- Permanent Stormwater Management System Practices (locations)

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### **BUILDING PLANS/ELEVATIONS**

- elevation drawings of all existing (to remain) and proposed buildings and structures indicating exterior building materials, colors, maximum height above grade, exterior building lighting
- signage (size, height, materials, colors, illumination)
- building floor plans for each story indicating gross and net leasable square footage and/or dwelling unit sizes and unit mixes
- garbage and recyclable containers (height and materials)
- rooftop equipment (type, location, height, screening)
- underground parking plans with stall and drive aisles dimensions

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### **EXTERIOR LIGHTING PLAN**

- free-standing and building mounted light fixtures (location, height, luminary specifications, area of illumination including foot candle intensity at property edge)

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### **GRADING/DRAINAGE & STORMWATER POLLUTION PREVENTION PLANS**

- existing (dashed) and proposed (solid) contours at 2' intervals to mean sea level datum, extending 100' beyond subject parcel
- building footprints (existing and proposed) with pad elevations and unit type
- existing trees to remain (see Tree Preservation requirements handout)
- Existing water bodies (lakes, wetlands, and constructed basins) including delineated edge of all natural wetlands and location of boundary markers
- Site Area Tabulations (existing and proposed impervious, total disturbed, etc.)
- All storm sewer lines, including inlets/outlets at ponds / basins
- Temporary erosion, sediment and waste control practices as required in ordinance section 4.34 and City Engineering Standards Manual

## City of Eagan - Application Requirements

- Include phases for prior to grading operations, during active construction, and for final stabilization.
- include notes regarding cleanout of temporary sedimentation basins, etc.
- Permanent Stormwater Management System Practices as required in ordinance section 4.34 and City Engineering Standards Manual
  - pertains to site with  $\geq 10,000$  square feet or more of new and/or fully-reconstructed impervious surface area
  - include elevations, dimensions/areas and volumes (e.g. dead & live storage), emergency overflow locations/elevations, adequately sized pre-treatment, cross-sections/details, construction notes, etc. for all rate control and volume control practices
  - include details/notes for Soil Management Practices for effective soil remediation to ensure restoration of soil permeability for the disturbed soils that are to be revegetated (if applicable - see Section 4.34 and City Engineering Standards Manual)
- Other information as required in ordinance section 4.34/Engineering Technical Standards and NPDES Construction Site Permit (if applicable)

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### **GENERAL UTILITY & STREET PLAN**

- streets (names and width)
- existing utilities (type, size, elevation, location)
- proposed utilities (type, size, elevation, location)
- Proposed Permanent Stormwater Management System Practices
  - include structural pre-treatment practice elevations, size and type
  - include inlet & outlet locations, elevations, size and type practices

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### **LANDSCAPE PLAN**

- basic site plan, grading information and underlying utilities
- location and identification of existing and proposed plants and/or man-made landscape elements
- Details of vegetation for any stormwater basin areas (e.g. live planting on basin bottom/margins, seeding specifications for side-slopes, etc.)
- Details of Soil Management Strategies (see Ordinance Section 4.34)
  - include notes/details (e.g. cross-section) for Soil Management Practices for effective soil remediation to ensure restoration of soil permeability in top 12-inches for the disturbed soils that are to be revegetated (if applicable – see Section 4.34 and City Engineering Standards Manual)
  - include graphical plan depiction of Soil Management Strategy area(s)
- details of proposed planting beds and foundation plantings
- delineation of both sodded and seeded areas
- details of fences, tie walls, planting boxes, retaining walls, berms, and other landscape details
- location of landscape islands with identification of plant materials
- planting schedule indicating: common names, botanical names, size of plant materials, root specifications, quantities and special planting instructions
- irrigation plan (separate plan drawing; submit with final plans)

\_\_\_\_\_ **TREE PRESERVATION PLAN** (*Separate handout*)

\_\_\_\_\_ **STORMWATER MANAGEMENT PLAN - MEETING REQUIREMENTS**  
**(Separate Report)**

- Pertains to site with  $\geq 10,000$  square feet or more of new and/or fully-reconstructed impervious surface area
- Site Area Tabulations (with existing and proposed impervious surface areas, total disturbed and undisturbed pervious areas, etc)
- Provide proof (modeling summaries, detailed calculations and other supporting documentation) of meeting §4.34 F. Post-Construction Stormwater Management Requirements - Retention of 1.1” Runoff Volume (including Soil Management Strategies), Runoff-Rate Control, etc.).
- - include summary table / narrative for each applicable stormwater requirement (e.g. Volume Control Retention Quantity, Rate Control Comparisons, etc.)
- - include all input details (relevant site data, proposed bmp sizing, explanation on soil infiltration rate used, curve numbers used, etc.) for ability to replicate calculations and/or modeling.
- - include maps to indicate storm water sub-drainage areas of existing conditions and proposed conditions to constructed stormwater management system/practices, with tabulated total area, impervious totals and disturbed soil areas to be revegetated.
- - include sub-soil types present 10-feet below any proposed stormwater management facilities (e.g. on-site soil boring logs/boring location map, , etc.). If no soil-borings provided during permit application process, provide indication of where soil borings will be collected prior to release of permit.
- - provide electronic files of modeling (e.g. Hydrocad, MIDS, P8, etc.)
- - provide cad .dxf (or .dwg) files for grading, utility, and drainage area maps
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\_\_\_\_\_ **WETLANDS INVENTORY/REPLACEMENT PLAN** – Please contact Eric Macbeth at 651-675-5330 or at [emacbeth@cityofeagan.com](mailto:emacbeth@cityofeagan.com)