



1025 31st St SE
 PO Box 5006
 Minot, ND 58702
 engineers@minotnd.org
 (701) 857-4100

**Engineering Department
 Site Plan Review Application**

Contact Information

Developer/Property Owner

Address City State Zip
 Email Phone Fax

Architecture/Engineering Firm

Architect/Engineer Contact

Address City State Zip
 Email Phone Fax

Project Information

Location: City ETA (extra-territorial two-mile zone)
 Project Type: New Construction Addition to Existing
 Project Name
 Legal Description of Property
 Zone
 Address
 Current Use of Property
 Proposed Use of Property/Building

| <u>Project Summary</u> |
|--|
| Parcel Size SF |
| Gross Building Area SF |
| Number of Stories |
| Total Square Footage of Gross Building Area |
| Number of Off-Street Parking Spaces Required |
| Number of Off-Street Parking Spaces Provided |
| Completed by Developer/Property Owner |

| Office Use Only | | | | |
|--------------------------|-----------------------|-------------------|-----------|-----------------|
| Zoning District | _____ | | | |
| Occupancy Classification | _____ | | | |
| Type of Construction: | | | | |
| I - F.R. | II - F.R, One-hour, N | III - One-hour, N | IV - H.T. | V - One-hour, N |

Engineering Department Site Plan Review Checklist

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- A pre-application meeting with the Planning, Engineering, Traffic, and Public Works departments is encouraged within one year prior to Site Plan submittal. Any meeting notes should be submitted with the application.
- All items must be addressed as listed below. If non-applicable, check the 'N/A' box.
- Incomplete plans will be returned to the submitter unexamined and will not be reviewed until complete plans are presented.
- Submitted applications will not be reviewed until the fee is paid.

N/A YES

General Information

\$250 fee paid to the City of Minot.

Two sets of 11"x17" sheets (maximum scale of 1"= 50'). If more than one sheet is submitted, all sheets must be numbered, be of the same size and include matchlines along with an index. AutoCAD DWG drawing of site utilities, in ND State Plane North 83 horizontal datum, NGVD 1929 vertical datum.

Project summary information (must be the same as application form):

Name, address and telephone number of owner/developer (all sheets).

Name of proposed development (all sheets).

Legal description of property – lot, block, and addition.

Physical address of property.

Name, address and telephone number(s) of engineer(s), surveyor(s), and architect(s).

North direction indicator (all applicable sheets).

Scale includes a graphic or numeric scale. 1"=50' maximum, scaled for an 11"x17" sheet (all sheets).

Date (original and all revisions) shown on all sheets (all sheets).

All dimensions, both linear and angular. Linear measurements should be expressed in feet and decimals of a foot. Angular land measurements should be expressed by bearings. Curved land measurements should be defined by radius, central angle, arc distances, chord distances, and chord bearings.

All sheets with topographic information and/or specific elevations must include an indication of the vertical datum used. NGVD29 is the only datum accepted by the City of Minot.

Statement of approved Variances and Conditional Use Permits by the City of Minot.

North Dakota Professional Engineer stamp, signed, and dated, at the proper scale for 11"x17" sheets.

Parcel boundary lines of the property with dimensions and area (platted dimensions).

N/A YES

Title Page/Cover Sheet: Items to be included in the plan

Project Name

City of Minot Project Number

Vicinity Map or Location Map

Date: Include month and year

Project Physical Address

Property Legal Description

Index of Drawings:

Contact Information:

Owner: name, address and phone number.

Project Lead: name, address and phone number.

Engineer(s): name(s), address(s) and phone number(s).

Surveyor: name, address and phone number.

Zoning of Property: existing and proposed (if different than existing).

Zoning Requirements (ex. setbacks, height limits, landscaping, etc.).

Zoning Variance(s) and/or Conditional Use Permit with documented approval date from the Planning Commission and/or City Council.

Site Plan Review Checklist

| | |
|-----|-----|
| N/A | YES |
|-----|-----|

Existing Condition: Items to be included in the plan

- Location of any non-access control lines, with dimensions.
- Location, width and identification of existing easements (both public and private).
- Building setback dimensions.
- Existing topographical features, contour lines with a minimum of (2) two foot intervals, and existing drainage patterns.
- Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, and any other manmade features, dimensioned and clearly distinguished from proposed improvements.
- All adjacent and on-site streets, including dedicated right-of-way width, pavement widths, curb and gutter locations, curb elevations (or street elevations where no curb is in place), sidewalks and curb ramps. Show and label all adjacent and on-site streets in Site Plan.
- Within 150' of project site: existing municipal utilities including light poles, street signs, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, and any other storm water facilities (location and size). Note the closest fire hydrant if not within above boundary.
- The boundaries of any floodway, floodway fringe, 100-year floodplain, streams and/or wetlands, and flood plain elevations if determined.

| | |
|-----|-----|
| N/A | YES |
|-----|-----|

Proposed Condition: Items to be included in the plan

- Limits of any proposed demolition.
- Proposed street excavation and any street and/or sidewalk closures. (Right-of-Way Excavation Permit required)
- Proposed new, relocated, or abandoned municipal utilities including mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with 400' max. spacing), inlets and any other storm water facilities (location and size), including sidewalk, trench drains. If abandoned, indicate how the utility is to be abandoned.
- Location of any relocated street lights and street signs.
- Proposed buildings and structures, with locations, footprints, entrances, area by floor, finished floor elevation, building construction type, number of stories, and distance of buildings from other buildings and/or property lines. The building construction type and the use of automatic fire suppression system should be clearly indicated.
- Proposed driveways, including distance from lot lines, distance from street intersections, other driveways, driveway width at property line and curb line, relationship to non-access control lines. Any proposed driveway closures. For rural roadways, add the location and diameter of culverts.
- Proposed off-street parking plan shall include the following: aisle widths; stall dimensions (ADA standard); color, size, and type of striping; signage; and parking calculations. Parking calculations shall include the parking stalls required and the parking proposed for the site. The required stall calculations shall reference the applicable uses mentioned in the Zoning Ordinance. The plan shall conform to all applicable City Zoning Ordinance requirements.
- Proposed sidewalks and/or trails, both on-site and within adjacent right-of-way, with locations and dimensions. Proposed crosswalk ramps at corner lots.
- Proposed fencing and all proposed retaining walls (location and height).
- Dumpster (or any other solid waste handling facilities) location, size of dumpster dimensions of concrete pad (must be level and a minimum of 4" concrete), and any proposed screening labeled with height and material (there must be a 24" clear zone on all sides of pad and no overhanging structures, vegetation or utilities).

Site Plan Review Checklist

| | |
|-----|-----|
| N/A | YES |
|-----|-----|

Proposed Conditions: Cont.

Proposed fire access features, including location of hydrants, location and dimensions of fire lanes (minimum width of 20' – required when any portion of an exterior wall of the first story of the building is located more than 150' from fire department access road), and height of any overhead obstructions. Dead-ends greater than 150 feet in length will need an approved turn around area. A 45-foot turning radius is needed for adequate clearance for turns. A minimum vertical clearance of 13' 6" is needed to accommodate vehicles.

Proposed contour lines with a minimum of (2) foot intervals.

Copy of recorded common use agreement if multiple-family, commercial, or industrial with separate ownership (common water, sanitary or drainage facilities; common access drives, lanes, and lots; access easement to backyard area).

| | |
|-----|-----|
| N/A | YES |
|-----|-----|

Landscape Plan: Items to Include in the Plan

A landscaping plan is required for the construction of any principal commercial, industrial, institutional, or multi-family building with more than four units; the installation of any parking area; or the expansion of any existing parking area by five or more required off-street parking spaces.

A landscape plan is also required for a change in the use of the property that requires rezoning to a more intensive zoning classification or a conditional use permit.

Copies of the City's landscaping and screening ordinance can be obtained from the Planning Department or Online at the City of Minot's website (www.minotnd.org).

North arrow and scale.

The boundary lines of the property with dimensions and area.

The location of all driveways, parking areas, sidewalks, structures, utilities, or other features, both existing and proposed, affecting the landscaping of the site.

The location, common name, scientific name to the size and quantity of all existing trees, shrubs or other vegetation intended for use in meeting the requirements of the City's landscaping and screening requirements.

The location, common name, scientific name to the species level, size and quantity of all proposed landscape materials.

The location and height of any proposed earthen berms, masonry fences, or other features used to meet the City's landscaping or buffer yard requirements.

The location of any existing and/or proposed easements needs to be shown.

The square footage of each interior parking lot landscaping area and the overall square footage of all interior parking lot landscaping areas shown.

| | |
|-----|-----|
| N/A | YES |
|-----|-----|

Erosion Prevention and Sediment Control Plan (EPSCP): Items to be included in the plan.

Limits of soil disturbance

Wetland or Waterway high level limits

Location of all structural erosion and sediment control measures (provide details)

Location of areas to be seeded and mulched (temporary and permanent)

 Lime and fertilizer

 Seed mixes (temporary and permanent)

 Type of mulch and /or matting to be used

 Mulch and/or matting application rates

 Anchoring methods

 Application timeline(s)

Stormwater Pathways

Certification of Inspection and maintenance schedules for all control measures

Name and phone number of 24-hour EPSCP coordinator.

Site Plan Review Checklist

| N/A | YES |
|-----|-----|
| | |

Erosion Prevention and Sediment Control Plan (EPSCP): Items to be included in the plan.

- Storm sewer inlets protected (provide details)
- Stabilized construction entrance shown
- North arrow, scale, date, elevation datum
- Project phasing, if necessary
- Projection of the nearest offsite/downstream inlet(s) or sediment control in the curb flow line at the property line.
- Dewatering sediment control plan and methods.

Comments

| | | |
|------------------------|---|-------------|
| Office Use Only | Plan Received by: _____ | Date: _____ |
| | Fee Paid (\$75 + \$15/acre): <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Project Name

Site Address

A storm water management plan/permit is required for all residential projects with three or more units, all commercial projects, and all industrial projects within the City limits and ETA. The City Engineer will not issue a storm water permit until the storm water management plan has been reviewed and approved by the City. The application for a storm water permit is separate from the site plan review application, but must be submitted in conjunction with the site plan review application. This checklist must be completed by the developer/engineer and submitted to the City with the storm water management plan.

Waiver Request:

The developer may request that the City waive the submittal and review of a storm water management plan if the following conditions apply (as determined by the City Engineer):

The associated plat and its storm water management plan were approved within the past 24 months and the proposed site plan construction has not caused significant changes to the storm water management plan.

The disturbed area is less than 2,000 square feet and construction will not significantly change the drainage patterns or imperviousness.

Note that a waiver of the storm water management plan granted by the City is not a waiver of a storm water management permit, including, its permit fee requirements, or erosion control requirements.

Storm Water Management Plan: Items to be included in the plan

| Item | | YES | NO | Page |
|------|--|-----|----|------|
| 1. | Existing Conditions: Does the storm water management plan include a map of existing conditions containing the following items?: | | | |
| A | Name, address, phone number, and email of the developer, owner, and engineer | | | |
| B | North Arrow | | | |
| C | Scale (plan view drawn at 1" = 50' or larger scale) | | | |

STORM WATER MANAGEMENT PLAN CHECKLIST

| Item | | YES | NO | Page |
|------|---|-----|----|------|
| D | <p>The section, township, and range of the project site and the location of the tract by an insert or other map at a scale sufficient to clearly identify the location of the property, and giving such information as: lot number, block number, street address, names and numbers of adjoining roads, railroads, utilities, subdivisions, towns, districts, and other identifying landmarks.</p> | | | |
| E | <p>Existing topography with a contour interval appropriate to the land, but not greater than 2 feet. All elevations must be provided in NGVD 1929 datum.</p> | | | |
| F | <p>Watershed boundary map illustrating the project site location as a subwatershed within the watershed of the larger or major drainage basin.</p> | | | |
| G | <p>Delineation of streams, rivers, public waters, and wetlands located on or immediately adjacent to the site, and information including:</p> <ul style="list-style-type: none"> ● depth of water, ● description of vegetative cover found within the site, ● description of general water quality (if applicable), and ● classification given by state or federal agencies. | | | |
| H | <p>Delineation of existing drainage conditions, including:</p> <ul style="list-style-type: none"> ● Location and dimensions of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site. ● Direction of flow, identifying those unaltered areas of the site where storm water collects or passes, and including areas where storm water flows onto the site and off site via overland flow). ● Peak rate of flow leaving the site ● Identification of downstream receiving streams, rivers, wetlands, or public ditches. | | | |
| I | <p>Description of the soils on the site, including</p> <ul style="list-style-type: none"> ● A map indicating the areas to be disturbed, ● Information on the suitability of the soils for the proposed project, including hydrologic soil group and hydraulic conductivity (if available) ● Potential for erosion, ● Type of storm water management system proposed, and ● Any remedial steps taken by the developer to render the soils suitable. | | | |

STORM WATER MANAGEMENT CHECKLIST

| Item | | YES | NO | Page |
|------|---|-----|----|------|
| J | Depiction of the current extent of vegetative cover and a clear delineation of any proposed removal of vegetation. | | | |
| K | Description of the current land use of the area in which the site is located | | | |
| L | Depiction of the 10-year and 100-year floodplain, flood fringe and floodway, including water surface elevations shown in NGVD29 datum. | | | |
| M | Depiction of groundwater elevation data and the estimated ground water table in relation to surface contours. | | | |
| 2 | Construction Site Plan: Does the storm water management plan include a construction site plan showing the following items? (Note: a full site plan is required as a separate submittal to the City of Minot Engineering Department): | | | Page |
| A | Location and dimensions of all proposed land disturbing activities and any phasing or scheduling of those activities. | | | |
| B | Approximate locations of all temporary soil or dirt stockpile areas | | | |
| C | Location and description of all construction site erosion control measures necessary to meet the requirements of the Storm Water Management Ordinance (City of Minot Ordinances Ch. 28.1). | | | |
| D | Schedule of anticipated start and completion dates for each land disturbing activity, including the installation of erosion control measures | | | |
| E | Provisions for maintaining construction site erosion control measures prior to, during, and after construction, including a final seeding or stabilization plan. | | | |
| 3 | Final Site Plan: Does the storm water management plan include a final site plan (at the same scale as the Existing Conditions map) showing the following items?: | | | Page |
| A | Proposed final grading plan shown at contour intervals equivalent to the Existing Conditions map, or as required to clearly indicate the proposed changes relative to existing topography; contour intervals must be sufficient to delineate rear and side yard drainage from each parcel, and be no greater than two (2) feet (NGVD 1929 datum). | | | |
| B | Landscape plan, drawn to an appropriate scale, including dimensions and distances and the location, type, size, and description of proposed landscape materials which will be added to the site as part of development. | | | |

STORM WATER MANAGEMENT CHECKLIST

| Item | | YES | NO | Page |
|---|--|-----|----|------|
| C | <p>Drainage plan for the proposed condition, including:</p> <ul style="list-style-type: none"> ● Sub-basins, including curve number and drainage area ● Location and dimensions of proposed storm water drainage systems and natural drainage patterns on and immediately adjacent to the site, ● Direction of flow, identifying those unaltered areas of the site where storm water collects or passes, and including areas where storm water flows onto the site and off site via overland flow ● Direction of flow and elevation from the rear and side yard of each parcel. ● Peak rate of flow leaving the site. | | | |
| D | Proposed site, alignment, and intended use of any structures to be erected on the site. | | | |
| E | Existing and proposed impervious areas and a clear delineation and tabulation of all areas which shall be paved or surfaced, including description of surfacing materials to be used. | | | |
| F | <p>Easements provided for drainage, including:</p> <ul style="list-style-type: none"> ● Areas of flow or detention inundated during the 100-year storm event, including identification of the water surface elevation and overflow routes, ● Areas provided for access to storm water management features, ● Off-site flowage easements (upstream and downstream). | | | |
| G | The 100 Year Floodplain and floodplain easements | | | |
| H | Additional information pertinent to this particular project which, in the opinion of the developer, is necessary for the review of this project. | | | |
| 4 Narrative Analysis: Does the storm water management plan include a narrative analysis addressing the following items?: | | | | |
| A | Pre- and post-development hydrologic and hydraulic analysis. | | | |
| B | Erosion and sedimentation control use prior to, during, and after construction. | | | |
| C | Protective measures for proposed and existing structures, and water quality concerns. | | | |
| D | Feasibility of on-site infiltration to reduce runoff volume and address water quality concerns. | | | |

STORM WATER MANAGEMENT CHECKLIST

| Item | | YES | NO | Page |
|--|--|-----|----|------|
| E | <p>Discussion of how the storm water management plan applies or observes the principles of Subdivision B of the City of Minot Ordinance Ch. 28, which includes the following topics:</p> <ul style="list-style-type: none"> ● City of Minot Storm Water Design Standards Manual ● Planning preferences for storm water management ● Capacity considerations ● Floodplain considerations ● Water quality considerations ● Operation maintenance and inspection considerations | | | |
| 5 Operations and Maintenance Plan: Items to Include in the Plan | | | | |
| A | An inspection schedule for all storm water management facilities, Acknowledging the City's right to inspect all storm water management facilities. | | | |
| B | Description of and schedule for regular maintenance. | | | |
| C | Criteria for determining the need for non-regular maintenance | | | |
| D | Clear definition of the party responsible for inspections and maintenance. | | | |
| E | A letter of acknowledgement or maintenance agreement signed by the developer or agent who will perform the planned maintenance activities. | | | |
| F | Discussion of the access considerations for all permanent storm water management facilities. | | | |
| G | A signed agreement acknowledging the developer's responsibility to provide final grading plans to all property owners in the development. | | | |

Site Imperviousness Summary:

| | Pervious Area (square feet) | Impervious Area (square feet) | Total Area (square feet) |
|--|--------------------------------|----------------------------------|-----------------------------|
| Existing Conditions | | | |
| Proposed Conditions | | | |
| Change (i.e., proposed minus existing) | | | |

What is the area of land-disturbing activity (if less than total)?

Square Feet

Notes:

STORM WATER MANAGEMENT PLAN CHECKLIST

Site Hydrologic Modeling Summary:

| Existing Conditions | | | | |
|---------------------|--|-------------|-------------|-------------|
| Storm Event | Peak Flow (cfs) by Discharge Location* | | | |
| | Discharge 1 | Discharge 2 | Discharge 3 | Discharge 4 |
| 5-Year, 24-hour | | | | |
| 10-Year, 24-hour | | | | |
| 100-Year, 24-hour | | | | |

| Proposed Conditions | | | | |
|---------------------|--|-------------|-------------|-------------|
| Storm Event | Peak Flow (cfs) by Discharge Location* | | | |
| | Discharge 1 | Discharge 2 | Discharge 3 | Discharge 4 |
| 5-Year, 24-hour | | | | |
| 10-Year, 24-hour | | | | |
| 100-Year, 24-hour | | | | |

* if there are multiple discharge locations from the project site

The storm water management plan, including all maps, drawings, specifications, and narrative analyses, reports, and computations, must be submitted under the seal and signature of a Professional Engineer registered in the State of North Dakota.

Have all items of the storm water management plan been signed by a Professional Engineer registered in the State of North Dakota?

YES NO

Submittals:

One (1) printed hard copy, one (1) .pdf copy, and review fee

YES NO

Comments: