



## SITE PLAN APPLICATION CHECKLIST

Type 2 Review

**This application checklist provides information about what is to be submitted for the project narrative and the site plan. A complete development review application includes the following:**

- Completed and signed development review application
- Completed and signed escrow form
- Completed application checklist
- Application fee

### 1. Site Plan Project Narrative

Submit a separate project narrative document which answers or addresses the following questions about the proposed site plan.

- a) What is the zoning district for the property?
- b) What is the existing use for the property?
- c) What is the proposed use for the property?
- d) If applicable, describe how the existing adjacent residential uses will be protected from potential adverse effects of the proposed use.
- e) Describe how the proposed site plan provides safe conditions for pedestrians or motorists and prevents the dangerous arrangement of pedestrian and vehicular ways.
- f) Have any use-specific standards for the proposed use been addressed (City code section 515)?

**2. Site plan design features checklist.** Check all items included in the application. Items may be modified with advance approval from the city planner.

#### General Plan Information.

- a) The site plan must be prepared by a civil engineer, a land surveyor, a landscape architect or an architect licensed by the State of Minnesota.
- b) The applicant shall submit one 24" x 36" and one 11" x 17" set of the plan sheets, and email a pdf copy to city planner Dan Olson at [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov). **The pdf copy shall be no larger than 25 MB.**
- c) Separate site plan sheets shall be provided as follows:
  - a. Site plan
  - b. Utility plan. To receive record drawings, you may contact [publicworks@crystalmn.gov](mailto:publicworks@crystalmn.gov)
  - c. Stormwater management and erosion control plan (city code section 520.17, subd. 4-15, which addresses approval standards)

**Staff contact:**  
**Dan Olson, City Planner**

4141 Douglas Dr N  
Crystal, MN 55422  
[www.crystalmn.gov](http://www.crystalmn.gov)

Contact: 763-531-1142 or [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov)

- d. Landscape plan (city code section 520.11)
  - e. Exterior lighting plan (city code section 520.07)
  - f. Building architectural plans (city code section 520.05)
- d) Each sheet of the site plan must:
- Include the name of the proposed project
  - Be numbered
  - Include a legend, a north arrow, and date of preparation
  - Be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance

**Site plan.** The site plan drawing shall include the following information:

- Property address(es)
- Legal description
- Zoning classification for property
- Boundary survey prepared by a surveyor licensed by the State of Minnesota showing property lines and existing easements
- Lot dimensions and area calculation
- Location map
- Names and addresses of the property owner, site plan applicant, land surveyor, engineer or designer of the site plan
- Location of existing and (if applicable) proposed public streets, driveway entrances, and curb cuts
- Location of existing and proposed buildings showing distance from property lines, exterior dimensions of each building, and location of entrances. If the property is zoned Town Center (TC), specific site design standards for principal buildings are located in city code section 515.05, Subd. 5. Requirements for accessory uses or structures are found in city code section 515.21.
- Proposed height of building or addition that is in compliance with city code section 520.01, Subd. 5. The Federal Aviation Administration (FAA) may require the submittal of Form 7460-1 ("Notice of Proposed Construction or Alteration") relating to building height in the vicinity of the Crystal Airport. Additional information about FAA requirements can be found in Title 14, Part 77 of the Code of Federal Regulations, with Section §77.9 being the submittal requirements for buildings exceeding specific Above Ground Levels on the property. **If Form 7460-1 is required by the FAA, the development review application submittal shall include a response letter from the FAA.**
- If applicable, number of existing and proposed dwelling units
- Existing and proposed parking areas and drive aisles in compliance with the requirements in city code section 520.15. The following information should be included:
  - Size, dimensions, and setbacks of parking spaces and drive aisles
  - Location and dimension of handicapped parking spaces
  - Notation describing the surfacing materials to be used for pavement and curbing
  - The methodology used for calculating the required number of parking spaces
  - If proposed, location of bicycle parking
- Existing and proposed sidewalks or pedestrian connections
- Percentage of existing and proposed lot coverage (areas covered by hard surface such as buildings, parking areas, driveways, and sidewalks)
- Location of existing and proposed outdoor trash and recycling enclosures and methods for screening such areas
- Location of existing and proposed outdoor mechanical equipment and methods for screening such areas

**Staff contact:**  
**Dan Olson, City Planner**

4141 Douglas Dr N  
 Crystal, MN 55422  
[www.crystalmn.gov](http://www.crystalmn.gov)

Contact: 763-531-1142 or [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov)

- Location of existing and proposed fences and walls
- If applicable, existing and proposed loading spaces
- Location of any existing or proposed freestanding or monument signs
- Location of snow storage adjacent to areas that will be routinely plowed. Snow storage must not include the right of way
- The site plan shall provide for adequate vehicle movement within the site that prevents vehicles from backing up into public streets. If ingress and egress of larger vehicles is proposed on the site, such as semi-trucks, provide an illustration with the following information:
  - Length of the proposed vehicles
  - Vehicle turning radiuses
  - Arrows showing vehicle movements within the site
  - Loading and unloading areas

**Utility plan.** The plan drawing shall include the following information:

- Existing and (if applicable) proposed location and size of sanitary sewer mains and service lines
- Existing and (if applicable) proposed location and size of water mains, service lines, and hydrants
- Existing and (if applicable) proposed location and size of storm drainage facilities on and adjacent to the property
- Existing location of private underground and overhead utilities

**Stormwater management and erosion control plan.** The plan drawing shall include the following information:

- Existing site map including items noted in city code section 520.17, subd. 4 (a)
- Site construction plan including items noted in city code section 520.17, subd. 4 (b)
- Plan of final site conditions including items noted in city code section 520.17, subd. 4 (c)
- Documentation that addresses items noted in city code section 520.17, subd. 5 through 15. Stormwater calculations supporting the project design shall be included as a separate document.
- Stormwater pollution prevention plan
- If applicable, the limits of the floodplain, floodway, flood fringe areas, and delineated wetland boundaries

**Landscape plan.** The landscape plan drawing shall include the following information:

- Landscape plan indicating existing landscape material to be installed, retained or removed, including materials to meet the city's requirements for parking lot landscaping and for visual screening. New trees shall be in conformance with the city's approved tree species list (page 5 of this checklist).
- If native vegetation is proposed, the landscape plan shall contain the information required in city code section 615, including a maintenance plan
- A tree inventory prepared by an arborist, nursery professional, landscape architect or horticulturist indicating the location, type, size, and health of all trees with a diameter at breast height (DBH) of 12" or greater. The following information shall be submitted with the inventory:
  - A written recommendation from the professional who prepared the tree inventory, indicating which trees should be protected and how they will be protected.

- If trees over 12" DBH are to be removed, the reason for the removal shall be stated in conformance with city code section 520.11, subd. 5.
- If trees over 12" DBH are removed, replacement trees shall meet the requirements of city code section 520.11, Subd. 5.

**Exterior lighting plan.** The lighting plan drawing shall include the following information:

- Locating of proposed new exterior lighting and the type of illuminating devices, fixtures and lamps.
- Photometric data, such as that furnished by manufacturers, showing the angle of cut-off, light illumination, or light emission in foot candles at the property line.

**Building architectural plan.** The architectural plan drawing shall include the following information:

- Architectural drawing of all new buildings, or building additions that increase the existing footprint by more than 50%, at a scale of not less than 1/8" per foot. Plans must illustrate:
  - All exterior wall elevations
  - Window openings for each façade
  - Primary entrance orientation

# Approved Tree List

Common Name	Botanical Name	Common Name	Botanical Name
Accolade Elm	<i>Ulmus 'Accolade'</i>	Littleleaf Linden	<i>Tilia cordata</i>
American Hophornbeam (aka Ironwood)	<i>Ostrya virginiana</i>	Mugo Pine	<i>Pinus mugo</i>
American Larch	<i>Larix laricina</i>	Northern Catalpa	<i>Catalpa speciosa</i>
American Linden	<i>Tilia Americana</i>	Norway Spruce	<i>Picea abies</i>
American Sycamore	<i>Platanus occidentalis</i>	Ohio Buckeye	<i>Aesculus glabra</i>
Amur Chokeberry	<i>Prunus maackia</i>	Prairie Dream Paper Birch	<i>Betula papyrifera 'Varen'</i>
Amur Cork Tree	<i>Phellodendron amurense</i>	Prairie Expedition Elm	<i>Ulmus Americana 'Lewis &amp; Clark'</i>
Amur Maackia	<i>Maackia amurensis</i>	Princeton Elm	<i>Ulmus Americana 'Princeton'</i>
Asian White Birch	<i>Betula playphylla</i>	Quaking Aspen	<i>Populus tremuloides</i>
Austrian Pine	<i>Pinus nigra</i>	Red Buckeye	<i>Aesculus pavia</i>
Autumn Splendor Buckeye	<i>Aesculus 'Autumn Splendor'</i>	Red Oak	<i>Quercus rubra</i>
Balsam Fir	<i>Abies balsamea</i>	Red Pine	<i>Pinus resinosa</i>
Black Hills Spruce	<i>Picea glauca</i>	River Birch	<i>Betula nigra</i>
Black Tupelo	<i>Nyssa sylvatica</i>	St. Croix Elm	<i>Ulmus Americana 'St Croix'</i>
Blue Beech (aka Musclewood)	<i>Carpinus caroliniana</i>	Scots Pine	<i>Pinus sylvestris</i>
Bottlebrush Buckeye	<i>Aesculus parviflora</i>	Silver Linden	<i>Tilia tomentosa</i>
Bur Oak	<i>Quercus macrocarpa</i>	Speckled Alder	<i>Alnus regosa</i>
Common Hackberry	<i>Celtis occidentalis</i>	Swamp White Oak	<i>Quercus bicolor</i>
Common Horsechestnut	<i>Aesculus hippocastanatum</i>	Sweet Birch	<i>Betula lenta</i>
Crabapple	<i>Malus spp.</i> (disease-resistant spp.)	Thornless Honeylocust	<i>Gleditsia triacanthus inermis</i>
Cucumber Tree	<i>Magnolia acuminata</i>	Tree Lilac	<i>Syringa reticulata</i>
Douglas Fir	<i>Pseudotsuga menziensii</i>	Triumph Elm	<i>Ulmus 'Morton Glossy'</i>
Downy Serviceberry (tree form)	<i>Amelanchier arborea</i> (tree form)	Valley Forge Elm	<i>Ulmus Americana 'Valley Forge'</i>
Eastern Hemlock	<i>Tsuga Canadensis</i>	White Oak	<i>Quercus alba</i>
Eastern Redbud (northern strain)	<i>Cercis Canadensis</i>	White Pine	<i>Pinus strobus</i>
European Hornbeam	<i>Carpinus betulus</i>	Yellow Birch	<i>Betula alleghaniensis</i>
Ginkgo (aka Maidenhair Tree)	<i>Ginkgo biloba</i> (male tree only)	Yellow Buckeye	<i>Aesculus flava</i>
Harvest Gold Mongolian Linden	<i>Tilia mongolica 'Harvest Gold'</i>	Yellowhorn	Xanthoceras sorbifolium
Hybrid Serviceberry (tree form)	<i>A. arborea x grandiflora</i> (tree form)	Yellowwood	<i>Cladrastus kentukea</i>
Katsura Tree	<i>Cerdidiphyllum japonicum</i>		
Kentucky Coffeetree	<i>Gymnocladus dioicus</i>		
Large-leaved Linden	<i>Tilia platyphyllos</i>		
Liberty Elm	<i>Ulmus Americana 'Liberty'</i>		

**Staff contact:**  
**Dan Olson, City Planner**

4141 Douglas Dr N  
Crystal, MN 55422  
[www.crystalmn.gov](http://www.crystalmn.gov)

Contact: 763-531-1142 or [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov)