

## SITE PLAN REVIEW APPLICATION AND CHECKLIST

<b>PROJECT SUMMARY:</b>		
<b>Project Name:</b>	<b>City/ETA Location:</b> <input type="checkbox"/> City <input type="checkbox"/> ETA (Application fee & number of copies needed are based on location)	
<b>Property Location (Legal Description – Lot, Block, Addition):</b>		
<b>Property Address:</b>		
<b>New Construction or Addition to Existing:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition to Building <input type="checkbox"/> New Parking Lot <input type="checkbox"/> Addition to Parking Lot	<b>Existing Use of Property:</b>	
<b>Parcel Size (sf):</b>	<b>Building Footprint (sf):</b>	
<b>Number of Stories:</b>	<b>Total Square Footage of Building:</b>	
<b>Proposed Use of Property/Building</b> (with square footages of each use if multiple uses):	<b>Number of Off-street Parking Spaces Required:</b>	
	<b>Number of Off-street Parking Spaces Provided:</b>	
	<b>Total Number of Apartment Units:</b>	
	<b>Total Number of Bedroom Units:</b>	
<b>Fire Protection Systems (specify type):</b>		
<b>Existing Parking Lot (SF)</b>	<b>Number of Existing Off-Street Parking Spaces:</b>	
<b>Total SF of Parking:</b>	<b>Number of Additional Off-Street Parking Spaces:</b>	
<b>PROPERTY OWNER:</b>		
<b>Name:</b>	<b>Daytime Telephone Number:</b>	
<b>Mailing Address:</b>		
<b>DEVELOPER (IF DIFFERENT THAN OWNER):</b>		
<b>Name:</b>	<b>Daytime Telephone Number:</b>	
<b>Mailing Address :</b>		
<b>CONTACT PERSON (FOR PURPOSES OF PROCESSING THIS APPLICATION):</b>		
<b>Name of Contact Person:</b>	<b>Name of Firm, if Applicable:</b>	
<b>Mailing Address:</b>		
<b>Daytime Phone Number:</b>	<b>Fax Number:</b>	<b>E-mail Address:</b>

<b>Zoning District:</b>										
<input type="checkbox"/> RR-1	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-5	<input type="checkbox"/> R-7	<input type="checkbox"/> R-9	<input type="checkbox"/> MU	<input type="checkbox"/> PUD			
<input type="checkbox"/> C-1	<input type="checkbox"/> I-1	<input type="checkbox"/> I-2	<input type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>									
<b>Occupancy Classification:</b>										
<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> A-2.1	<input type="checkbox"/> A-3	<input type="checkbox"/> A-4	<input type="checkbox"/> B	<input type="checkbox"/> E-1	<input type="checkbox"/> E-2	<input type="checkbox"/> E-3	<input type="checkbox"/> F-1	<input type="checkbox"/> F-2
<input type="checkbox"/> H-1	<input type="checkbox"/> H-2	<input type="checkbox"/> H-3	<input type="checkbox"/> H-4	<input type="checkbox"/> H-5	<input type="checkbox"/> H-6	<input type="checkbox"/> H-7	<input type="checkbox"/> I-1.1	<input type="checkbox"/> I-1.2	<input type="checkbox"/> I-2	<input type="checkbox"/> I-3
<input type="checkbox"/> M	<input type="checkbox"/> R-1	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	<input type="checkbox"/> S-1	<input type="checkbox"/> S-2	<input type="checkbox"/> S-3	<input type="checkbox"/> S-4	<input type="checkbox"/> S-5	<input type="checkbox"/> U-1	<input type="checkbox"/> U-2
<b>Type of Construction:</b>										
<input type="checkbox"/> I – F.R.	<input type="checkbox"/> II – F.R, One-hour, N	<input type="checkbox"/> III – One-hour, N	<input type="checkbox"/> IV – H.T.	<input type="checkbox"/> V – One-hour, N						

The following information is required on all site plans submitted for City approval. Please allow for a minimum of 7 days for City review time and a maximum of 30 days per each submittal.

I. GENERAL INFORMATION	Applicant's Checklist	City Staff Checklist
A. Set(s) - six (6) for City and eight (8) for ETA – of non-reduced sheets of both the site plan and the building plans (minimum 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. Also submit a PDF of each set of plans.		
B. Project summary information (must be the same as application form): <ul style="list-style-type: none"> <li>Name, address and telephone number of owner/developer</li> <li>Name of proposed development</li> <li>Legal description of property – lot, block, and addition</li> <li>Address of property</li> </ul>		
C. Name, address and telephone number of engineer, surveyor and architect.		
D. North direction indicator.		
E. Scale including both a graphic and a numeric scale (engineer's scale preferred)		
F. Date (original and all revisions) shown on all sheets.		
G. 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, and arc distances.		
H. All sheets with topographic information and/or specific elevations must include an indication of the vertical datum used (NGVD29 or NAVD88). Two bench marks for the site must be indicated on the plans.		
I. Include Site Plan review fee - \$300		
II. EXISTING CONDITIONS	Applicant's Checklist	City Staff Checklist
A. Parcel boundary lines of the property with dimensions and area (platted dimensions).		
B. Location of any non-access control lines, with dimensions.		
C. Location, width and identification of existing easements (both public and private).		
D. Building setback dimensions.		
E. Existing topographical features, contour lines, and existing drainage patterns.		
F. Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, private sewage disposal systems and any other manmade features, dimensioned and clearly distinguished from proposed improvements.		
G. 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.		
H. Within and/or adjacent to property: existing municipal utilities including light poles, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, and any other stormwater facilities (location, size, elevations, etc.).		
I. The boundaries of any floodway, floodway fringe, 100-year floodplain, streams and/or wetlands.		

III. PROPOSED CONDITIONS	Applicant's Checklist	City Staff Checklist
A. Limits of any proposed demolition.		
B. Location and dimension of proposed street cuts and any street land and/or sidewalk closures.		
C. Proposed new and/or relocated municipal utilities including mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with distance to building), inlets and any other stormwater facilities (location, size, elevation, etc.), including sidewalk trench drains.*		
D. Location of any relocated street lights.*		
E. Proposed buildings and structures, with locations, footprints, entrances, area by floor, finished floor elevation, building construction type, height, number of stories, and distance of buildings from other buildings and/or property lines. The use of automatic fire suppression system should be clearly indicated.*		
F. Proposed driveways, including distance from lot lines, width at top, relationship to non-access control lines. Any proposed driveway closures. For rural roadway approaches, add the location, diameter, inverts, slopes, and lengths of culverts.*		
G. Proposed off-street parking areas, including dimensions, elevations, setbacks and number of spaces. List number of parking spaces provided and how calculated.*		
H. Proposed sidewalks and/or trails, both on-site and within adjacent right-of-way, with locations and dimensions. Proposed crosswalk ramps at corner lots may be required.*		
I. Proposed fencing, especially if located across a drainage easement, and all proposed retaining walls (location and height).*		
J. Dumpster (or any other solid waste handling facilities) location, size of dumpster (verify need with Public Works), 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). If access to dumpster is not directly accessible from public right-of-way, a damage claim waiver may be required before service can be started.*		
K. Proposed fire access features, including location of hydrants, location and dimension of fire lanes (minimum width of 26' – 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. If the building is greater than 30 feet in height, a fire lane minimum width of 26 feet is required. Dead-ends greater than 150 feet in length need an approved turn-around. A 48-foot turning radius is needed for adequate clearance for turns. A minimum vertical clearance of 13' 6" is needed to accommodate vehicles. Detailed design information is available on line at <a href="http://www.bismarck.org/fire">www.bismarck.org/fire</a> . The documents area of the Fire Prevention division contains the common International Fire Code requirements governing site designs. The direct link to the document is <a href="http://www.bismarck.org/DocumentView.aspx?DID=246">http://www.bismarck.org/DocumentView.aspx?DID=246</a> . *		
L. Proposed contours lines.		
<b>M. Items C-L above, marked with an asterisk (*), are to be shown on one sheet for scanning or provided in a digital format for use in the City's GIS system. In addition to this comprehensive sheet, additional sheets may also be provided if needed to provide details not legible in the comprehensive sheet. Notes and removals may also be on separate sheets.</b>		
N. 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).		

A landscape plan is required for the construction of any principal commercial, industrial, institutional, or multi-family building with more than two units; for the installation of any parking area or any existing parking area by five or more required off-street parking spaces; and for a change in the use of the property that requires rezoning to a more intensive zoning classification or a special use permit. Copies of the City’s landscaping and screening ordinance can be obtained from the City of Lincoln website located at <http://www.cityoflincolnd.com/index.htm>.

IV. LANDSCAPE PLAN				Applicant’s Checklist				City Staff Checklist			
A. North point & scale											
B. The boundary lines of the property with dimensions and area											
C. The location of all driveways, parking areas, sidewalks, structures, utilities, or other features, both existing and proposed, affecting the landscaping of the site.											
D. The location, common name, scientific name to the species level, 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.											
E. The location, common name, scientific name to the species level, size and quantity of all proposed landscape materials.											
F. 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.											
G. The location of any existing and/or proposed easements.											
H. Street frontage (linear feet):				North		East		South		West	
I. Required street trees (quantity):				North		East		South		West	
J. Required perimeter parking lot trees (quantity):				North		East		South		West	
K. Required perimeter parking lot shrubs (quantity):				North		East		South		West	
L. Required interior parking lot trees (quantity):											
M. Required interior parking lot shrubs (quantity)											
N. Required area (in square feet) for interior landscape islands:											
O. Buffer yard width (linear feet)				North		East		South		West	
P. Buffer yard length (linear feet)				North		East		South		West	
Q. Required buffer yard evergreen trees (quantity):				North		East		South		West	
R. Required buffer yard shade trees (quantity)				North		East		South		West	
S. Required buffer yard ornamental trees (quantity):				North		East		South		West	
T. Required buffer yard shrubs (quantity):				North		East		South		West	
U. Buffer yard fence material (if proposed):											
V. Trash enclosure screening material (specify material)											

**STORMWATER MANAGEMENT PLAN/PERMIT REQUIREMENTS**

A stormwater management plan/permit is required for all residential developments with three or more units, commercial projects, industrial projects, and institutional projects. The City of Lincoln will not issue a stormwater permit until the stormwater management plan has been reviewed and approved. The application for a stormwater permit is separate from this site plan review application, but must be submitted in conjunction with the site plan. The stormwater management plan must be prepared and stamped by a professional engineer who is registered in North Dakota.

A stormwater management plan waiver request may be made under the following conditions or as deemed appropriate by the City Engineer:

- The associated plat along with its stormwater management plan was approved within the past 24 months containing an adequate level of detail to evaluate the site development and no significant changes occur to the plan due to the proposed site plan construction.
- The disturbed area is less than 2,000 square feet and construction will not significantly change drainage patterns or imperviousness.

An approved waiver of the storm water management plan by the City Engineer does not grant a waiver of the stormwater permit, permit fee requirement, or erosion and sediment control requirements as part of the permit.

The stormwater management plan must be prepared by a professional engineer who is registered in North Dakota.

V. STORMWATER MANAGEMENT PLAN	Applicant's Checklist	City Staff Checklist
<b>General</b>		
A. Include Stormwater Plan review fee - \$500		
B. Include Stormwater Permit fee - \$50		
<b>Existing Site Plan</b>		
A. Applicant.		
B. Contact person (during construction).		
C. Site location.		
D. Existing topography, with a maximum of two-foot contours to determine drainage patterns, with scale bar, north arrow, and indication of datum used (NGVD29 or NAVD88).		
E. Watershed map on one sheet indicating drainage boundaries, their areas and flow arrows.		
F. Stream delineation, public waters, wetlands and their description.		
G. 100-year floodplain, floodfringes and floodways, with indication of datum used (NGVD29 or NAVD88 with NAVD88 required for areas with floodplain information in that datum).		
H. Existing stormwater facilities.		
I. Soil types.		
J. Current vegetative cover.		
K. Current land use and zoning.		
<b>Construction Site Plan</b>		
A. Location and dimension of proposed land disturbing activities and phasing or schedule of those activities.		
B. Schedule of anticipated start and completion dates.		
C. Approximate location of all temporary soil or dirt stockpile areas.		
D. Specific location and description of construction site wind and water erosion control measures. Location of concrete washout area(s).		
E. Provisions for maintaining the construction site erosion control measures prior to, during and after construction including a final seeding or stabilization plan.		
<b>Plan of Final Site Conditions</b>		
A. Final grading plan, showing relationship to existing conditions, with scale bar, north arrow, and with indication of datum used (NGVD29 or NAVD88).		
B. Proposed ground cover/resurfacing (ie – grass, pavement, stones, etc).		
C. Existing and proposed impervious areas.		
D. Drainage plan for developed site with flow arrows.		
E. Proposed watershed map indicating drainage boundaries and their areas.		
F. County approval required for drainage in right-of-way.		
<b>Stormwater Management Plan Report</b>		
A. Pre- and post-development hydrology and hydraulic analysis for the 5-yr minor and 100-yr major rainfall events of both the 6-hr and 24-hr Type II storm events. Analysis of 10-day snowmelt event may also be required. All calculations must be submitted. An AutoCad drawing with drainage areas and location of storm water conveyance features shall also be submitted. Any elevation noted is to be shown with the vertical datum used (NGVD29 or NAVD88).		
B. Tables indicating Times of Concentration, Curve Numbers or Runoff Coefficient, Drainage Areas, and Runoff rates at all analysis points and detention/retention areas for both pre- and post-development conditions of all rainfall events listed above.		
C. Exhibit of erosion and sediment control during and after construction.		
D. Contact Person and Phone number(erosion control)		
E. Protective measures for proposed and existing structures.		
F. Water quality concerns		