

City staff use only:

Project #: _____

Submitted by: _____



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

COMMERCIAL SITE PLAN APPLICATION

Site Address:

Legal Description of the Property *(if lengthy, provide separate document):*

Property Owner Information:

Property Owner _____ Phone _____
Address _____ Email _____
City _____ State _____ Zip _____
Signature _____ Date _____

Note: If property owner has not signed the application, the application is incomplete.

Applicant:

Applicant _____ Phone _____
Contact Person _____ Phone _____
Address _____ Email _____
City _____ State _____ Zip _____
Signature _____ Date _____

REQUIRED MATERIALS

Applicant will be informed of application completeness within 15 business days of submittal.

- | | |
|---|---|
| <input type="checkbox"/> Commercial Site Plan Fee: \$1,500.00 escrow | Projects less than 5,000 sq ft |
| \$2,000.00 escrow | Projects between 5,000 sq ft and 10,000 sq ft |
| \$2,500.00 escrow | Projects larger than 10,000 sq ft |

Six (6) 22x 34" and **One (1) 11x 17"** copies of the following plans are required:

- Site Plan
- Grading, Drainage, Erosion Control and Tree Protection Plan
- Landscape Plan
- Utility Plan
- Luminaire/Photometric Plan

One (1) digital copy of all required plans / reports.

One (1) 11x17" copy of the following materials are required:

- Color Building Elevations
- Building Plans (*Note: To be submitted after site design review*)

Two (2) copies of the following materials are required:

- Soils/Geotechnical Report*
**Seasonal HWL required for each soil boring for application to be considered completed*
- Hydrology Report

See following pages for additional information about required plans

Site Plan

1. Name, address, phone and fax number of Owner, Developer, Engineer and Architect;
2. Boundary survey and complete legal description tied to nearest ¼ corner;
3. North arrow, scale (no less than 1" = 50'), legend, preparation/revision dates, signature/registration number of plan preparer;
4. All existing improvements/features within 100 feet of property (streets, including name, centerlines, curb and gutter, right-of-way width, section lines, trails, sidewalks, public utilities (above and below ground features of storm sewer, sanitary sewer, water main), private utilities (above and below ground features of cable, gas, electric, phone, etc.), signs, woodlands, approved wetland boundaries, floodplain boundaries (floodway and flood fringe), water features, fences, railroads, etc.);
5. Easements of record and proposed easements, including dimensions, purpose and location;
6. All proposed improvements (building, parking, landscaped area, signage, light standards, trash enclosure, sidewalks, trails, loading area, drainage areas, fences, etc.);
7. Parking/loading area information shall include dimensions for stalls, aisles, curb radius, etc.;
8. Site Data Table (zoning of property and adjacent properties, building setbacks, site area, percentage of each surface area, number of parking stalls provided and required, gross and net floor area, seating capacity and/or maximum occupancy);
9. If the development is proposed to be constructed in phases, the phases must be clearly indicated on the site plan.

Grading, Drainage, Erosion Control And Tree Protection Plan

10. Items 1-6 from the Site Plan list above;
11. Existing contours (dashed lines) and proposed contours (solid lines) with a minimum of two (2) foot contour intervals based upon Anoka County coordinates and Anoka County elevation datum. One- (1) foot contour intervals shall be required where the horizontal contour interval is one hundred (100) feet or more. Include a note indicating the topo has been field verified.
12. Location and grades (where appropriate) of roadway centerlines, curb and gutter, width of existing streets (including type of surfacing), size, material, elevation and grades of all public utilities (above and below ground features of sanitary sewer, water main, storm sewer), and any other above or below ground facilities within the plat and to a distance of one hundred (100') feet beyond;
13. Elevation of all existing property lines adjacent to plat (field verified);
14. The minimum finished grade of the parking and driving pavement areas shall not be less than one (1) percent;
15. Direction arrows clearly indicating direction of drainage;
16. All proposed ponds labeled with NWL, NGWL, and 100 year HWL or design high water level if appropriate for land locked basins;
17. Delineated boundaries of wetlands, floodplain, flood way and other water features. Any modification to these areas shall be clearly identified;
18. Maintenance vehicle access points (two required per pond, drainage and utility easements must also be provided);
19. Tree protection areas, removal areas, tree protection measures and notes to conform with City Tree Policy;
20. Proposed storm sewer or drainage facilities and applicable details;
21. Two vehicle maintenance accesses for each ponding area with 20' easements and 10:1 maximum slopes;
22. A 16.5' temporary buffer shall be shown adjacent to all delineated wetlands and from the normal water level of all storm water ponds;
23. Label emergency overflow elevations for all low points. Overflows shall not be higher than 6" above the top of curb elevation.

24. Location of soil borings with boring labels;
25. Location and type of temporary and permanent erosion control measures with a note indicating the developer/owner is responsible for removing temporary erosion control measures upon establishment of permanent vegetation;
26. Table with the following areas provided: total area, area of dedication county right-of-way, wetland area (including any applicable buffer strips, storm water pond area (including any applicable buffer strips), each calculated to the nearest 0.1 acre);
27. Identify construction entrances and locations;
28. Identify the location of the proposed project as either in the Coon Creek Watershed District (CCWD) or Lower Rum River Watershed Management Organization (LRRWMO);
29. Indicate any areas of wetland or flood plain proposed to be removed and/or revised;
30. All grades / slopes must be 4:1 or flatter, otherwise a retaining wall is required;
31. Minimum allowable grade in pervious areas is 2%, show drainage arrows where necessary;
32. Lowest floor elevations of buildings (must be at least 3' above the season high water level / mottled soil elevation or 2' above the designated or designed 100-year HWL, whichever is higher).

Landscape Plan

33. Items 1-6 from the Site Plan list above;
34. Location of all existing vegetation, indicate material to be saved and removed;
35. Plant locations with appropriate symbols and number of plants per group (plant materials must stay out of all easements and right of ways);
36. Plant list illustrating types, number, location and height of plant material;
37. Details and notes indicating method of installation (please review City "Landscaping Requirements and Recommendations" handout and the details for tree and shrub planting);
38. Location of areas to be seeded and sodded. Notation that all landscaped areas maintained by owner will be irrigated. Irrigation plan including type, location, doghouse detail and backflow preventer must be provided with building permit application.
39. Provide note on plan that organic/black soil shall be spread to provide 4" of the entire parcel.
40. Signature and registration number of plan preparer.

Utility Plan

41. Items 1-6 from the Site Plan list above;
42. Location and grades (where appropriate) of roadway centerlines, curb and gutter, width of existing streets (including type of surfacing), size, material, elevation and grades of all public utilities (sanitary sewer, water main, storm sewer), and any other underground facilities within the plat and to a distance of one hundred (100') feet beyond;
43. As part of the final approved plans, street and utility base map information must be submitted in a digital format (.dwg or .dxf)

Luminaire / Photometric Plan

44. Items 1-6 from the Site Plan list above;
45. The location and type of any outdoor lighting luminaires, including the height of the luminaire;
46. The luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles and specifying type of lamp such as: metal halide, low/high pressure sodium;
47. A detail and cross section of each proposed type of outdoor lighting luminaries;
48. A photometric plan showing the intensity of illumination at ground level, expressed in foot candles; and
49. That light trespass onto any street or abutting lot will not exceed City Code requirements.

Soils Report

50. Two signed and bound geotechnical reports with engineering recommendations and indicating SCS soil types and locations, mottled soil elevations or highest anticipated water table, existing ground water level, and soil borings to a minimum depth of 25 feet or at increased depths as determined by the Building Official or owner's geotechnical engineer. The Seasonal High Water Level determination for each soil boring is required for the application to be considered complete. This report shall also include a recommended street section design including bituminous wear course, bituminous base course, class 5 section and any necessary soil corrections. Elevations listed in the report should be actual elevations, not based upon an assumed datum. Contact the Engineering Department for benchmark information.

Hydrology Report

51. Shall include the existing and proposed method and calculations for handling storm water drainage within and beyond the limits of the project as required in the City of Andover Water Resource Management Plan and the requirements of the Coon Creek Watershed District or the Lower Rum River Watershed Management Organization. Contact the Engineering Department for more detailed requirements.
52. If necessary, wetland delineation reports shall be forwarded to the Coon Creek Watershed District or the Lower Rum River Watershed Management Organization for review. A copy shall be submitted to the City.
53. Shall also provide information to describe impacts of construction including (areas of disturbance, stockpiling, erosion control measures, provision for maintenance of erosion control measures, etc).

Building Elevations

54. Color building elevations drawn to scale shall be provided for each exterior wall of proposed structures, including trash enclosures;
55. The building elevations shall be complete and provide information about building height, sign locations, lighting, windows, doorways, loading areas and other improvements visible from the exterior of the building;
56. Each building material and color must be labeled;
57. Location of rooftop equipment and method to screen the equipment from ground level views shall be provided on the plan.

As-Built Survey / Final Plan Set Required

1. An as-built survey shall be prepared showing that the site has been constructed to the approved utility and grading plan.
2. The approved final plan set must be submitted in a digital format (.dwg or .dxf)

Building Permit

See Commercial Building Plan Requirements handout. Also available on the Building Department web page at www.andovermn.gov.

COMMERCIAL SITE PLAN REVIEW PROCEDURE

1. The applicant shall obtain any approvals necessary to allow the project to proceed (i.e. Comprehensive Plan Amendment, Rezoning, Conditional Use Permit, permits (MnDNR, USACOE, CCWD or LRRWMO, PCA, MDH, Anoka County, etc.). Copies of all permits shall be forwarded to the City of Andover.
2. The applicant shall submit a completed application and plans meeting the requirements listed above. If the application is incomplete, staff will issue a letter detailing the deficiencies of the submittal. No further action will be taken until the submittal is complete.
3. The Andover Review Committee will review complete applications and provide written comments and a redlined plan set within 15 business days to advise the applicant of any changes, modifications or additions deemed necessary by the Andover Review Committee. Upon completion of the first review, the City Engineer may, at their discretion, require a traffic impact study.
4. It is the applicant's responsibility to revise the plans and to provide written responses to each of the review comments with each resubmittal.
5. This process will continue until the proposal has been found to be in compliance with the City Code.
6. Once the proposal has been found to be in compliance with the City Code, the applicant shall provide three (3) complete plan sets to be signed for approval by the City. One plan set will be returned to the applicant.
7. The applicant may proceed with building permit approval as determined by the Building Department.
8. The applicant is responsible for scheduling a site inspection prior to requesting a certificate of occupancy. A certificate of occupancy will not be issued until all exterior site improvements are completed and an as-built survey is submitted and approved by the City. Alternatively, the City may allow a cash escrow or letter of credit to cover the cost of site improvements that have not been completed at the time a certificate of occupancy is issued.

ANDOVER REVIEW COMMITTEE

Sarah Cotton	City Administrator/ Finance Director	(763) 767-5110
Joe Janish	Community Development Director	(763) 767-5140
Peter Hellegers	City Planner	(763) 767-5147
Aidan Breen	Associate Planner	(763) 767-5142
Joe Heidelberger	Building Official	(763) 767-5121
John Olson	Building Inspector	(763) 767-5122
Dave Berkowitz	City Engineer/ Public Works Director	(763) 767-5133
Jason Law	Assistant City Engineer	(763) 767-5130
Kameron Kytonen	Natural Resources Technician	(763) 767-5137
Dennis Jones	Fire Chief	(763) 755-9825
Tom Porwoll	Fire Technician/Inspector	(763) 767-5194



TENNESSEN WARNING

In connection with your request for a license the City of Andover has asked that you provide information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information are as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a commercial site plan cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *Minnesota Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Date

Signature of Applicant

Print Name



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

ENGINEERING PLAN REVIEW CHECKLIST

STORMWATER MANAGEMENT PLAN (HYDROLOGY REPORT)

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two signed and bound copies of the Stormwater Management Plan (Hydrology Report).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan meets requirements of Surface Water Management Plan (SWMP), requirements of the Coon Creek Watershed District (CCWD), Lower Rum River Watershed Management Organization (LRRWMO) and applicable portions of items 20.2-20.23 (MCM 5: Post-Construction Stormwater Management) of the Minnesota Pollution Control Agency's (MPCA's) Small Municipal Separate Storm Sewer Systems General Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For 10-Day Snowmelt Event analysis for landlocked basins, use Constant Intensity distribution, AMC 4, 0.5"/hr infiltration rate or half of what is used in standard conditions for basin model (whichever is less), and 7.2" of runoff depth over 10 days (240 hours).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan and stormwater calculations submitted to CCWD or LRRWMO.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-construction verification of infiltration basin rates is required. Post-construction infiltration rates shall be greater than the design rate utilized in basin calculations but shall be less than 8.3"/hr. If post construction rates are not within that range, amendments shall be required to the basin soils and retesting required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater modeling shall use NOAA Atlas 14 precipitation data and NRCS MSE 3 rainfall distribution.

Comments: _____

GEOTECHNICAL / SOILS REPORT

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two signed and bound geotechnical reports with recommendations.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCS soil types.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Engineer shall identify Seasonal High Water Mark for each boring location, or provide a single elevation that is worst case for the entire site. This is NOT the observed ground water level in soil borings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify existing ground water level (each boring).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relate boring logs / elevations to actual elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil borings to a minimum depth of 25 feet with logs.

Comments: _____

REQUIRED ITEMS ON ALL PLAN SHEETS

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, appropriate certification and signature of the plan preparer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revision(s), along with revision description.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graphic scale no smaller than one inch to fifty feet (1" = 50').
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow, designated as true north.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and names of existing / platted streets and other public ways, railroads, parks, public open spaces, and right of ways and easements.

Comments: _____

TITLE SHEET

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, appropriate certification and signature of the plan preparer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revision(s), along with revision description.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Location Map and project name / description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan Sheet Index
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A legend providing symbols and labels for each feature indicated on the plan sheets (or could be on applicable sheets in plan set).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include following notes on the title sheet under a header of " <u>Governing Specifications</u> ":

			<p>“The 2025 Edition of the Minnesota Department of Transportation “Standard Specifications for Construction” shall govern.”</p> <p>“The City of Andover 2026 Utility and Street Construction Specifications Shall Apply.”</p> <p>“All traffic control devices and signing shall conform to the latest edition of the Minnesota Manual on Uniform Traffic Control Devices, including the latest Field Manual for Temporary Traffic Control Zone Layouts.”</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Identify and include the following note regarding the utility quality level on Title Sheet or Existing Conditions plan:</p> <p>“The subsurface utility information in this plan is Utility Quality Level (A – D, identify which). This utility quality level was determined according to the guidelines of ASCE 38-22, entitled “Standard Guidelines for Investigating and Documenting Existing Utilities.”</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Identify location of plat as either in the Coon Creek Watershed District or the Lower Rum River Watershed Management Organization.</p>

Comments: _____

EXISTING CONDITIONS PLAN

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of parks and public open spaces, buildings and structures with notation if proposed to be removed, existing easements, right of ways, and section and municipal boundary lines within the plat and to a distance of one hundred (100’) feet beyond.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, and grades (where appropriate) of roadway centerlines, curb and gutter and width of existing streets (including type of surfacing), railroads, sanitary sewers, water mains, storm sewers, gas, telephone, electric, cable T.V., culverts, catch basins and manholes (including rim and invert elevations), hydrants, gate valves, trees, significant vegetation, trees, landscaping, water courses, lakes, marshes, wetlands, rock outcrops, and any other significant physical features up to a distance of one hundred (100’) feet beyond plat boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify any existing wells and septic systems on the site. Septic systems/tanks shall be crushed and removed. Add notes existing wells shall be abandoned per Minnesota Department of Health requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contours at vertical intervals of not more than two (2’) feet, except that where the horizontal contour interval is one hundred (100’) feet or more, a one (1’) foot vertical interval shall be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all delineated wetlands and FEMA floodplain boundary (flood fringe and floodway areas). Show <u>existing</u> flood plain boundary per CCWD Atlas 14 model (if plat within CCWD), or if outside CCWD

			identify Atlas 14 floodplain boundary per City of Andover floodplain models (contact City for elevation).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include note stating which firm completed the topo survey with date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include location and label of soil borings completed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation of all existing property lines adjacent to plat (field verified).

Comments: _____

PRELIMINARY SITE PLAN

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations and widths of proposed roadways, trails, sidewalks, right of way, and easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label centerline alignment data, proposed curb type, and all curb radii (20' min at intersections internal to plat, 30' into cul de sac and at country roads).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon completion of the first review, the City Engineer may, at their discretion, require a traffic impact study.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed utility alignments screened to background.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed pavement markings and signs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label any proposed turn lane lengths, tapers and widths.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For commercial site plans, include distance to structure from lot lines and proposed low floor elevation.

Comments: _____

GRADING, DRAINAGE, AND EROSION CONTROL PLAN

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all erosion control measures as needed (silt fence, inlet protection, rock construction entrance, rip rap, etc). Include applicable construction details.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show sight triangle at all intersections within and into / out of the site. Base upon most restrictive of Cases IIIA, IIIB, and IIIC in the MnDOT Road Design Manual, Chapter 5, Section 2.02 (assume vehicle on minor street is stopped). Make sure there are no obstructions greater than 2' in height (grading or landscaping) within this corner. Also show these on a landscape plan (if provided). Any city street that

			intersects with a County road shall meet the requirements of the Anoka County Highway Department.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note on plan that developer is responsible for removing erosion control features upon establishment of permanent erosion control. Note on plan to provide site stabilization, including on stockpiles, within 7 days of grading completion or inactivity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify temporary erosion control measures to protect in-place and proposed storm sewer inlets. Add note stating inlet protection shall be removed by contractor prior to winter freeze and replaced in spring if site stabilization is not achieved, or at direction of the City Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Also include on preliminary plat. Table with the following areas provided: 1) Gross Residential Area; 2) Wetlands, Water Bodies and Non-Stormwater Ponds (including 16.5' buffer); 3) Public Parks / Open Spaces; 4) Arterial Road ROW (if any); 5) Floodplain (excluding 2 above); 6) Vehicle Maintenance Accesses; 7) Net Residential Area; 8) Total lots; 9) Total Units; 10) Net Density (units/acre); 11) Right of Way Area; 12) County Right of Way Area (if any); 13) Road Miles. Calculate areas to the nearest 0.1 acres. The Net Residential Area = 1-2-3-4-5-6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include note indicating maximum slopes shall be four to one (4:1).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify and label right of way, trail easements, vehicle maintenance access easements, and drainage and utility easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify location of all delineated wetlands and FEMA floodplain boundary (flood fringe and floodway areas). Show existing and proposed (if changing with project) flood plain boundary per CCWD Atlas 14 model (if plat within CCWD), or if outside CCWD identify Atlas 14 floodplain boundary per City of Andover floodplain models (contact City for elevation). Identify any areas of wetland or flood plain proposed to be removed/filled/mitigated/revise.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For lots without municipal sewer, show location of designated building pad with minimum 3,600 sf of contiguous buildable land area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For lots served by municipal sewer, the first 110 feet of each lot shall be buildable. 110-foot buildable area must be outside of 16.5-foot wetland buffers, above 100-year flood elevation, and outside any drainage and utility easements. Minimum lot width shall be based upon zoning district requirements. All organic material shall be removed and backfilled with granular material with no more than 5% organic material by volume.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For lots without municipal sewer, provide 5,000 sf total area designated for primary and secondary on-site septic drain field based on design criteria for four (4) bedroom home in compliance with Chapter 7080. Areas shall be indicated on the grading plan and the design specifications for the drain fields shall be submitted in a report at the time of the submittal of the preliminary plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low floor elevations shall be a minimum of three (3') feet above the seasonal high water mark or two feet (2') above the designated or designed one hundred (100) year flood elevation, whichever is higher.

			Low openings on all structures shall be a minimum of two feet (2') above the emergency overflow (EOF) of adjacent low or pond areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum basement floor and/or lookout/low opening elevations for all proposed buildings and existing buildings adjacent to plat boundary shall be identified.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing contours (dashed lines) and proposed contours (solid lines) at vertical intervals of not more than two feet (2'); except, that where the horizontal contour interval is one hundred feet (100') or more, a one-foot (1') vertical interval shall be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify all areas of fill with a hatch pattern.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Watercourses, lakes, delineated wetlands, wooded areas, drain tile, rock outcrops, and other significant physical features shall be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For all ponds and wetlands label NWL and 100-Year HWL (Atlas 14).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed storm sewer system, including outlet control structures with details and FES elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum grades in pervious areas should be 2%. If 2% cannot be achieved, show intermediate proposed finish grade elevations which must be staked for final grading at 1% minimum. Show drainage arrows to depict flow direction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two vehicle maintenance accesses for each ponding area with 20' easements, 10:1 maximum slope. If adjacent to a public roadway, one VMA is acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On urban plats, show proposed elevations at all lot corners and intermediate proposed elevations along all lot lines or any additional location as deemed necessary by the Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed lots shall be shown in a table labeled "Lot by Lot Tabulation" containing Lot #, Block #, House Type, Top of Curb Elevation at Driveway, Garage Floor Elevation, Driveway Grade (%), Low Floor Elevation, Lookout Elevation, Lowest Opening Elevation, 100-Year HWL, Emergency Overflow Elevation, Seasonal High Water Level. If some of these do not apply put N/A in the table.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A temporary 16.5-foot wetland buffer shall be shown adjacent to delineated edge of all wetlands and normal water level of all storm water ponds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed location for mailbox clusters and identify in parenthesis the number of mail slots. Clusters shall be on one side of the street only and away from public utilities that are proposed on lot lines (hydrants, catch basins, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label Emergency Overflows for all low points in the street. Overflows between lots shall not be higher than 6 inches above the top of curb. If the street is being used as EOF, it shall be clearly labeled as such and water should be pooled no more than 6" above the top of curb at the low point in the roadway prior to having an overflow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need to identify Custom Grade (CG) lots where appropriate and label as such on all sheets where appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include location and label of soil borings completed.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label all proposed street grades, low point and high point stations and elevations, vertical curve lengths. Add grades in critical areas and along curb lines and larger paved areas on commercial sites.
--------------------------	--------------------------	--------------------------	---

Comments: _____

PRELIMINARY UTILITY PLAN

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan view of existing and proposed centerline grades of streets, storm sewers, drainage ditches and culverts; also sanitary sewers and water mains where required by the platting authority.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label rim and invert elevations for all structures. Label pipe and structure sizes, material, and grade.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label NWL and HWL for all ponding areas. Add outline of HWL.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City sanitary sewer and water main shall be stubbed to all undeveloped parcels adjacent to plat within the MUSA boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All water main shall be looped except for cul-de-sacs less than 250' if not practical.

Comments: _____

TREE PROTECTION PLAN

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Tree Protection Plan (can be on grading plan) shall be required showing all information as defined by the Tree Preservation Policy as adopted by the City Council.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In tree protection areas, are proposed grades unchanged (no cuts and fills) and no rapid grade changes, which may cause damage to saved trees and ultimately require removal instead of preservation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all the tree protection areas out of areas that would require removal, including critical easements and right of ways?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify areas of custom grading for tree protection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a symbol denoting suitable tree protection, such as orange silt fence or tree protection fence shown around the tree protection areas?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the design incorporate Low Impact Development (LID) concepts?

Comments: _____

LANDSCAPE PLAN (IF REQUIRED)

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A landscaping plan showing proposed landscaping and/or screening from public roadways for double frontage lots, Planned Unit Developments, and urban lots that abut permanently rural areas, as required by City Code 11-3-1-F.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the Landscape Plan incorporate trees and shrubs from the list of recommended trees and shrubs in the City of Andover?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the species native and/or suitable for this region?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the plan incorporate a variety of species, taking diversity into consideration? Does the plan fit with existing landscaping?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the species suitable for tough, urban conditions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the design allow for adequate spacing of plant material and are species placed in locations where they fit?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Landscape Plan laid out in a way allowing easy maintenance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the planting details per City specifications?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the plant material proposed to be planted outside of all easements, right of way, and site triangles?

Comments: _____

OTHER ITEMS

Approved	Denied/ Pending	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to Andover Engineering Design Standards for additional requirements for utilities, streets, driveways and parking lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New plats and CSP's accessing or working within county right of way shall be submitted to the Anoka County Highway Department for review and permits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A sketch plan shall be required for all adjacent undeveloped land. Potential locations for future right-of-way and roadway extensions shall be provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland delineation reports shall be forwarded to the Coon Creek Watershed District or Rum River Watershed Management

			Organization for review. A copy of reports and approvals shall be submitted to the City for our files.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit LOMA/LOMR to FEMA if floodplain boundary is proposed to be revised.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon completion of the first submittal review by the City, developers engineer shall submit draft preliminary plat and plans to private utility companies for their information and review. Once the City has approved the final plans, developer's engineer shall send a City approved stamped copy of the plans to each private utility company. Andover Engineering department can provide contact email addresses for private utility companies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify if a park is to be located within the plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtain the necessary permits from the DNR, US Army Corps of Engineers, Lower Rum River Watershed Management Organization (LRRWMO), Coon Creek Watershed District (CCWD), MPCA, MDH, Anoka County, and any other agency interested in the site. Copies of the permits need to be submitted to the City for our files.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide estimated quantities. Pay item descriptions shall be consistent with most current version of MnDOT TRNS*PORT list. Quantities shall be broken out into sections for: Sanitary Sewer, Water Main, Storm Sewer, and Streets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify with Building Department that proposed street names match City's street grid naming convention.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify if a trail system is identified to be located within the plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When the final plat is approved and recorded at the County, a digital copy of the plat (.dwg file) shall be submitted to the City.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When the as-built grading plan is approved, a digital copy of the plan shall be submitted to the City. Must use Anoka County coordinates and Anoka County elevation datum.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon project completion a utility as-built plan shall be provided identifying all constructed infrastructure with as-built elevations. A digital copy (.dwg) shall also be provided of the completed utilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please review all City Codes for compliance.