

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. Three 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. 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 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 PROCEDURES

- 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 two complete plan sets to be signed for approval by the City. One plan set will be returned to the applicant. One plan set will be retained by the City.
- 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

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Joe Janish	Community Development Director	(763) 767-5140
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Jake Griffiths	Associate Planner	(763) 767-5142

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Dennis Jones	Fire Chief	(763) 755-9825