PRELIMINARY DEVELOPMENT PLAN APPLICATION

CASE NUMBER_____DATE_____

FEE PAID_____

City of Edina Planning Department * www.cityofedina.com
4801 West Fiftieth Street * Edina, MN 55424 * (952) 826-0369 * fax (952) 826-0389

FEE: $850.00

APPLICANT:

NAME:_____(Signature required on back page)

ADDRESS:_____PHONE:_____

EMAIL:_____

PROPERTY OWNER:

NAME:_____(Signature required on back page)

ADDRESS:_____PHONE:_____

LEGAL DESCRIPTION OF PROPERTY (written and electronic form):

_____

PROPERTY ADDRESS:

_____

PRESENT ZONING:_____ P.I.D.# _____

EXPLANATION OF REQUEST:

_____

_____

(Use reverse side or additional pages if necessary)

ARCHITECT: NAME: _____ PHONE: _____

EMAIL: _____

SURVEYOR: NAME: _____ PHONE: _____

EMAIL: _____

Application Requirements: Unless waived by the Planning Department, you must complete all of the following items with this application. An incomplete application will not be accepted.

___ Application fee (not refundable). Make check payable to "City of Edina."

___ **Three (3) large** scaleable copies, one (1) electronic copy, and **thirty (30) 11X17** copies for Commission and Council members, of the following drawings or plans:

- ___ Site plans with dimensions. The plan must include the location, dimensions and other pertinent information as to all proposed and existing buildings, structures and other improvements, streets, alleys, driveways, parking areas, loading areas and sidewalks.
- ___ Floor plan showing location, arrangement and floor area of existing and proposed uses.
- ___ Landscape plan and schedule in accordance with Subsection 850.10.
- ___ Elevation drawings of all new buildings or additions and enlargements to existing buildings including a description of existing and proposed exterior building materials.
- ___ Registered survey showing existing and proposed structures, lot lines, pertinent dimensions, lot acreages and wetland delineation per the Wetland Conservation Act and City standards.
- ___ Grading plan with existing and proposed two-foot contours.
- ___ Drainage plan, including location and size of pipes and water storage areas.
- ___ Detailed street and utility locations and sizes.

All drawings must be to scale with pertinent dimensions shown. Fold jumbo plans in sets no larger than 8 ½" by 14" and with the print side facing out.

___ Photograph(s) showing location of proposal and its relationship to the site and existing buildings.

___ Samples or photographs of building materials.

___ A written statement describing the intended use of the property and why the City should approve your request. Include a brief description of your company and any similar projects your company has done.

___ Stake the location in the field of wetland boundaries, proposed buildings and lot lines.

___ Computer-generated, photo-realistic, color illustration(s) of the building (8 ½" x 11")

The Preliminary Development Plan shall be in form and substance acceptable to the Planner. Approval by the Commission and Council upon finding that the proposed development:

a. is consistent with the Comprehensive Plan;
b. will not be detrimental to properties surrounding the tract;
c. will not result in an overly-intensive land use;
d. will not result in undue traffic congestion or traffic hazards;
e. conforms to the provisions of this Section and other applicable provisions of this Code (850.04);
f. provides a proper relationship between the proposed improvements, existing structures, open space and natural features.

PRELIMINARY DEVELOPMENT GUIDELINES AND PLAN APPLICATION INFORMATION:
The City of Edina Planning Department encourages healthy development within the city of Edina. Although this document is meant to serve as a guide for the application process for development through the Planning Department it is by no means comprehensive. The Planning Staff recommend that you schedule a meeting to answer any questions or to discuss issues that may accompany your project. It is much easier to tackle problems early on in the process. The office number for the Planning Staff is (952) 826-0465.

Application: Applications are submitted to the Planning Department. Offices are open Monday through Friday, 8 AM to 4:30 PM. *

Sign: A Preliminary Development Plan sign must be erected on the property at least nine (9) days prior to the initial Planning Commission meeting.

Notice of Public Hearing: Notice of the Planning Commission and City Council hearing is mailed to all property owners (of record at City Hall) that are located within 1000 feet of the site. Notice is mailed ten (10) days prior to the hearing. You are encouraged to contact adjacent or close owners and advise them of your proposal prior to the Planning Commission meeting.

Meetings and Public Hearings: Applications are first considered by the Planning Commission at their regular monthly meeting (Wednesday prior to the first Tuesday of each month.) The Commission holds a public hearing and adopts a recommendation which is forwarded to the City Council for consideration. Final Development Plan proposals are usually heard once by both the Commission and Council unless otherwise directed.

Staff Report: Staff prepares a report and recommendation and sends it along with the application materials to the Commission in advance of the meeting. All plans, emails and written information are public information, which may be used in the staff report and distributed to the public.

Conditions and Restrictions: The Council may impose conditions and restrictions in connection with the Rezoning to protect the public interest.

Legal Fee: It is the policy of the City to charge applicants for the actual cost billed by our attorneys for all legal work associated with the application. An itemized bill will be provided which is due and payable within thirty (30) days.

*Application deadline dates are 31 days prior to the Planning Commission meeting or at the discretion of the City Planner.

Initiation of a Traffic Study:*

Generally, the following typical development and zoning applications are intended to define the need for traffic studies to be considered by the Transportation Commission.

A. Development approvals where an increase in trip generation is anticipated:

   1. Development where units are needed
   2. Development consisting of complete demolition/redevelopment
   3. Development of a site (where increasing floor space by more than 10%)

B. Development or redevelopment is proposed in an area in which there has been a previous identification of a traffic problem, including but not limited to congestion or safety issues.

In cases where certain applications are received that do not necessitate a traffic study, staff will provide a summary to the Transportation Commission of such.

*please contact the Engineering Department at 952-826-0371 for further information.

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the City should contact about this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter.

I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

_____

Applicant's Signature **Date**

OWNER'S STATEMENT

I am the fee title owner of the above described property, and I agree to this application.

(If a corporation or partnership is the fee title holder, attach a resolution authorizing this application on behalf of the board of directors or partnership.)

_____

Owner's Signature **Date**

Note. Both signatures are required (if the owner is different than the applicant) before we can process the application, otherwise it is considered incomplete.

Sign Example:

this property proposed for
PRELIMINARY DEVELOPMENT PLAN
By: (insert name and telephone number of Applicant) **for information contact** **EDINA PLANNING (952) 826-0369**

6"

8"

22"

The sign(s) copy as illustrated above must be black Helvetica letters on a white background; the words rezoning, subdivision, final development plan and/or conditional use permit must be white Microgramma letters on red background. The sign(s) is to be 36" high X 60" wide.

The sign(s) must be securely mounted on posts designed for that purpose. The sign face must be on Dura-ply plywood or its equivalent or other sturdy smooth material approved by the Planning Department

City of Edina Posted Sign Requirements:

1. A Rezoning, Subdivision, Conditional Use Permit and Final Development Plan sign is required for all applications. Simultaneous rezoning, subdivision, conditional use permit and/or final development plan requests may be identified on the same sign.

2. One sign is required for each adjacent street right-of-way including freeways. The signs shall be mounted on private property situated to be easily readable from the street. Care should be taken to avoid blocking driver's view or traffic regulatory signs.

3. The signs must be erected at least nine (9) days prior to the initial review of the request by the Planning Commission. The signs must be properly maintained during the entire period of time the request is being considered and must be removed within ten days of the disposition of the request.